



Kingston University

2022-2023 General Catalog

Effective July 1, 2022 through June 30, 2023

***3871 E. Colorado Blvd.,
Pasadena, CA 91107***

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<http://www.KingstonUniversity.edu>***

Welcome to Kingston University

A Message from the President

Thank you for your interest in Kingston University, and on behalf of Kingston University, welcome.

Kingston University is a student-centered university, with a campus in the culturally vibrant city of southern California, Pasadena. Our campus is created for all students with a spirit of fostering a strong sense of friendly community for every one and lifelong connections with other learners and faculty.

As a “student-first” university, Kingston University values the role we play in bridging you to your future and career goal. Our faculty and staff are about student success in education and in life. We are dedicated to providing you with the values, knowledge, and expertise that will allow you to advance professionally for your entire career. You will experience the liberating power of higher education and possess the skills to build a strong foundation, one that can serve you for the rest of your life.

At Kingston University, students’ learning experience is extended beyond classroom. We offer different learning opportunities such as internships, education through experience, and service-learning projects to enrich your search for knowledge and enhance your readiness for the career you determine. We partner with prominent businesses and health leaders who provide real-world guidance for the University and its learners.

Your ability to show care and concern for others will increase along with your intellectual growth as you learn to internalize ethical and moral healthcare and business values into your world view. In short, you will become a better person, with the increased confidence that comes from possessing a higher education credential.

I am proud to be associated with Kingston University. I promise that you will find your experience here both challenging and gratifying. I look forward to the time when I can personally congratulate you on the day you graduate from Kingston University.

Sincerely,

Dr. Dwight Layton
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 July 01, 2022.

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 including transcripts are kept for an indefinite period of time but other files may be purged after five (5) years.

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ACADEMIC CALENDAR 2022-2023^{1,2}

Applicable to Programs Offered by:

SCHOOL OF BUSINESS

Fall Semester, 2022

First day of classes, instruction begins	Aug 15
Academic Holiday – Labor Day	Sep 05
Last day to add/drop class or register late	Aug 29
Student registration/orientation for Spring 2023	Nov 14 – Dec. 9
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. 12
University Closed	Dec. 24 - 26
	Jan. 2, 2022

Spring Semester, 2023

First day of classes, Instruction begins	Jan 16
Last day to add/drop class or register late	Jan 27
Academic Holiday – President’s Day	Feb 20
Student registration/orientation for Summer 2023	Apr 10- 20
Final examination	Apr 24- 29
Last day of classes	Apr 29
All grades report due to Registrar	May 05

Summer Semester, 2023

First day of classes, Instruction begins	May 15
Last day to add/drop class or register late	May 26
Academic Holiday – Memorial Day	May 29
Academic Holiday – Independence Day	July 04
Student registration/orientation for Fall 2023	Jul 05 – Jul 29
Final examination	Jul 24- Jul 29
Last day of classes	Jul 29
All grades report due to Registrar	Aug 04

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 2022-2023^{1,2}

Applicable to Programs Offered by:

SCHOOL OF HEALTH SCIENCE

CERTIFICATE TRAINING PROGRAMS:

- English As Second Language
- Massage Technician Training³

Fall Quarter, 2022

First day of classes, Instruction begins	Oct 03
Last day to add/drop class or register late	Oct. 10
Registration for Winter 2023	Nov 21– Dec 05
Academic Holiday – Thanksgiving Day	Nov. 24 & 25
Final examination	Dec 05 - Dec. 10
Last day of classes	Dec. 10
All grades report due to Registrar	Dec. 16
University Closed	Dec. 24 - 26 Jan. 2, 2022

Spring Quarter, 2023

First day of classes, Instruction begins	Apr. 03
Last day to add/drop class or register late	Apr. 10
Registration for Summer 2023	May 22 –Jun 05
Academic Holiday – Memorial day	May 29
Final examination	Jun 5- Jun 9
Last day of classes	Jun 9
All grades report due to Registrar	Jun 16
Spring Quarter Break	Jun 12 – Jul 01

Winter Quarter, 2023

First day of classes, Instruction begins	Jan. 03
Last day to add/drop class or register late	Jan. 10
Academic Holiday – Presidents’ Day	Feb. 20
Registration for Spring 2023	Feb 13 – Mar 03
Final examination	Mar. 06- Mar 10
Last day of classes	Mar. 10
All grades report due to Registrar	Mar. 17
Winter Quarter Break	Mar 13 – Apr 01

Summer Quarter, 2023

First day of classes, Instruction begins	Jul. 03
Last day to add/drop class or register late	July 10
Registration for Fall 2023	Aug 21 – Sep 08
Academic Holiday	
- Independence Day	Jul 04
- Labor Day	Sep 04
Final examination	Sep. 05- Sep. 09
Last day of classes	Sep. 09
All grades report due to Registrar	Sep. 16
Summer Quarter Break	Sep 11 – 30

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 the studies of Health Science Programs through Business programs, our mission focuses on cultivating 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

KINGSTON UNIVERSITY's foundational objectives are based on the university's mission and are measurable. The University aims to develop students who are capable of increased intellectual activity and career competency to become able to:

- Apply career-focused skills acquired from the training programs to the field of practice
- Determine prompt and appropriate solutions through critical thinking
- Communicate with others in professional language and gesture
- Practice in the field with respect to professional conduct and ethical standards.
- Enhance the wellbeing of the community with leadership skills.
- Value continuing education and practice enhancement as a lifelong learner.

APPROVALS

INSTITUTIONAL APPROVAL

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?schnname=Kingston+University&Submit=Search>.

The programs Kingston University is approved to operate by BPPE include:

School of Business (direct & online)

- Associate in Science, Business Management
- Associate in Science, Healthcare Management Career
- Associate in Arts, Hospitality and Tourism Management Career
- Bachelor of Science in Business Administration
- Master of Business Administration

School of Health Science

- Associate in Health Science, Massage Therapy Option
- Associate in Occupational Studies, Massage Therapy Option
- Associate in Science in Oriental Medicine
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Oriental Medicine
- Master of Science in Oriental Medicine
- Massage Technician – 600 Hours Training

Certificate Training Programs

- 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: 1747 N. Market Blvd., Suite 225
Sacramento California, 95834

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

Phone: (916) 574-8900, (888) 370-7589

Main Fax: (916) 263-1897

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

California Education Code (CEC) §94909(a)(16) and §94897(p) requires Kingston University to disclose to prospective students prior to enrollment that Kingston University and its degree and certificate programs are unaccredited, and any known limitations of the degree, including all of the following:

1. A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states.
2. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
3. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. Kingston University does not currently participate in any federal financial assistance programs. The University does not provide financial aid to students.

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

Kingston University is an Assigned School (Code: 490019-05) by the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Graduates of the Massage Therapy programs including Associate degree programs and the 600-hour program will be eligible to sit for the 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

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) / STUDENT VISAS

Kingston University is approved by the U.S. Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant I-20 students for both academic degree programs and career training programs. *SEVIS school code#: LOS214F01163000*

ARTICULATION AGREEMENTS

Kingston University has not entered into any articulation or transfer agreements with other colleges or universities.

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 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.

Celebrating 10 years of providing quality education, Kingston University attained the accreditation by the Accrediting Council for Independent Colleges and Schools in 2014. Following the relocation of the University's campus to its current location in Pasadena in 2017, Kingston University received BPPE's approval to offer additional programs focusing on preparing students for careers in the healthcare and hospitality management, and began its pursuit for institutional accreditation and programmatic accreditation for its career training programs.

From our inception, we have worked to improve our programs and instructors to further enhance the learning experience for our students. The 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

The University main campus is at 3871 East Colorado Blvd., Pasadena, CA 91107. All class sessions are held at the main campus. Students enrolling in hybrid or 100% distance learning courses complete the coursework at a location determined by the students.

The campus building is located in the historically cultural rich city of Pasadena, about 18 miles northeast of downtown Los Angeles. The community environment is rich in both western and eastern culture. Shops, restaurants, US Post Office, and banks are all within short walking distance to aid student's living convenience.

Students can easily access the University campus by driving directly or through public transportation. Students may inquire at the Student Affairs Office for public transportation information and assistance.

Information about Pasadena can be found at www.ci.pasadena.ca.us.

Teaching Facilities and Equipment

There are four classrooms available for teaching and practical training. 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 equipment 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 equipment, hydrocollator, herb samples and cookers, just to name a few. The classrooms are multifunctional. The largest classroom has a capacity sufficient for 20 students in a didactic class or 8 students in laboratory practice.

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. The teaching clinic can provide training to six student interns during one shift.

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, Pasadena Branch.

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. Dwight Layton President
Dean of Academic Affairs

Dr. G. Anthony Sanchez Jr. Vice Chancellor, Chief Advisor
Student Affairs

Rosalia Lin-Mei Hsieh Chief Operating Officer
Student Affairs, PDSO

Dr. Dwight Layton Dean, School of Business

Seong Soo Han Dean, School of Health Science
Student Affairs

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

Dr. Richard Gayer Business Subject Matter Expert

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

ADMISSION INFORMATION

ADMISSION PHILOSOPHY

The university admits and welcomes students of any race, color, creed, gender, sexual orientation and age, 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. A personal interview with the Admission Director or the Program Director/Dean may be required to determine the final admission decision.

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

Students may have options for choosing hybrid or 100% distance education for some programs or courses. Please refer to the Distance Education section for more information. All students, on-campus, hybrid or 100% distance education are subject to the same admission requirements described for each program below.

Kingston University does not admit ability-to-benefit students.

UNDERGRADUATE ADMISSIONS

- ASSOCIATE DEGREE PROGRAMS

Admission Requirements

Students desiring admission to the Associate in Art, Associate in Science, Associate in Health Science or Associate in Occupational Studies Degree program must meet the following requirements:

1. Completed high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled, concurrently, in General Education courses in the manner and unit count as required by the individual program desired for admission. Please refer to the Admission Requirements and Graduation Requirements of each program under the Academic Program section.

General Education courses must be completed prior to the completion of the Associate degree program. The minimum G.P.A. attained must be of 2.0 or better.

3. Applicants possessing high school education or baccalaureate course work from a recognized or approved foreign academic institution are required to send their official transcript(s) for evaluation by a credential evaluation agency which is recognized by the U.S. Department of Education and a member of National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Please refer to the Foreign Credential Evaluation section for detail. A copy of the evaluation report must be forwarded directly from the evaluation agency to the University's admission office.

Admission Procedures

Students applying for admission to the Associate in Arts, Science or Health Science degree 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. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.
3. For applicants who have completed or in the progress of completing the required minimum course works in General Education, submit an official transcript(s) from a college(s) currently or previously attended showing the General Education courses completed.
4. Submit a completed application form obtained from Kingston University Admission
5. Submit the 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.

- BACHELOR DEGREE PROGRAMS

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 or be enrolled, concurrently, in General Education courses not less than 45 semester units or 67.5 quarter units or the equivalent in the manner and unit count as noted in General Education courses described in the Admission Requirements and Graduation Requirements of the program under the Academic Program section.

General Education courses must be completed prior to the completion of the bachelor's degree program. The minimum G.P.A. attained must be of 2.0 or better.

3. Applicants possessing high school education or baccalaureate course work from a recognized or approved foreign academic institution are required to send their official transcript(s) for evaluation by a credential evaluation agency which is recognized by the U.S. Department of Education and a member of National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Please refer to the Foreign Credential Evaluation section for detail. A copy of the evaluation report must be forwarded directly from the evaluation agency to the University's admission office.

Admission Procedures

Students applying for admission to the bachelor's degree 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. Applicants with college education are exempted of this requirement.

2. Submit an official high school transcripts or G.E.D. or foreign equivalent or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof college education.
3. For applicants who have completed or in the progress of completing the required minimum course works in General Education, submit an official transcript(s) from a college(s) currently or previously attended showing the General Education courses completed.
4. Submit a completed application form obtained from Kingston University Admission
5. Submit the 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 an institution accredited by an agency recognized by the U.S. Secretary of Education or a recognized or approved foreign academic institution. 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.
3. Applicants possessing baccalaureate course work from a recognized or approved foreign academic institution are required to send their official transcript(s) for evaluation by a credential evaluation agency which is recognized by the U.S. Department of Education and a member of National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Please refer to the Foreign Credential Evaluation section for detail. A copy of the evaluation report must be forwarded directly from the evaluation agency to the University's admission office.

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's 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 the required 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 education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education or a recognized or approved foreign academic institution. The course works completed must have a cumulative GPA of at least 2.50.
2. Applicants possessing baccalaureate course work from a recognized or approved foreign academic institution are required to send their official transcript(s) for evaluation by a credential evaluation agency which is recognized by the U.S. Department of Education and a member of National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Please refer to the Foreign Credential Evaluation section for detail. A copy of the evaluation report must be forwarded directly from the evaluation agency to the University's admission office.
3. The baccalaureate course work completed must have a cumulative GPA of at least 2.00

Admission Procedures

Students applying for admission to the Master of Science in Oriental Medicine 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 copy of the degree attained at the baccalaureate level, if applicable
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 the 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, GED or equivalent or higher.
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 the 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 Technician – 600 Hours Certificate Programs**

Admission Requirements

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

1. Possession of a high school diploma, GED or equivalent or higher.
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 proof of possessing a minimum of a high school diploma, GED, or foreign equivalent. Applicants with college education may submit official transcript(s) from the college(s) attended in place of a copy of the high school diploma or GED.
2. Submit a copy of Driver's License or valid government issued ID
3. Submit a completed and signed application form obtained from Kingston University Admission
4. Submit non-refundable application fee (non-refundable, refer to the Tuition and Fee Schedule in the "Financial Information" section)

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.

INFORMATION TECHNOLOGY SKILLS

Kingston University recommends computer and internet skills sufficient to effectively participate in the university's learning model and conduct research at the appropriate level. All applicants must complete a Skills Pre-Assessment and submit it with the Application for Admission. The assessment is designed to help the institution understand each prospective student's skills and competencies in utilizing computer and internet to succeed today's college learning environment, as well as a student's access to computer, software

and internet technologies. These will be taken into consideration before admitting a prospective student into the program.

DISTANCE EDUCATION

Kingston University offers students an option to enroll in the following programs through distance education learning:

- Associate in Science, Business Management
- Associate in Science, Healthcare Management Career
- Associate in Arts, Hospitality and Tourism Management Career
- Bachelor of Science in Business Administration
- Master of Business Administration

Distance education courses are delivered through a learning management system (LMS), MOODLE, through which students interact with the instructor, synchronously or asynchronously as determined by the nature of courses and the instructor for achieving the learning objectives. When synchronous class meetings are required, students will meet virtually and online.

The course provides students ongoing engagement through threaded discussions (Online Discussion Board), announcements, wikis, and blogs. Students are expected to appropriately interact with course peers through threaded discussion dialogue and critiques. Students may further post appropriate imagery, URL links, articles, podcasts, and videos that support evidence the student has mastered the learning outcomes.

The Online Discussion Board is designed to stimulate class dialogue that would normally take place in a face-to-face didactic setting. Participation in the Discussion Board serves as a learning strategy to help demonstrate student knowledge of course content. Each Discussion Board post will be assessed using a rubric (located under the “My Grades” menu). In addition to reviewing the grading criteria in the rubric, all assignments are to be submitted via the online classroom. Email submissions will not be accepted. Grades and comments on graded items will be posted in the Gradebook, unless otherwise specified. All assignments submitted for each course must be created for that particular course and of the students' original work. Any assignment (a paper or presentation) submitted for credit in one course may not be duplicated and submitted for credit in any other course unless approved by the faculty or noted in the syllabus. Substantive written or video feedback will be provided to the student in the assignment rubric. All assignments submitted for a grade will be returned to the student within 72 hours after the assignment due date via the learning management system.

Standard classroom books and printed materials are typically used in combination with online lectures, assignments, and supplementary course materials. Online lecture may be entirely text-based or consist of some combination of text, graphics, sound and video.

Kingston University only accepts students residing in California for enrolling 100% online. F-1 students must comply with SEVIS requirement to enroll full-time in on-campus classes.

Minimum Computer Requirements

In order for students to study, complete assignments and submit their works successfully, the minimum computer requirements and configuration include the following:

Hardware

- Intel or Intel-compatible Pentium 4 class 2 GHz processor or higher
- 250 GB HDD

- 4 GB RAM or higher
- Speaker or headphone
- Monitor that supports 1280 X 768 resolution or higher
- Camera to support virtual meeting (built-in or external)
- Broadband connection, i.e. DSL or cable modem that supports 5 MBPS or higher

Operating System

- Microsoft Windows 7, 8.1 or 10 (32 or 64 bit)
- Apple Mac OS X 10.6 or higher

Software

- Latest version of Mozilla Firefox (Mac or PC),
- Web browsers, such as Microsoft internet explorer (PC), Google Chrome (Mac or PC), and/or Safari (Mac or PC)
- Microsoft Office 2013 (PC) or Microsoft Office 2011 (Mac)
- Adobe Acrobat Reader

Plugins/Add-ons

- Macromedia Shockwave
- Macromedia Flash
- Adobe Quick Time Video
- Java

To ensure students have the minimum computer and equipment ready before the class begins, students are required to complete a Distance Learning Equipment Checklist and submit the Checklist to the institution when registering for the first class. Students may indicate in the Checklist if technical support is needed for using the hardware, software, or other tools to receive prompt assistance from the administration office.

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 (NACS). 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. Fees related to issuance of I-20's are listed in the Financial Information of this Catalog. The University does not provide visa application services.

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, TOEIC or IELTS score report
 - ii. Official transcript(s) of at least 2 years of education in a program where English was the language of instruction, or
 - iii. 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
Associate in Science, Oriental Medicine Associate in Health Science, Massage Therapy Associate in Occupation Studies, Massage Therapy Bachelor of Science in Oriental Medicine Master of Science in Oriental Medicine	Fall Quarter Winter Quarter Spring Quarter Summer Quarter	August 15 November 15 January 15 May 15
Associate in Arts, Hospitality and Tourism Management Associate in Science, Business Management Associate in Science, Healthcare Management Career Bachelor of Science in Business Administration Bachelor of Science in Nursing, RN to BSN Master of 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, F-1 students must report to Kingston in person within seven (7) days or the I-20 will be void.

To ensure that F-1 students prioritize their educational commitment to an on-campus program, Kingston University requires F-1 students a residence within 120-miles of the campus to ensure they are able to comply with attendance and F-1 policies. F-1 students whose residence is beyond 120 miles from the university campus or arriving from outside of California or foreign countries must submit a new California address within a 120-miles radius of the University's campus within 14 days of program start date, or their SEVIS will be cancelled within the university system and enrollment will be revoked.

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 two weeks before the final exam week of the term the student is enrolled.

English Proficiency Requirement

All programs offered by Kingston University are taught in English language only. Unless a graduate from a US high school or foreign equivalent where English was the language of instruction evidenced by an official transcript, or a student 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. Associate Degree 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. Bachelor's Degree Program (see below for Nursing Program requirements)

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

3. 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 8
- (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.

4. MSOM Program

Applicants desiring for enrolled in the English program must submit either ONE of the following:

- (i) A score report of the Test of English as a Foreign Language (TOEFL) internet based test (iBT) with a minimum score of 61
- (ii) A score report of the International English Language Testing System (IELTS) exam with an Overall Band of 6
- (iii) A score report of the Pearson Test of English (PTE), Academic, with an Overall Score of at least 45
- (iv) A score report on Cambridge First Certificate in English (FCE) with a score of at least C
- (v) A score report on Cambridge English Advanced (CEA) with a score of at least C
- (vi) A score report from Common European Framework Reference (CEFR) for a score of at least B2
- (vii) A score report of Occupational English Test (OET) with a score of 250, C
- (viii) A score report from China Standard of English Language (CSE) with a CSE score of 6
- (ix) Duolingo English Test (DET) score 90
- (x) Official transcript of at least two years of academic studies taken at an institution where all courses were administered in English.

5. 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, or level 2 – 2.5 on IELTS
- (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 dully 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 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
Associate in Arts • Hospitality Management Career	\$320.00 per semester unit	\$4,600.00 per semester	\$14,000.00
Associate in Health Science • Massage Therapy Concentration	\$14.00 per course hour	\$2,600.00 per quarter	\$10,390.00 ²
Associate in Occupational Studies • Massage Therapy Concentration	\$14.00 per course hour	\$2,560.00 per quarter	\$12,800.00 ²
Associate in Science • Business Management	\$320.00 per semester unit	\$4,600.00 per semester	\$14,000.00
Associate in Science • Healthcare Management Concentration	\$320.00 per semester unit	\$4,600.00 per semester	\$14,000.00
Associate in Science • Oriental Medicine Concentration	\$140.00 per quarter unit	\$1,900.00 per quarter	\$9,500.00
Bachelor of Science in Business Administration	\$320.00 per semester unit	\$4,300.00 per semester	\$25,940.00
Bachelor of Science in Oriental Medicine	\$140.00 per semester unit	\$1,900.00 per quarter	\$16,800.00
Master of Business Administration	\$530.00 per semester unit	\$5,200.00 per semester	\$20,800.00
Master of Science in Oriental Medicine			\$49,080.00 ²
• Didactic courses	\$140.00 per quarter unit for 1000 ~4999 series courses	\$1,900.00 per quarter (12 units)	\$35,600.00
	\$187.00 per quarter unit for 5000 ~6999 series courses	\$1,900.00 per quarter (9 units)	
• Clinical Training	\$12.00 per hour	Min. \$240.00 For one clinical training course	\$11,400.00
English as Second Language	\$1,500.00 per course	\$1,800.00 per course	\$10,800.00
Massage Technician 600-Hour Program	\$8,400.00/program	\$8,800.00	\$8,800.00 ²

¹Includes full-time tuition, registration fee, estimated cost for textbook, supplies, tools, equipment and other material students purchase through their own choice of purchasing channel. **General Education course tuition is additional.**

²Excludes licensing/certification fee and related cost

Non-Refundable Fees

Application Fee – U.S. Resident	\$100
Application Fee – International Student	\$250
Transfer Credit Evaluation/Processing Fee	\$ 50
Registration Fee (Per term)	
U.S. Resident	\$ 30
Non U.S. Resident	\$ 45
Student ID Fee:	\$12.00
Transcript Fee – Regular order (per original copy)	\$10.00
- Rush order (per original copy) ready in one business day	\$25.00
Certificate of Enrollment fee: single issue	\$10.00
(Complimentary for the first issuance of each academic year enrolled)	
Foreign Credential Evaluation - General Evaluation	\$210.00
- Course-by-Course Evaluation	\$315.00
- Rush orders available upon request at additional cost	
Auditing Course (not for credit) per unit	50% of regular tuition
Course Drop/Add/Change Fee	\$20.00
Diploma Replacement Fee:	\$100.00
Late Registration Fee – within two weeks after the deadline	\$50.00
– between two weeks and 1 st week of the term	\$150.00
– during the first week of class	\$200.00
Make-up Written Test/Exam	\$50.00
Make-up Practical/Demonstration/Clinical Test/Exam	\$100.00
Malpractice Insurance (per Quarter) when enrolled in clinical training courses	\$ 50.00
Graduation fee:	\$100.00
Returned Check Charge:	\$30.00

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

Foreign Students Only (non-refundable)

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
SEVIS data fix/change of status assistance	\$400.00

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 four weeks prior to the beginning of each term for degree program students or the first class for diploma & training program students. Tuition paid during late registration will include a late registration charge as in the fee schedule.

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

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00.

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made 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 advised that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students are required to provide a written notice to the Registrar at 3871 E. Colorado Blvd., Pasadena, CA 91107 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 the portion of tuition that student paid for class not yet attended, 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 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 application fee or deposit not more than \$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 in writing 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.

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

Pursuant to CCR §76215, Kingston University includes the following statements on Student Tuition Recovery Fund Disclosure:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the

institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

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

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

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

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

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

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

A detailed system of records is maintained by the University for each student. Each student's file shall contain application documents, admission credentials, records of attendance, grades earned, Satisfactory Academic Progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation and degrees granted. Such records shall be considered the permanent property of the University and shall not be available for loan or release to others without the written consent of the appropriate student. Student records are to be kept for a period of five (5) years. Student transcripts are retained permanently.

– 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. Students can file a complaint with the Bureau at any time (see the contact information below). However, students are encouraged to talk to any member of the institutions administrative staff, staff person or faculty member at any time. 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 (see contact information below).

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: 916-574-8900

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.

Students choose to enroll in hybrid or 100% distance education courses will complete an orientation online.

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 Pasadena and the neighboring communities of Rosemead, Temple City, Alhambra, Arcadia and Monrovia have rental apartments and housing in various price ranges, from \$450 per month for a room shared in a single family house or condominium 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. However, the University does not guarantee job placement. 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 research 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 the local city library. These cards are available for free and include web access to many services through the City of Pasadena. Students may also find additional resources from the Public Library of Pasadena City.

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 or quarter units at undergraduate level each semester/quarter
- (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 & Certificate 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 schedule class. To receive credit for any single course, the student must attend no less than 90% of the objective lecture hours unless excused. Students enrolled in the Certificate and Training Programs must attend 100% of the class hours in order to earn the required contact hour credits for satisfying the program completion requirements. 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 review the attendance and absence policy of the specific programs they are enrolled. Students enrolled in the Bachelor of Science in Oriental Medicine and the Master of Science in Oriental Medicine must observe the Absence Policy in Clinical Training Requirements. Students enrolled in the Massage Therapy training programs are required to read the Attendance Requirements and Policy, and the make up requirements for missed hours described in the respective program information section.

Students are advised to 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.

- Distance Education Attendance Policy

Success in the distance education courses is dependent on the student's active participation and engagement throughout the courses. As such, student's active participation and engagement throughout the courses are component of attendance. Students are required to complete all assignments by the due date, and to actively participate in class discussions.

The instructor will keep an accurate record of attendance at all class sessions and activities. In online courses, professors define expected interaction within the course and/or other students and expected use of the class website and/or media. Inconsistent interaction and/or inconsistent use of website or media, regardless of cause, reduce the opportunity of learning. The professor may withdraw from the course any student who is not interactive or responsive in a timely manner, as specified by the professor, in online courses.

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 Bachelor of Science in Oriental Medicine and the Master of Science in Oriental Medicine must observe the Absence Policy in Clinical Training Requirements. Students enrolled in the Massage Therapy training programs are required to read the Attendance Requirements and Policy, and make up requirements for missed hours described in the respective program information section.

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.

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 Health Science academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of at a minimum of:

- Ten (10) clock hours of didactic work (lecture hours), or
- Twenty (20) clock hours of laboratory or supervised work, or
- Thirty (30) clock hours of internship/externship.

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.

In addition, students should expect to engage in work outside of the classroom or laboratory setting, such as readings, completion of assignments, group work, research, review of class notes, practice or practical application of theory, and other similar activities. Students are expected to spend:

- Two hours in outside work for every hour of in-class lecture;
- One hour in outside work for every two hours of in-class laboratory activities and clinical rotations
- Some additional outside work or preparation may be required for internship/externship activities. approximately

Further details are provided by each course and will be measured and reflected on each syllabus as part of the overall course grade.

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.

MAINTAINING SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DEGREE PROGRAM STUDENTS

In addition to completing all courses successfully as required by the degree programs in which the students are enrolled, degree 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 as described below:

- (a) Achieving and maintaining the minimum Cumulative Grade Point Average (CGPA), which is 2.0 for undergraduate students and 3.0 for graduate students;
- (b) Completing a program in the Maximum Program Completion Time Frame as described below. Please note that I-20 students must complete in 100% of the set program length.

Unit Attempted

Units attempted are units for which a tuition charge was incurred. Units for which a grade of W, NP, NC, and/or F was received are considered as units attempted, but not completed. Courses noted as excluded, repeated courses, and courses noted as academic renewal are also included. Transfer credits if evaluated, accepted for transfer and transferred are counted as units attempted and completed.

Maximum Program Completion Time Frame

Students must progress through the programs within the maximum completion time frame. For degree programs, the credit hours students attempted cannot exceed 1.5 times the credit hours required to complete the program, which is equivalent to achieving 67% of course completion rate accumulatively; for certificate non-degree programs that are measured in clock hours, the maximum time frame shall not exceed 1.5 times the normal duration of the program.

As the degree programs are measured in credit hours in equivalent to semester unit or quarter units, the Maximum Program Completion Time Frame for the programs defined by the maximum credit units students may attempt is summarized below:

Program	Units Required for Completion ¹	Maximum Program Completion Time Frame (max units attempted)
Associate in Science, Business Management	60.0 semester units ¹	90 semester units
Associate in Science in Healthcare Management	60.0 semester units ¹	90 semester units
Associate in Arts, Hospitality and Tourism Management Career	60.0 semester units ¹	90 semester units
Associate in Health Science, Massage Therapy Option	90.0 quarter units ¹	135 quarter units
Associate in Occupational Studies, Massage Therapy	90.0 quarter units ¹	135 quarter units
Associate in Science, Oriental Medicine	90.0 quarter units ¹	135 quarter units
Bachelor of Science in Business Administration	120.0 semester units ¹	180 semester units
Bachelor of Science in Oriental Medicine	120.0 quarter units ¹	180 quarter units
Master of Business Administration	36.0 semester units	54 semester units
Master of Science in Oriental Medicine	268.0 quarter units	402 quarter units

¹Including both the major of study courses and General Education requirements for completing the associate and bachelor degree

Students are evaluated at the end of each term based on the SAP policy. At the end of each term, any student who fails to meet SAP is subject to the following:

1. If a student fails to maintain SAP, the student will be placed on Academic Probation. The student will be advised and may be required to meet with an academic adviser in person. Failure to meet with an adviser may result in being administratively withdrawn from the program.
2. If a student fails to maintain SAP for a second consecutive mandatory term, the student stays on Academic Probation. The student will be advised and will be required to meet with an academic adviser in person. Failure to fulfill the conditions of her/his Academic Probation may result in being administratively withdrawn from the program. The student will lose CPT privileges. Failure to meet with an adviser may result in being administratively withdrawn from the program.
3. If a student fails to maintain SAP for a third consecutive term, the student may be administratively withdrawn from the program.
4. If a student cannot complete the program within the Maximum Program Completion Time Frame, the student will be dismissed. Students 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.

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.

A student may be determined by the University to have been maintaining SAP even if the established standards are not satisfied under the following circumstance:

- the death of a student's relative,
- a student's injury or illness, or
- natural disasters

- other circumstances that resulted in undue hardship to the student.

The student is required to submit written document(s) to support the experience of any of the circumstance in order to be considered by the Academic Dean for meeting the SAP standards.

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 Associate's Degree, 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.

For undergraduate courses, only courses with a grade point of 2.0 or better can be evaluated for transfer. For transferring credits earned for courses required for completing the major of study, only units earned within the previous 5 years will be considered for transfer.

For graduate courses, only courses with grades earned a B- or better and earned within the previous 5 years will be considered for transfer.

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 but not included in calculating the student's cumulative grade point average earned at Kingston University.

In order to receive credit for previous training, the student must maintain a minimum G.P.A. of 2.0 for all the undergraduate courses or, 3.0 for all the graduate courses, taken at Kingston University.

1. Associate Degree in Business Related Programs

Students enrolling in the Associate degree programs may transfer up to 75% of course works completed at approved or accredited institutions that have been accredited by an accrediting agency recognized by the US Department of Education. Credits transferrable shall include all general education course work up to the maximum units required for the program required for graduation and course works completed in the major of study up to the balance of the maximum transferrable credit units after the credit units earned in General Education courses are accounted for. Only courses with a grade point of 2.0 or better can be evaluated for transfer. For transferring credits earned for courses required for completing the major of study, only units earned within the previous 5 years will be considered for transfer.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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 the level of course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

2. Associate degree programs in Massage Therapy – Associate in Health Science and Associate in Occupational Studies, Massage Therapy Option

To satisfy the General Education (G.E.) courses required for the Associate in Health Science, Massage Therapy (AHSMT) Option program and the Associate in Occupational Studies, Massage Therapy (AOSMT) Option program, students may transfer all the required General Education course works completed at a local community college of other accredited postsecondary educational institutions that offer general education courses. Up to 30 quarter units or the equivalent in the G.E. courses can be transferred to the AHS program and 15 quarter units or the equivalent to the AOS program.

Students may transfer course works related to massage therapy training completed at other schools approved by CAMTC or a college or university of the state higher education system to the AHSMT program at Kingston University. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system.

For coursework completed successfully at other massage therapy schools or colleges which are accredited by an accrediting agency recognized by the U.S. Department of Education or approved by CATMC.

- i) Up to 50% transfer credit may be awarded for courses completed successfully in General Sciences and practice management. if the following criteria are fulfilled:
 - a) Coursework must have been completed within the last five years.
 - b) The student must have earned at least a 2.0 in the course.
 - c) The hour/unit count must be equivalent.
 - d) The student may be asked to provide a syllabus to the Registrar or Student Advisor so that the coursework can be determined whether it is comparable in scope and content to what is taught at Kingston University. If there is a concern about the equivalence of the scope and content of a course, the applicant's/ student's grade in the course will be weighed more heavily in the decision. The student may also be required to demonstrate relevant skills for credit consideration.
- ii) For courses which require Lab/Practical contact hours, the evaluation of the transfer credits may require students taking an examination with practical demonstration administered by Kingston University in the subject(s) in which transfer credit may be awarded.
- iii) Credits earned for clinical internship or practicum courses are not transferrable.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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.

Kingston University does not accept coursework completed at other massage therapy schools or colleges which are not accredited by an accrediting agency recognized by the U.S. Department of Education or approved by CAMTC.

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.

3. Associate in Science, Oriental Medicine

Students will transfer all of the 25 quarter units or the equivalent of General Education course works. Units must be earned from a local community college or an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

Students may transfer Oriental medicine major courses successfully completed at other schools into the ASOM 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 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 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.

For units earned at institutions outside of the U.S., the student must submit an official transcript for a course-by-course 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.

Only units earned within the previous 5 years will be considered for transfer.

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 C 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. 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 2.0 in all course work taken at Kingston.

4. Bachelor of Science in Business Administration Degree Program

Students may transfer up to 75% of course works completed at approved or accredited institutions that have been accredited by an accrediting agency recognized by the US Department of Education. Credits transferrable shall include all general education course work up to the maximum units required for the program required for graduation and course works completed in the major of study up to the balance of the maximum transferrable credit units after the credit units earned in General Education courses are accounted for. Only courses with a grade point of 2.0 or better can be evaluated for transfer. For transferring credits earned for courses required for completing the major of study, only units earned within the previous 5 years will be considered for transfer.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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 the level of course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

5. Bachelor of Science in Oriental Medicine Program

Students may transfer all of the General Education course works up to 68 quarter units or the equivalent. Units must be earned from a local community college or an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

Students may transfer Oriental medicine major courses completed successfully in other schools into the BSOM 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 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 training 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.

For units earned at institutions outside of the U.S., the student must submit an official transcript for a course-by-course 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.

Only units earned within the previous 5 years will be considered for transfer.

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 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 C 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. 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 2.0 in all course work taken at Kingston.

6. Master of 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.

7. 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.

8. Non-degree programs

Kingston University's non-degree programs do not accept transfer credit for coursework completed in other postsecondary institutions.

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 OUR INSTITUTION

The transferability of credits you earn at Kingston University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (insert degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (insert credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kingston University to determine if your (insert 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 out-lined 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 such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or

jury duty 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. A leave of absence period may not exceed 180 days within any 12-month period. Normally, only one Leave of Absence may be granted in any one academic year. However, more than one leave of absence may be granted in the event that unforeseen circumstances arise as described above. 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 equipment checked out from the University before they are granted for graduation.

ACADEMIC PROGRAMS

UNDERGRADUATE PROGRAMS

SCHOOL OF BUSINESS

ASSOCIATE IN SCIENCE, BUSINESS MANAGEMENT

Notice To Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Associate in Science, Business Management program incorporates introductory courses in accounting, management, marketing, and computer information systems. The courses provide students with the knowledge of management concepts, procedures, operations, and problem-solving techniques needed for employment or advancement. The program is designed to serve the needs of both fully employed and full-time students and prepare them for entry-level positions in the business field. The program also prepares students for the pursuit of a bachelor's degree, and even beyond, in business administration through a seamless transition.

Program Objectives:

The ASBM program is designed to enable students to:

1. Acquire the basic understanding of the business and management
2. Utilize quantitative and qualitative tools and methodologies to support business management and organizational decision making
3. Relate the economic, political, ethical, legal and regulatory contexts of organizational management policies
4. Develop communication skills
5. Match business administration problems and opportunities and formulate an action plan
6. Describe the information content of organizational processes and use information technology

Employment Opportunities

Students may seek positions such as Executive Assistant, Human Resources Generalist, Associate Project Manager, Business Development Assistant, book keeper, accounts payable, shipping assistants, just to name a few.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

23-2011.00 – Accounts Payable

41-1011.00 – First-Line Supervisors

43-3031.00 – Bookkeeping, Accounting and Auditing Clerk

43-3051.00 – Payroll Clerk

43-4161.00 – Human Resources Assistants, Except Payroll and Timekeeping

43-5071.00 – Shipping Assistant

43-6011.00 – Administrative Assistant/Executive Secretaries

11-3011.00 - Administrative Services Managers

*Detailed information surrounding these classifications can be found at the following website:

www.onetonline.org.

Program Completion Requirement

The AS degree in Business Management program (ASBM) consists of a total of 60 semester units, which include 21 semester units in the General Education courses, 33 semester units in business core courses and 6 semester units of elective courses. Students will only focus on studying the major courses at Kingston University. Students will fulfill the general education requirement at a local community college or other accredited postsecondary educational institutions that offer general education courses. The General Education courses must be completed prior to graduation by submitting an official transcript to the Registrar office promptly.

Students may complete the courses for the major study required by ASBM program in three to four semesters (18 to 24 months including semester breaks and holidays) by enrolling in the classes on the fulltime basis.

Mode of Instruction

Options of on-campus or distance education mode are available for the student's choice. F-1 students must comply with SEVIS requirements for attending on-campus classes on a full-time basis.

Admission Requirements

Students desiring admission to the Associate in Science, Business Management program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 21 semester units or the equivalent covering various academic disciplines which must include 6 units of English and Communication, 6 units of Mathematics, 3 units of Natural and Physical Sciences, 3 units of Social and Behavioral Sciences, and 3 units of Humanities and Fine Arts course. General Education courses students are concurrently enrolled in must be completed prior to the completion of the ASBM program. The minimum G.P.A. attained must be of 2.0 or better.

Admission Procedures

Students applying for admission to the Associates in Science, Business Management 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. Applicants with college education are exempted of this requirement.

2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.
3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed application form obtained from Kingston University Admission
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section)

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 all of the General Education course works up to 21 semester units and a maximum of 15 semester units in the Business Foundation and Core Courses. 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 courses required for completing the major of study, only credits earned within the previous five years will be considered for transfer.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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 the level of course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston 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

Student will be awarded the Associate in Science, Business Management degree upon meeting the following requirements prior to graduation:

1. Completed 21 units in General Education Courses
2. Completed 33 units in Business Core Courses
3. Complete 6 units in Elective Courses
4. Complied with Satisfactory Academic Progress (SAP) requirements, including:
 - Maintained a minimum CGPA of 2.0,
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program, and
5. Fulfilled financial obligation required by Kingston University prior to graduation

CURRICULUM

Students may be admitted to the AS 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 AS 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 21 units in General Education Courses, 33 units in Business Core Courses and 6 units in Elective Courses.

The courses are listed below:

General Education Courses Required: 21 Semester Units

Category	Minimum Requirement	Examples of Subject Area
English & Communication	2 courses or 6 semester units	College English*
		Communication
		Speech
Humanities and Fine Arts	1 course or 3 semester units	History
		Critical Thinking
		Foreign Languages
		Arts, Music
Mathematics	2 courses or 6 semester units	College Algebra
		Statistics, Business Math
Social and Behavioral Sciences	1 course or 3 semester units	Sociology
		Political Science
		Psychology
Natural and Physical Sciences	1 course or 3 semester units	Biology
		Chemistry
		General Physics
		Nutrition
		Computer Science

*Required course

Business Core Courses Required: 33 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
AT 2110	Financial Accounting	45	3
AT 2120	Managerial Accounting	45	3
BU 1000	Introduction to Business	45	3
BU 1001	Business Software	45	3
BU 1010	Management Information Systems	45	3
BU 2000	Management Theory and Practice	45	3
BU 2010	Business Communication	45	3
BU 2400	Business Statistics	45	3
EC 2410	Principles of Microeconomics	45	3
EC 2420	Principles of Macroeconomics	45	3
MK 2000	Principles of Marketing	45	3
TOTAL		495	33

Electives Required: 6 Semester Units

Students are required to select two undergraduate courses coded 1000 ~2999 that are not already a requirement listed above and obtain the Dean’s approval prior to enrolling in the course.

Semester Curriculum Structure for AS, Business Management Program – Normal Progress Sample under a Full-Time Study Scheme

<u>Semester</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Contact Hours</u>
1	AT2110	Financial Accounting	3.0	45
	BU1000	Introduction to Business	3.0	45
	BU1001	Business Software	3.0	45
	EC2420	Principles of Macroeconomics	3.0	45
Subtotal			12.0	180
2	AT2120	Managerial Accounting	3.0	45
	BU1010	Management Information Systems	3.0	45
	BU2000	Management Theory and Practice	3.0	45
	EC2410	Principles of Microeconomics	3.0	45
Subtotal			12.0	180
3	BU2010	Business Communication	3.0	45
	BU2400	Business Statistics	3.0	45
	MK2000	Principles of Marketing	3.0	45
	XXXXXX	Elective Course 1	3.0	45
	XXXXXX	Elective Course 2	3.0	45
	Subtotal			15.0

ASSOCIATE IN SCIENCE, HEALTHCARE MANAGEMENT CAREER

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Associate in Science Degree, Healthcare Management Career (ASHM) Program provides students with basic knowledge of business management concepts, procedures, and skills with an overview of the healthcare industry. Students are trained to apply management, marketing, and accounting principles in business management practice with an understanding of healthcare industry, law and ethical conduct.

Upon completion of this degree, graduates will be prepared to enter employment as an entry level management staff at healthcare facilities. The program facilitates currently employed healthcare clinicians seeking a management position in the healthcare industry or desiring to enhance their management skills. Students completing this program will also be prepared to continue the pursuit for a bachelor's degree in Business Administration with Healthcare Management Scheme option.

Program Objectives:

The ASHM curriculum is designed to enable students to:

1. Acquire the basic understanding of the business and management,
2. Utilize quantitative and qualitative tools and methodologies to support business management and organizational decision making,
3. Relate economic, political, ethical, legal and regulatory contexts of organizational management policies,
4. Develop communication skills,
5. Match business administration problems and opportunities and formulate an action plan,
6. Describe the information content of organizational processes and use information technology,
7. Acquire a basic understanding of the healthcare industry.

Employment Opportunities

Students may seek positions such as front desk supervisor, medical accounts receivable specialist, medical billing supervisor, medical office specialist, medical records clerk, office supervisor, Executive Assistant to medical facility director, just to name a few. Working environments include a doctor's office, hospital, insurance company, outpatient clinic, public health agency or consulting firms.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

43-1011.00 – First-Line Supervisors of Office and Administrative Support
43-6013.00 – Medical Secretaries and Administrative Assistants
43-4161.00 – Human Resources Assistants, Except Payroll and Timekeeping
11-3011.00 - Administrative Services Managers
43-3031.00 – Bookkeeping/Accounting Clerk
43-3051.00 – Payroll Clerk

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion Requirement

The AS degree in Healthcare Management Career program consists of a total of 60 semester units, which include 21 semester units in general education courses and 39 semester units in business management and healthcare management scheme courses prescribed by the program. Students will only focus on studying the major courses at Kingston University. Students will fulfill the general education requirement at a local community college or other accredited postsecondary educational institutions that offer general education courses. The General Education courses must be completed prior to graduation by submitting an official transcript to the Registrar office promptly.

Students may complete the ASHM program in three to four semesters (18 to 24 months including semester breaks and holidays) by enrolling in classes on a fulltime basis.

Mode of Instruction

Options of on-campus or distance education mode are available for the student's choice. F-1 students must comply with SEVIS requirements for attending on-campus classes on a full-time basis.

Admission Requirements

Students desiring admission to the Associate in Science in Healthcare Management career program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 21 semester units or the equivalent covering various academic disciplines which must include 6 units of English & Communication, 3 units of Humanities and Fine Arts, 3 units of Mathematics, 3 units of Social and Behavioral Sciences and 6 units of Natural and Physical Sciences courses. General Education courses students are concurrently enrolled in must be completed prior to the completion of the ASHM program. The minimum G.P.A. attained must be of 2.0 or better.

Admission Procedures

Students applying for admission to the Associates in Science in Healthcare Management Career 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. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.

3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed application form obtained from Kingston University Admission.
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section)

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 General Education course works up to 21 semester units and a maximum of 15 semester units in the Business Core Courses and/or Scheme Courses. 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 courses required for completing the associate degree program, only credits earned within the previous five years will be considered for transfer.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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 the level of course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston 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

Students will be awarded the Associate in Science, Healthcare Management Career degree upon meeting the following requirements prior to graduation:

1. Completed 21 units in General Education Courses
2. Completed 30 units in Business Core Courses

3. Completed 9 units in Healthcare Management Scheme courses
4. Comply with Satisfactory Academic Progress (SAP) requirements, including:
 - Maintained a minimum CGPA of 2.0,
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program, and
6. Fulfilled financial obligation required by Kingston University prior to graduation.

CURRICULUM

Students may be admitted to the Associate in Science, Healthcare Management Career 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 AS Healthcare Management Career 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 21 units in General Education Courses, 30 units in Business Core Courses and 9 units in the Healthcare Management Scheme courses.

The courses are listed below:

General Education Courses Required: 21 Semester Units

Category	Minimum Requirement	Examples of Subject Area
English & Communication	2 courses for 6 semester units	College English*
		Communication
		Speech
Humanities and Fine Arts	1 course for 3 semester units	History
		Critical Thinking
		Foreign Languages
		Arts, Music
Mathematics	1 course for 3 semester units	College Algebra
		Statistics, Business Math
Social and Behavioral Sciences	1 course for 3 semester units	Sociology
		Political Science
		Psychology
Natural and Physical Sciences	2 courses for 6 semester units	Biology
		Chemistry
		General Physics
		Nutrition
		Computer Science

*Required course

Business Core Courses Required: 30 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
AT 2110	Financial Accounting	45	3
BU 1000	Introduction to Business	45	3
BU 1001	Business Software	45	3
BU 1010	Management Information Systems	45	3
BU 2000	Management Theory and Practice	45	3
BU 2010	Business Communication	45	3
BU 2400	Business Statistics	45	3
EC 2410	Principles of Microeconomics	45	3
EC 2420	Principles of Macroeconomics	45	3
MK2000	Principles of Marketing	45	3
TOTAL		450	30

Healthcare Management Scheme Courses Required: 9 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
HC 2000	Introduction to Healthcare Management	45	3
HC 2001	Survey of Healthcare Industry	45	3
HC 2100	Introduction to Health Insurance	45	3
TOTAL		135	9

**Semester Curriculum Structure for AS, Healthcare Management Career Program
– Normal Progress Sample under a Full-time Study Scheme**

<u>Semester</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Contact Hours</u>
1	BU1000	Introduction to Business	3.0	45
	BU1001	Business Software	3.0	45
	EC2420	Principles of Macroeconomics	3.0	45
	BU2400	Business Statistics	3.0	45
Subtotal			12.0	180
2	AT2110	Financial Accounting	3.0	45
	BU1010	Management Information Systems	3.0	45
	EC2410	Principles of Microeconomics	3.0	45
	HC2000	Introduction to Healthcare Management	3.0	45
	HC2001	Survey of Healthcare Industry	3.0	45
Subtotal			15.0	225
3	BU2000	Management Theory and Practice	3.0	45
	BU2010	Business Communication	3.0	45
	HC2100	Introduction to Health Insurance	3.0	45
	MK2000	Principles of Marketing	3.0	45
	Subtotal			12.0

ASSOCIATE IN ARTS, HOSPITALITY AND TOURISM MANAGEMENT CAREER

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Associate in Arts, Hospitality and Tourism Management Career (AAHTM) Program degree is a field of study designed to prepare students with the knowledge, commitment, and skills needed for management, marketing, and operational positions in the growing hospitality and tourism industry. As a field of study, the Hospitality and Tourism Management degree is interdisciplinary. As such, it draws upon a wide range of basic disciplines to provide students with the fundamental knowledge and skills required to fulfill the diverse demands placed upon individuals who pursue management positions within this industry.

Program Objectives:

The AAHTM curriculum is designed to enable students to:

1. Acquire the basics of the business and management,
2. Utilize quantitative and qualitative tools and methodologies to support business management and organizational decision making,
3. Relate the economic, political, ethical, legal and regulatory contexts of organizational management policies,
4. Develop communication skills,
5. Match business administration problems and opportunities and formulate an action plan,
6. Apply information technology skills in performing assignments and tasks
7. Acquire basic knowledge in the hospitality and tourism industry

Employment Opportunities

Upon completion of this degree, graduates will be prepared to enter the entry-level employment in the hospitality and tourism industry such as assistant to the manager in managing front office operations, convention services, meeting planning, sales and marketing and tourist information and planning, coordination between the hotel and tour operators; book keeping, account payable, and etc.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

11-3011.00 - Administrative Services Managers

11-9081.00 – Lodging Managers
13-1121.00 – Meeting, Convention, and Event Planners
39-7012.00 - Travel Guides
41-3041.00 – Travel Agents
43-3031.00 – Bookkeeping/Accounting Clerk

Program Completion Requirement

The AA degree Hospitality and Tourism Management Career program consists of a total of 60 semester units, which include 24 semester units in general education courses and 36 semester units in courses prescribed for the major of study. Students will only focus on studying the major courses at Kingston University. Students will fulfill the General Education requirement at a local community college of other accredited postsecondary educational institutions that offer general education courses. The General Education courses must be completed prior to graduation by submitting an official transcript to the Registrar office promptly.

Students may complete the AAHTM program in three to four semesters (18 to 24 months including semester breaks and holidays) by enrolling in classes on the fulltime basis.

Mode of Instruction

Options of on-campus or distance education mode are available for the student's choice. F-1 students must comply with SEVIS requirements for attending on-campus classes on a full-time basis.

Admission Requirements

Students desiring admission to the Associate in Arts in Hospitality and Tourism Management career program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 24 semester units or the equivalent covering various academic disciplines which must include 6 units of English & Communication, 6 units of Humanities and Fine Arts, 3 units of Mathematics, 6 units of Social and Behavioral Sciences, and 3 units of Natural and Physical Sciences courses. General Education courses students are concurrently enrolled in must be completed prior to the completion of the AAHTM program. The minimum G.P.A. attained must be of 2.0 or better.

Admission Procedures

Students applying for admission to the Associates in Arts, Hospitality and Tourism Management Career 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. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.
3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed application form obtained from Kingston University Admission

5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section)

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 all of the General Education course works up to 24 semester units and a maximum of 15 semester units in the Business Foundation and Core Courses and/or Scheme Courses. 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 courses required for completing the associate degree program, only credits earned within the previous five years will be considered for transfer.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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 the level of course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston 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

Students will be awarded the Associate in Arts, Hospitality and Tourism Management Career degree upon meeting the following requirements prior to graduation:

1. Completed 24 units in General Education Courses
2. Completed 24 units in Business Core Courses
3. Completed 12 units in Hospitality and Tourism Management Scheme courses
4. Complied with Satisfactory Academic Progress (SAP) requirements, including:
 - Maintained a minimum CGPA of 2.0,
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program, and

5. Fulfilled financial obligation required by Kingston University prior to graduation.

CURRICULUM

Students may be admitted to the AA 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 AA 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 24 units in General Education Courses, 24 units in Business Foundation and Core Courses and 12 units in Hospitality and Tourism Management courses.

The courses are listed below:

General Education Courses Required: 24 Semester Units

Category	Minimum Requirement	Examples of Subject Area
English & Communication	2 courses or 6 semester units	College English*
		Communication
		Speech
Humanities and Fine Arts	2 courses or 6 semester units	History
		Foreign Languages
		Arts, Music
Mathematics	1 course or 3 semester units	College Algebra
		Statistics, Business Math
Social and Behavioral Sciences	2 courses or 6 semester units	Sociology
		Political Science
		Psychology
Natural and Physical Sciences	1 course or 3 semester units	Biology
		Chemistry
		General Physics
		Nutrition
		Computer Science

*Required course

Business 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 2110	Financial Accounting	45	3
BU 1000	Introduction to Business	45	3
BU 1001	Business Software	45	3
BU 1010	Management Information Systems	45	3
BU 2010	Business Communication	45	3
EC 2410	Principles of Microeconomics	45	3
EC 2420	Principles of Macroeconomics	45	3
MK 2000	Principles of Marketing	45	3
TOTAL		360	24

Hospitality and Tourism Management Courses Required: 12 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
HT 2000	Introduction to Hospitality and Tourism	45	3
HT 2010	Destination Geography	45	3
HT 2050	Customer Service	45	3
HT 2200	Tourism Theories and Practices	45	3
TOTAL		180	12

Semester Curriculum Structure for A.A., Hospitality and Tourism Management Program – Normal Progress Sample under a Full-time Study Scheme

<u>Semester</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Contact Hours</u>
1	BU1000	Introduction to Business	3.0	45
	BU1001	Business Software	3.0	45
	EC2420	Principles of Macroeconomics	3.0	45
	AT2110	Financial Accounting	3.0	45
Subtotal			12.0	180
2	BU1010	Management Information Systems	3.0	45
	BU2010	Business Communication	3.0	45
	EC2410	Principles of Microeconomics	3.0	45
	HT2000	Introduction to Hospitality and Tourism Management	3.0	45
Subtotal			12.0	180
3	HT2000	Tourism Theories and Practices	3.0	45
	HT2010	Destination Geography	3.0	45
	HT2050	Customer Service	3.0	45
	MK2000	Principle of Marketing	3.0	45
Subtotal			12.0	180

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must: • Stop all enrollments in its degree programs, and Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

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 a solid business foundation in basic business science, theory and skills necessary for competent business professionals. The program exposes students in critical thinking and decision-making training while cultivating ethical behavior.

The BSBA program enhances student career development opportunities by providing students with four concentration options, including the Entrepreneurship Concentration, Marketing Concentration, and Healthcare Management Concentration. Students may focus on one or more options or a combination of the Concentration courses that meet their career interest. The program develops students' potential to become future leaders and managers in a dynamic, globally integrated business world.

Program Objectives:

The BSBA program is designed to enable students to:

1. Acquire the basic understanding of the business and management,
2. Utilize quantitative and qualitative tools and methodologies to support business management and organizational decision making,
3. Match the economic, political, ethical, legal and regulatory contexts of organizational management policies,
4. Develop communication skills,
5. Identify business and administration problems and opportunities and formulate an action plan with respect to business ethics, financial, legal, operational and administrative procedures
6. Apply information technology skills in performing assignments and tasks
7. Utilize research methods to collect and analyze business information
8. Apply leadership and management theory and skills within business environments;
9. Understand and display competency in the industry specific and related subjects required for critical thinking applications

Employment Opportunities

Students may seek positions such as entry to mid-level Business Manager, Operations Manager, Finance Manager, Retail Sales Manager, Marketing Manager, Self-Employed Business Owner, Executive Assistant, Human Resources Generalist, Associate Project Manager, and Business Development Manager.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

11-1021.00 – General and Operations Managers

11-2022.00 – Sales Managers

11-3011.00 - Administrative Services Managers

11-9199.00 – Assistant Managers

11-9100.04 – Supply Chain Managers

20-1011.00 – Business Teachers, Postsecondary

23–2011.00 – Accounts Payable

43-1011.00 – First-Line Supervisors of Office and Administrative Support Workers

43-4161.00 – Human Resources Assistants, Except Payroll and Timekeeping

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion Requirement

The BSBA degree program consists of 75 semester units of courses prescribed by the program curriculum and 45 semester units of general education courses. Students will only focus on studying the major courses at Kingston University. Students will fulfill the General Education requirement at a local community college or other accredited postsecondary educational institutions that offer general education courses. The General Education courses must be completed prior to graduation by submitting an official transcript to the Registrar office promptly.

Students may complete the BSBA program in six to eight semesters (36 to 48 months including semester breaks and holidays) by enrolling in classes on a fulltime basis.

Mode of Instruction

Options of on-campus or distance education mode are available for the student's choice. F-1 students must comply with SEVIS requirements for attending on-campus classes on a full-time basis.

Admission Requirements

Students desiring admission to the Bachelor of Science in Business Administration 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 each of English & Communication, mathematics, natural and physical sciences, social and behavioral sciences, and humanities and fine arts, 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. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.
3. Submit an official transcript(s) from previous accredited college(s) attended showing completion of an associate or higher degree, and 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 and signed application form obtained from Kingston University Admission
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section)

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 up to 75% of course works completed at approved or accredited institutions that have been accredited by an accrediting agency recognized by the US Department of Education. Credits transferrable shall include all general education course work up to the maximum units required for the program required for graduation and course works completed in the major of study up to the balance of the maximum transferrable credit units after the credit units earned in General Education courses are accounted for. Only courses with G.P.A. of 2.0 or better can be evaluated for transfer. For transferring credits earned for courses required for completing the major of study, only units earned within the previous 5 years will be considered for transfer.

For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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 college 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 the level of course work. Only those courses for which learning goals and contents are similar to courses offered by Kingston will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

Graduation Requirement

Students will be awarded the Bachelor of Science in Business Administration degree upon meeting the following requirements prior to graduation:

1. Completed 45 units in General Education Courses
2. Completed 57 units in Business Core Courses
3. Completed 18 units in Elective courses from a specific Scheme or a combination of Schemes
4. Complied with Satisfactory Academic Progress (SAP) requirements, including:
 - Maintained a minimum CGPA of 2.0,
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program
5. Fulfilled financial obligation required by Kingston University prior to graduation.

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 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 and Fine Arts	2 courses or 6 semester units	History, Arts, Music,
		Critical Thinking
		Foreign Languages
Mathematics	2 courses or 6 semester units	College Algebra
		Statistics, Business Math
Social and Behavioral Sciences	2 courses or 6 semester units	Sociology
		Political Science
		Psychology
Natural and Physical Sciences	2 courses or 6 semester units	Biology, Nutrition
		Chemistry, Physics
		Computer Science

*Required course

Business Core Courses Required: 57 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
AT 2110	Financial Accounting	45	3
AT 2120	Managerial Accounting	45	3
BU 1000	Introduction to Business	45	3
BU 1001	Business Software	45	3
BU 1010	Management Information System	45	3
BU 2000	Management Theory and Practice*	45	3
BU 2010	Business Communication	45	3
BU 2400	Business Statistics	45	3
BU 3020	Human Resources Management	45	3
BU 3050	Business Law	45	3
BU 3055	Business Ethics	45	3
BU 3220	E-commerce Business Fundamentals	45	3
BU 3600	Organizational Behavior	45	3
BU 4500	Organizational Leadership	45	3
BU 4600	Capstone Course – Strategic Management	45	3
EC 2410	Principles of Microeconomics	45	3
EC 2420	Principles of Macroeconomics	45	3
FN 3300	Principles of Finance	45	3
MK 2000	Principles of Marketing	45	3
TOTAL		855	57

* Students focusing on Hospitality and Tourism Management career option substitute BU2000 with HT2200

Elective Courses: 18 Semester Units

<u>Concentration</u>	<u>Course No.</u>	<u>Course Title</u>	<u>TOTAL CONTACT HOURS</u>	<u>TOTAL CREDIT HOURS</u>
Entrepreneurship	BU 3025	Human Relations for Business	45	3
	BU 3040	Small Business Management	45	3
	FN 3310	Entrepreneurial Finance	45	3
	FN 4410	Investments	45	3
	MK 4200	Marketing Research	45	3
	MK 4220	Sales Management	45	3
TOTAL			270	18
International Marketing	BU 3025	Human Relations for Business	45	3
	BU 3040	Small Business Management	45	3
	BU 3030	Survey of International Business	45	3
	MK 4200	Marketing Research	45	3
	MK 4210	International Marketing	45	3
	MK 4220	Sales Management	45	3
TOTAL			270	18
Healthcare Management	BU 3025	Human Relations for Business	45	3
	BU 3040	Small Business Management	45	3
	HC 2000	Introduction to Healthcare Management	45	3
	HC 2001	Survey of Healthcare Industry	45	3
	HC 2100	Introduction to Health Insurance	45	3
	HC 3051	Healthcare Issues and Ethics	45	3
TOTAL			270	18
Additional Options	IT 2611	Querying Data with Transact SQL I	45	3
	IT 2612	Querying Data with Transact SQL II	45	3
	IT 2621	Introduction to Database Development	45	3
	IT 2622	Designing and Implementing Database Design	45	3

* Students focusing on Hospitality and Tourism Management career substitute BU2000 with HT2200

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

**Semester Curriculum Structure for BS, Business Administration Program
– Normal Progress Sample under a Full-time Study Scheme**

<u>Semester</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Contact Hours</u>
1.	AT2110	Financial Accounting	3.0	30
	BU1000	Introduction to Business	3.0	30
	BU1001	Business Software	3.0	30
	EC2420	Principles of Macroeconomics	3.0	30
		Subtotal	12.0	120
2	AT2120	Managerial Accounting	3.0	30
	BU2000	Management Theory and Practice	3.0	30
	BU2010	Business Communication	3.0	30
	EC2410	Principles of Microeconomics	3.0	30
		Subtotal	12.0	120
3	BU2400	Business Statistics	3.0	30
	BU1010	Management Information Systems	3.0	30
	BU3055	Business Ethics	3.0	30
	MK2000	Principles of Marketing	3.0	30
		Subtotal	12.0	120
4	BU3020	Human Resources Management	3.0	30
	BU3050	Business Law	3.0	30
	FN3300	Principles of Finance	3.0	30
	BU3600	Organizational Behavior	3.0	30
	XXXXXX	Elective Course 1	3.0	30
		Subtotal	15.0	150
5	BU3220	E-commerce Fundamentals	3.0	30
	BU4500	Organizational Leadership	3.0	30
	XXXXXX	Elective Course 2	3.0	30
	XXXXXX	Elective Course 3	3.0	30
		Subtotal	12.0	120
6	BU4600	Capstone Course – Strategic Management	3.0	30
	XXXXXX	Elective Course 4	3.0	30
	XXXXXX	Elective Course 5	3.0	30
	XXXXXX	Elective Course 6	3.0	30
		Subtotal	12.0	120

**SCHOOL OF BUSINESS
UNDERGRADUATE 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 Related
HT	Hospitality and Tourism
MK	Marketing

- Course Numbering System

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

Accounting

AT 2110 Financial Accounting – 3 units

This course covers the traditional methods of accounting according to the U.S. Generally Accepted Accounting Practices standards. 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 Managerial Accounting - 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

Business

BU 1000 Introduction of Business – 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 1001 Business Software – 3 units

This course focuses on the fundamental tools of today's business. Students will learn how to create business documents in Word, reports in Excel, and presentations in PowerPoint. Business Software is a comprehension course in Microsoft Office System applications.

Pre-requisite: none

BU 1010 Management Information System – 3 units

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

Pre-requisite: none

BU 2000 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 1000

BU 2010 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 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 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 2000.

BU 3050 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 3055 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 2000.

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 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.

BU 4600 Capstone Course – Strategic Management- 3 units

The capstone course provides students an integrative perspective on strategy formation and management of an enterprise. Students apply multidisciplinary understanding of business planning and strategy by drawing on previous coursework in various functional areas of business.

Economics

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.

Finance

FN 3300 Principles of 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 Entrepreneurial Finance – 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 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.

Healthcare

HC 2000 Introduction to Healthcare Management – 3 units

Students are introduced to the arena of health care management. The course reviews the evolution and current status of healthcare delivery and introduces the student to the concepts of health care leadership including cultural diversity, electronic records, HIPAA, and strategies for successful oversight of a department or unit. Through the examination of management topics and healthcare situations, the student is able to explore the skills and knowledge needed to be successful in a diverse healthcare environment.

Prerequisite: None.

HC 2001 Survey of Healthcare Industry – 3 units

This course provides an overview of the clinical medicine in the current health care systems of the U.S., including imaging and medical lab., osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy. Students will become familiar with medical vocabulary by learning prefixes and suffixes with word roots and combining forms of vocabulary which facilitate communication with healthcare professionals.

Prerequisite: None.

HC 2100 Introduction to Health Insurance – 3 units

This course provides an overview of insurance programs at commercial, state and federal levels along with third-party billing techniques, cost containment strategies, claims developing and processing, and diagnosis and procedure coding systems. Additional topics include legal issues, resources, managed care contracting, fee schedules and electronic data systems.

Prerequisite: HC2001

HC 3011 Healthcare Informatics – 3 units

This course introduces nursing informatics as an integration of nursing, computer, and information sciences for the support of evidence-based nursing practice. The management of data through information systems expert systems and telecommunications and the impact of these technologies on nursing administration, education, practice and research are addressed in the context of health care informatics.

Prerequisite: None

HC 3051 Healthcare Issues and Ethics – 3 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.

Hospitality and Tourism

HT2000 Introduction to Hospitality and Tourism Industry– 3 units

This is an introductory course to hospitality and tourism. The content will provide an introduction to various components of the hospitality and tourism industry. Students will receive an overview of the careers that encompass the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation, gaming, event management, and travel-related services in the hospitality and tourism industry.

Pre-requisite: BU1000

HT2200 Tourism Theories and Practices– 3 units

This course covers theoretical and practical tourism related concepts. Students are able to apply these concepts to the travel and tourism industry through case study examinations and real-life scenarios.

Pre-requisite: BU1000

HT2010 Destination Geography– 3 units

This course covers international travel destinations, attractions, and accommodations. This course emphasizes major ports of entry and transportation hubs throughout the world with special attention to climate, physical, social and economic conditions. Discussion of visitor documentation is also included.

Pre-requisite: none

HT2050 Customer Service– 3 units

Students will learn to always putting the customer at the center of the business to create a service driven culture. This course will motivate students to becoming more customer focused and more passionate about delivering outstanding service by understanding the logical and emotional motivations of a customer to continue using a service. Students will learn how to become more flexible communicators who are able to engage better with customers, portray energy, commitment and ownership in each customer interaction and leave customers with a lasting positive impression.

HT3100 Front Office Operations and Management– 3 units

This course covers the principles encompassing the organization and operation of public loading facilities. This course addresses front office management and procedures and front-desk coverage duties including public relations, sales, cash-control procedures, services to guest, accounting, and emergency procedures.

Pre-requisite: none

HT3010 Convention and Event Management– 3 units

This course covers the scope and segmentation of the convention/conference and events industry. This course discusses marketing strategies and the development of planning events. In addition, this course addresses the design and implementation of corporate, association, and other meeting planning needs. Specialized conference management software is also employed.

Pre-requisite: none

HT3600 Organizational Behavior for the Hospitality Industry– 3 units

This course is designed for those individuals specifically interested in a career in hospitality management. Focus is on organizational behavior essentials, the organization and the individual, and key management tasks in the hospitality industry.

Pre-requisite: none

IT 2611 Querying Data with Transact-SQL I – 3 units

This is a course on Structured Query Language (SQL) and transact-SQL for Microsoft SQL Server users. Topics include creating database objects, retrieving and updating data, writing scripts, developing stored procedures/functions, and creating cursors.

Pre-requisite: None.

IT 2612 Querying Data with Transact-SQL II – 3 units

This is a course on Structured Query Language (SQL) and transact-SQL for Microsoft SQL Server users. Topics include creating database objects, retrieving and updating data, writing scripts, developing stored procedures/functions, and creating cursors.

Pre-requisite: IT2611.

Marketing

MK 2000 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 3210 Marketing for Hospitality and Tourism – 3 units

This course introduces the student to the specialized field of hospitality and tourism marketing. The course examines basic hospitality and tourism concepts, strategic marketing, and functional strategies that lead to a competitive advantage in the workplace.

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.

SCHOOL OF BUSINESS – UNDERGRADUATE FACULTY LIST

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: Communication, English as Second Language, TOEFL

Chan, Helen

BBA University of Phoenix
Teaching Area: Accounting

Chiu, Chun Kit K

EMBA, University of the West, Rosemead, CA
Post MBA – Marketing, University of the West, Rosemead, CA
MBA, Kingston University, Norwalk, CA
BSBA, Winona State University, Winona, MN
Teaching Area: Marketing

Deng, Yuwen

Master of Computer Science, California State University, San Bernardino, CA
BS in Botany, National Taiwan University, Taipei Taiwan
Teaching Area: Business Software, Computer and Management Information System

Ebersold, Deborah

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

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,
Hospitality Management, International Business Management, Investments, Money and
Banking, Managerial Accounting, Leadership Organizational Behavior and
Management

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

Layton, Dwight, DBA

DBA, in Computer Sciences/MIS, California Southern University, Irvine, CA
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 Software, Business Management, Marketing, Business Research, Hospitality Management, Management Information System, Leadership, Organizational Behavior, Operations Management

Layton, Tammy

M.S., Counseling and Guidance, Fort Hays University, Hays, Kansas
B.A., Psychology and Business Administration, Fort Hays University, Hays, Kansas

Teaching Area: Business Administration, Business Management, Marketing, Business Research, Hospitality Management, Leadership, Workplace Psychology

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, Healthcare Management, Healthcare Policy, Human Resource Management, Human Relationship, International Business Management, Management Information System, Organizational Behavior

Sanchez, G. Anthony Jr.

DBA, International American University, Los Angeles, CA
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, Small Business Management

Sheh, Chi

Ph.D., University of Houston, Texas
MBA, University of Texas at Austin, Texas
BA, University of Texas at Austin, Texas

Teaching Area: Business Administration, Business Management, Finance, Accounting

Teo, Leng Jack

Post MBA Certificate in International Business, University of the West, Rosemead, CA

MBA, Kingston University, Norwalk, CA

B.A., Economics, Winona State University, Winona, MN

Teaching Area: Health insurance

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 HEALTH SCIENCE

The School of Health Science at Kingston University offers the academic trainings in Nursing, Massage Therapy and Oriental Medicine at the Associate's and Bachelor's level which confer graduates of the following degrees:

For Massage Therapy discipline:

Associate in Health Science, Massage Therapy Option

Associate in Occupational Studies, Massage Therapy

For Nursing discipline:

Bachelor of Science in Nursing, RN to BSN Completion Program

For Oriental Medicine discipline:

Associate in Science, Oriental Medicine

Bachelor of Science in Oriental Medicine

In addition, the School of Health Science offers non-degree certificate training program in massage therapy, the Massage Technician 600 Hours Program. Please refer to the Massage Technician – 600 Hours Program information in the Certificate and Training Programs section.

ASSOCIATE DEGREES FOR MASSAGE THERAPY CAREER

Kingston University offers two Associate degree programs to students who are interested in massage therapy training and career development, the Associate in Health Science (AHS) program with Massage Therapy Option and the Associate in Occupational Studies (AOS) Degree program in Massage Therapy option. Both programs provide training to students with basic medical science theories, massage therapy techniques and business management skill that qualify graduates for practicing professional massage therapy. The AHS in Massage Therapy program consists of 30 quarter units of General Education courses and 725 hours (70 quarter units) of training in Massage Therapy. The AOS degree program requires a minimum of 15 quarter units of General Education courses and a total of 900 hours (75 quarter units) of massage therapy training. Kingston University does not offer General Education courses. Students are recommended to complete the General Education courses at a local community college or other accredited college/university which must be complete prior to graduating from the Associate degree programs in Massage Therapy.

Upon completing the associate degree, students will be qualified to sit for standardized massage therapy certification tests such as Massage and Bodywork Licensure Exam (MBLEx) and the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB). Students are prepared to advance to a higher level of college degree education. Graduates are qualified for admission to the Bachelor of Science in Oriental Medicine and Master of Science in Oriental Medicine at Kingston University.

Program Approval

Kingston University is an Assigned School (Code: 490019-05) by the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Graduates of the Massage Therapy programs including the Associate degree programs, the Associate in Health Science, Massage Therapy Option Program and the Associate in Occupational Studies, Massage Therapy Option Program, and the Massage Technician – 600 hours Program will be eligible to sit for the 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

Employment Opportunities

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 and ready for advance studies in massage therapy or other healthcare programs. Students may also qualify for state licensure or certification as defined by local state regulations.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

31-9011.00 – Massage Therapist

39-1021.01 – Spa Manager

25-1194.00-Vocational Education Teachers, Postsecondary

29-1129.00 -Therapists, All Other

41-4011.00 - Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

41-9011.00 - Demonstrators and Product Promoters

43-1011.00 – First-Line Supervisors of Office and Administrative Support

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

State Licensure or Certification Requirement

Massage Therapists must abide by the current regulations to become certified or licensed within the state/jurisdiction. Among the common regulation requirements, most state or jurisdiction require therapist applicants to complete the minimum training hours and program content required by each state or jurisdiction for certification or licensure, and pass a licensure or certification exam. The state may administer its own exam or adopt a standardized licensure or certification exam such as the Massage and Bodywork Licensure Exam (MBLEx) offered through Federation of state Massage Therapy Boards (FSMTB) and the Board Certification Exam administered by National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Upon completing the associate degree programs with Massage Therapy option, graduates will be eligible to sit for the state licensure exam, Massage and Bodywork Licensure Exam (MBLEx) and the Board Certification Exam administered by NCBTMB.

Students should note the certification or licensure requirements of the state or jurisdiction where they will seek employment or practice opportunities prior to enrolling in a massage therapy program.

Currently, there is no licensure requirement in California to practice massage therapy. California law provides for the voluntary certification of massage professionals by California Massage Therapy Council (CAMTC) who meet the requirements in the California State Law. Certification is voluntary. CAMTC Certification is not required by the State Law in order for a massage professional to practice their profession in the State. However, some cities and counties locally require CAMTC Certification for massage professionals. The City of Pasadena does not require massage therapists certified by CAMTC. Kingston University's massage therapy programs are yet to be approved by CAMTC.

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 8 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. Supervised Practice class is maintained at 8:1 student-to instructor/teaching assistant ration. Clinic maintains a maximum student to instructor/teaching assistant ratio of 6:1.

ASSOCIATE IN HEALTH SCIENCE (AHS), MASSAGE THERAPY OPTION

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must: • Stop all enrollment in its degree programs, and Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Associate in Health Science degree program with Massage Therapy option program provides students interested in becoming a massage therapist an opportunity to earn an academic degree at the Associate degree level while preparing to enter the massage therapy profession.

Students will be equipped with professional skills in performing Swedish Massage, Deep Tissue Massage, Sports Massage, Chair Massage, Reflexology, Lymph Drainage therapy, aromatherapy and knowledge in acupuncture meridian and points application.

As a graduate of the AHSMT program, a vast range of employment opportunities are available. Therapists may own and manage private practice, or they may secure employment in chiropractic clinics, medical and health centers, acupuncture clinics, spas, private physicians' office, nursing homes, professional and amateur sports teams, fitness institutes, and private industry.

Graduates are prepared to continue education and pursue bachelor or higher level of college degree. Graduates will qualify for advancing their education to the Bachelor of Science in Oriental Medicine and Master of Science in Oriental Medicine at Kingston University.

Program Objectives

At the completion of the program, the student will be able to:

1. Describe theories, concepts and knowledge of human body, biomechanics and massage therapy
2. Design therapeutic massage programs based on proper assessment and mastery of indications and contraindications of massage modalities
3. Perform therapeutic massage for therapeutic benefits ethically and within the professional and legal boundaries.
4. Communicate with clients and other healthcare professionals by utilizing professional terminology and language
5. Recognize and promote the practice of massage therapy for the wellbeing of the community
6. Plan career pathway and business options with ethical practice
7. Integrate proper self-care practice in professional career development

8. Sit for standardized certification or licensure examinations which cover contents similar to the training program completed.

Program Completion Requirements

The AHS Massage Therapy Option program consists of a total of 90 quarter units which include 60 quarter units of technical training courses prescribed that are related to basic science in human body and well-being, theories, concepts and techniques involved in the field of massage therapy and ethics and business modality, and 30 quarter units or the equivalent of general education courses.

Students will only focus on developing their technical knowledge and skills related to massage therapy at Kingston University. Students will fulfill the General Education requirement at a local community college or other accredited postsecondary educational institutions that offer general education courses. The General Education courses must be completed prior to graduation by submitting an official transcript to the Registrar office promptly.

Students must attend all supervised hours prescribed by the curriculum. Students must make up any missed hours in order to satisfy the program completion requirements.

Students may complete the AHS Massage Therapy Option program in five to seven quarters (15 to 21 months including quarter breaks and holidays) by enrolling in the classes on fulltime basis.

Admission Requirements

Students desiring admission to the Associate in Health Science degree career program with concentration in Massage Therapy option must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 30 quarter units or the equivalent covering various academic disciplines, which must include one course each in English & Communication, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Natural and Physical Sciences. The minimum G.P.A. attained must be of 2.0 or better.
3. Proof of at least 18 years old

Admission Procedures

Students applying for admission to the Associates in Science in Health Science career program with Massage Therapy option are required to follow the procedures below:

1. Submit a proof of possessing a minimum of a high school diploma, GED, or foreign equivalent. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E.D or the equivalent is not required for applicants with a proof of college education.
3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed Admission Application form.
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section)

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 up to 30 quarter units or the equivalent of the General Education course works completed at a local community college or other accredited postsecondary educational institutions that offer general education courses.

Students may transfer course works related to massage therapy training completed at other schools approved by CAMTC or a college or university of the state higher education system to the AHSMT program at Kingston University. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system.

1. For coursework completed successfully at other massage therapy schools or colleges which are accredited by an accrediting agency recognized by the U.S. Department of Education or approved by CAMTC.
 - iv) Up to 50% transfer credit may be awarded for courses completed successfully in General Sciences and practice management. if the following criteria are fulfilled:
 - e) Coursework must have been completed within the last five years.
 - f) The student must have earned at least a 2.0 in the course.
 - g) The hour/unit count must be equivalent.
 - h) The student may be asked to provide a syllabus to the Registrar or Student Advisor so that the coursework can be determined whether it is comparable in scope and content to what is taught at Kingston University. If there is a concern about the equivalence of the scope and content of a course, the applicant's/ student's grade in the course will be weighed more heavily in the decision. The student may also be required to demonstrate relevant skills for credit consideration.
 - v) For courses which require Lab/Practical contact hours, the evaluation of the transfer credits may require students taking an examination with practical demonstration administered by Kingston University in the subject(s) in which transfer credit may be awarded.
 - vi) Credits earned for clinical internship or practicum courses are not transferrable.
2. For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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.

3. Kingston University does not accept coursework completed at other massage therapy schools or colleges which are not accredited by an accrediting agency recognized by the U.S. Department of Education or approved by CAMTC.

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.

Attendance Requirements and Policies

Students must attend all supervised hours including the massage practicum clinical training prescribed by the curriculum. Students may be excused for absences due to childbirth, documented illness, injury, death in the family or other emergency situations acceptable to the Program Director. Evidence(s) supporting the excusable absence must be submitted to the Program Director. Upon approval for the absence, students must make up any missed hours in order to earn the full credit for the class attendance, which is required for satisfying the program completion requirement.

During each practicum course, each student is allowed a maximum of two excused absences due to the excusable situations described above which must be made up. In specific circumstances approved by the Program Director, shifts may be made up ahead of time in anticipation of a future absence. Priority will be given to:

1. Religious holidays
2. Standardized examination such as Licensing or Certification examinations, SAT, language proficiency test such as TOEFL and TOEIC
3. Final examinations for other classes the student is enrolled at Kingston University

Students fail to meet the attendance requirement may lead to failing the course. Students must re-take and fulfill the course with full tuition requirement in order to graduate.

Graduation Requirement

Students must meet the following academic requirements prior to graduation:

1. completed a minimum of 30 quarter units or the equivalent in General Education Courses at a GPA of 2.0 or better
2. completed 60 quarter units in Massage Therapy concentration courses and met Satisfactory Academic Progress (SAP) requirements including:
 - Maintained a minimum CGPA of 2.0,
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program
3. completed CPR and First Aid training administered by American Red Cross or American Heart Association, and
4. fulfilled financial obligation required by Kingston University prior to graduation.

Upon completing the academic requirements for graduation and fulfilling the financial obligation for the program, students will be awarded the Associate in Health Science, Massage Therapy degree.

Curriculum

To meet the graduation unit requirements prescribed for AHS Massage Therapy program, students are required to complete 30 quarter units or the equivalent in General Education Courses and 60 quarter units in Massage Therapy concentration courses.

General Education courses are designed to give the students a breadth of experience in various academic disciplines. These learning experiences provide an introductory base to different fields of study and how each discipline conducts its research, thus adding to general knowledge. GE courses are offered at community/city colleges. Students must complete and transfer General Education course works with a minimum G.P.A. of 2.0 or better prior to completing of the AHS program.

General Education Courses Required: 30 Quarter Units or the equivalent

Category	Minimum Requirement	Examples of Subject Area
English & Communication	1 course	College English*
		Communication, Speech
Humanities and Fine Arts	1 course	History, Foreign Languages
		Arts, Music
Mathematics	1 course	College Algebra, Statistics, Business Math
Social and Behavioral Sciences	1 course	Sociology, Political Science, Psychology
Natural and Physical Sciences	1 course	Biology, Chemistry, Nutrition, General Physics, Computer Science

*Required course

Students may choose additional General Education courses of their own interest in order to satisfy the total minimum General Education course requirements.

Massage Therapy Concentration Course Requirement

1. Course and Training Hour Requirements

Course Number	Course Title	Contact Clock Hours			Quarter Unit
		Lecture	Lab/Practical	Total	
BS1111	Human Biology	30	0	30	3.0
BS1171	Topographic Anatomy	20	0	20	2.0
BS2180	Anatomy and Physiology Lab	20	0	30	1.0
BS2181	Anatomy and Physiology I	30	0	30	3.0
BS2182	Anatomy and Physiology II	30	0	30	3.0
BS2183	Anatomy and Physiology III	30	0	30	3.0
CS1511	Western Medical Terminology	20	0	20	2.0
MT1000	Introduction to Massage Therapy	30	0	30	3.0
MT1300	Massage Profession and Ethics	20	0	20	2.0
MT2030	Myology and Kinesiology for Healthcare Professionals	30	10	40	4.0
MT2010	Pathology	40	0	40	4.0
MT2020	Assessment for Bodywork	20	0	20	2.0
MT1110	Swedish Massage	25	45	70	5.0
MT1150	Chair Massage and Reflexology	5	35	40	2.5
MT2130	Sports Massage	24	35	60	4.5
MT2150	Deep Tissue Massage and Applications	25	45	70	5.0

MT2160	Lymph Drainage	10	20	30	2.0
MT1180	Aromatherapy and Application	15	0	15	1.5
MT2500	Massage Practicum	0	60	60	3.5
MT1241	Acupressure and Tuina Therapy	20	10	30	2.5
AC1211	Acupuncture Meridian Theories	20	0	20	2.0
Total		445	280	725	60.0

2. Complete CPR and First Aid training administered by the American Red Cross or American Heart Association to meet graduation requirement.

3. 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

Quarterly Curriculum Sample for AHS in Massage Therapy Program – Normal Full-Time Progress

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hours</u>
1	BS1111	Human Biology	3.0	30
	BS1171	Topographic Anatomy	2.0	20
	CS1511	Western Medical Terminology	2.0	20
	MT1000	Introduction to Massage Therapy	3.0	30
	MT1300	Massage Profession and Ethics	2.0	20
		Subtotal	12.0	120
2	BS2181	Anatomy and Physiology I	3.0	30
	BS2180	Anatomy and Physiology Lab	1.0	20
	MT2030	Myology and Kinesiology for Healthcare Professionals	3.5	40
	MT1110	Swedish Massage	5.0	70
		Subtotal	12.5	160
3	BS2182	Anatomy and Physiology II	3.0	30
	MT2020	Assessment for Bodywork	2.0	20
	MT2150	Deep Tissue Massage and Applications	5.0	70
	AC1211	Acupuncture Meridian Theories	2.0	20
		Subtotal	12.0	140
4	BS2183	Anatomy and Physiology III	3.0	30
	MT2010	Pathology	4.0	40
	MT2130	Sports Massage	4.5	60
	MT1180	Aromatherapy and Application	1.5	15
		Subtotal	13.0	145
5	MT1241	Acupressure and Tuina Therapy	2.5	30
	MT1150	Chair Massage and Reflexology	2.5	40
	MT2160	Lymph Drainage	2.0	30
	MT2500	Massage Practicum	3.5	60
		Subtotal	10.5	160

ASSOCIATE IN OCCUPATIONAL STUDIES (AOS) PROGRAM IN MASSAGE THERAPY

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must: • Stop all enrollment in its degree programs, and Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

In addition to the essential massage therapy modules such as Swedish Massage, Deep Tissue Massage, Sports massage, Chair massage, reflexology, Tuina, etc., students enrolled in this Occupational Studies Associate degree program will learn highly demanded specialty skill modules such as pre-natal and baby massage, hot stone massage, massage for sports injury and therapeutic stretching skill, energy work for therapists and business management skills. 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 will earn a total of 900 hours or 75 quarter units in massage therapy training at the completion of the AOS Massage Therapy Option Program.

As a Massage Therapist, a vast range of employment opportunities are available. Therapists may own and manage private practice, or they may secure employment in chiropractic clinics, medical and health centers, acupuncture clinics, spas, private physicians' office, nursing homes, professional and amateur sports teams, fitness institutes, and private industry. Enhanced by the massage for sports injury and therapeutic stretching, graduates from the AOS Massage Therapy program are prepared to practice sports rehabilitation massage therapy, medical massage and special event massage.

Students should note the certification or licensure requirements, if any, of the state or jurisdiction where they will seek employment or practice opportunities upon graduation prior to enrolling in the program. Please refer to the State Licensure or Certification Requirement section above for information.

In addition, students completing the AOS Massage Therapy program are prepared to continue education and pursue bachelor or higher level of college degree. Graduates may advance their education to the Bachelor of Science in Oriental Medicine and Master of Science in Oriental Medicine at Kingston University.

Program Objectives

At the completion of the program, the student will be able to:

1. Describe theories, concepts and knowledge of human body, biomechanics and massage therapy
2. Design therapeutic massage programs based on proper assessment and mastery of indications and contraindications of massage modalities

3. Perform therapeutic massage for therapeutic benefits ethically within the professional and legal boundaries.
4. Communicate with clients and other healthcare professionals by utilizing professional terminology and language
5. Recognize and promote the practice of massage therapy for the wellbeing of the community
6. Plan career pathway, business and practice management options with ethical practice
7. Integrate proper self-care practice in professional career development
8. Sit for standardized certification or licensure examinations which cover contents similar to the training program completed.

Program Completion Requirements

The AOS Massage Therapy program requires the students to complete a minimum of 90 quarter units of study which include 900 hours of training in basic science in human body and well-being, theories, concepts and techniques involved in the field of massage therapy and ethics and business modality, equivalent to 75 quarter units of credit, and a minimum of 15 quarter units or the equivalent of General Education course credits. Students must complete the General Education requirement prior to graduation and at a local community college or a school accredited by an accrediting body recognized by the US Department of Education.

Students must attend all supervised hours prescribed by the curriculum. Students must make up any missed hours in order to satisfy the program completion requirements.

Students may complete the AOS Massage Therapy program in six to seven quarters (18 to 21 months including quarter breaks and holidays) by enrolling in classes on fulltime basis.

Admission Requirements

Students desiring admission to the AOS degree in Massage Therapy option must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
Completed or be enrolled concurrently in General Education courses of 15 quarter units or the equivalent covering various academic disciplines which must include one course each from the English & Communication, Humanities and Fine Arts, and Social and Behavioral Sciences. Students may choose additional General Education courses of their own interest in order to satisfy the total minimum General Education course requirements.
2. The general education courses students are concurrently enrolled in must be completed prior to the completion of the AOS program. The minimum G.P.A. attained must be of 2.0 or better.
3. Proof of at least 18 years old

Admission Procedures

Students applying for admission to the AOS in Massage Therapy career 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. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate

college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.

3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed application form obtained from Kingston University Admission
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section)

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 up to 15 quarter units or the equivalent of the General Education course works completed at a local community college of other accredited postsecondary educational institutions that offer general education courses.

Transfer credits may be awarded upon review by the 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.

Students may transfer course works related to massage therapy training completed at other schools approved by CAMTC or a college or university of the state higher education system to the AOSMT program at Kingston University. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system.

1. For coursework completed successfully at other massage therapy schools or colleges which are accredited by an accrediting agency recognized by the U.S. Department of Education.
 - i) Up to 50% transfer credit may be awarded for courses completed successfully in General Sciences and practice management. if the following criteria are fulfilled:
 - a) Coursework must have been completed within the last five years.
 - b) The student must have earned at least a 2.0 in the course.
 - c) The hour/unit count must be equivalent.
 - d) The student may be asked to provide a syllabus to the Registrar or Student Advisor so that the coursework can be determined whether it is comparable in scope and content to what is taught at Kingston University. If there is a concern about the equivalence of the scope and content of a course, the applicant’s/ student’s grade in the course will be weighed more

heavily in the decision. The student may also be required to demonstrate relevant skills for credit consideration.

- ii) For courses which require Lab/Practical contact hours, the evaluation of the transfer credits may require students taking an examination with practical demonstration administered by Kingston University in the subject(s) in which transfer credit may be awarded.
 - iii) Credits earned for clinical internship or practicum courses are not transferrable.
2. For units earned at institutions outside of the U.S., the student must submit an official transcript from the previous school attended for a course-by-course 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.
 3. Kingston University does not accept coursework completed at other massage therapy schools or colleges which are not accredited by an accrediting agency recognized by the U.S. Department of Education.

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.

Attendance Requirements and Policies

Students must attend all supervised hours including the massage practicum clinical training prescribed by the curriculum. Students may be excused for absences due to childbirth, documented illness, injury, death in the family or other emergency situations acceptable to the Program Director. Evidence(s) supporting the excusable absence must be submitted to the Program Director. Upon approval for the absence, students must make up any missed hours in order to receive a full credit for the class attendance, which are required for satisfying the program completion requirement.

During each practicum course, each student is allowed a maximum of two excused absences due to the excusable situations described above which however must be made up. In specific circumstances approved by the Program Director, shifts may be made up ahead of time in anticipation of a future absence. Priority will be given to:

1. Religious holidays
2. Standardized examination such as Licensing or Certification examinations, SAT, language proficiency test such as TOEFL and TOEIC
3. Final examinations for other classes the student is enrolled at Kingston University

Students should note that failing to meet the attendance requirement may lead to failing the course. Students must re-take and fulfill the course with full tuition requirement in order to graduate.

Graduation Requirement

Students must meet the following academic requirements prior to graduation:

1. complete a minimum of 15 quarter units or the equivalent in General Education Courses at a GPA of 2.0 or better
2. complete 75 quarter units in Massage Therapy concentration courses and met Satisfactory Academic Progress (SAP) requirements including:
 - Maintained a minimum CGPA of 2.0,

- Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program
3. complete CPR and First Aid training administered by American Red Cross or American Heart Association, and
 4. fulfill financial obligation required by Kingston University prior to graduation

Upon completing the academic requirements for graduation and fulfilling the financial obligation for the program, students will be awarded the Associate in Occupational Studies, Massage Therapy degree.

Curriculum

To meet the graduation unit requirements, students are required to complete 15 quarter units or the equivalent in General Education Courses and 75 quarter units in Massage Therapy training courses.

General Education courses are designed to give each student a breadth of experience that is directly applicable to massage therapy occupation. These learning experiences provide an introductory base to different fields of study and how each discipline conducts its research, thus adding to general knowledge. GE courses are offered at community/city colleges. Students must complete and transfer 15 quarter units or the equivalent with a minimum G.P.A. of 2.0 or better prior to the completion of the AOS Massage Therapy program.

The program courses are listed below:

General Education Courses Required: 15 Quarter Units or equivalent

Students must complete at least one course each in College English, Humanities and Fine Arts, Social and Behavioral sciences.

Category	Minimum Requirement	Examples of Subject Area
English & Communication	1 course	College English*
		Communication, Speech
Humanities and Fine Arts	1 course	History, Foreign Languages, Arts, Music
Social and Behavioral Science	1 course	Sociology, Political Science, Psychology

*Required course

Students may choose additional General Education courses of their own interest in order to satisfy the total minimum General Education course requirements.

Massage Therapy Concentration Course Requirement

1. Course and Training Hour Requirements

The technical training courses required for completing Associate in Occupational Studies, Massage Therapy Option Program are outlined below:

Course Number	Course Title	Contact Clock Hour			Quarter Unit
		Didactic	Lab/ Practical	Total	
BS1111	Human Biology	30	0	30	3.0
BS1171	Topographic Anatomy	20	0	20	2.0
BS2180	Anatomy and Physiology Lab	0	20	20	1.0
BS2181	Anatomy and Physiology I	30	0	30	3.0
BS2182	Anatomy and Physiology II	30	0	30	3.0
BS2183	Anatomy and Physiology III	30	0	30	3.0
CS1511	Western Medical Terminology	20	0	20	2.0
MT1000	Introduction to Massage Therapy	30	0	30	3.0
MT1300	Massage Profession and Ethics	20	0	20	2.0
MT2010	Pathology	40	0	40	4.0
MT2020	Assessment for Bodywork	20	0	20	2.0
MT2030	Myology and Kinesiology for Healthcare Professionals	30	10	40	3.5
MT1110	Swedish Massage	25	45	70	5.0
MT1150	Chair Massage and Reflexology	5	35	40	2.0
MT1180	Aromatherapy and Application	15	0	15	1.5
MT2130	Sports Massage	25	35	60	4.5
MT2150	Deep Tissue Massage and Applications	25	45	70	5.0
MT2160	Lymph Drainage	10	20	30	2.0
MT2210	Pre-Natal Massage and Baby Massage	30	10	40	3.5
MT2230	Massage for Sports Injury	30	15	45	4.0
MT2300	Business Management for Massage Therapy Professionals	30	0	30	3.0
MT1222	Energy Work for Massage Therapist	10	10	20	1.5
MT2280	Chakra and Hot Stone Massage	20	10	30	2.5
MT2550	Integrated Therapeutic Massage and Self-Care	0	70	70	4.0
AC1211	Acupuncture Meridian Theories	20	0	20	2.0
MT1241	Acupressure and Tuina Therapy	20	10	30	2.5
TOTAL		565	335	900	75.0

2. Complete CPR and First Aid training administered by the American Red Cross of American Heart Association prior to graduating from the AOS Massage Therapy program.
3. 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

**Quarterly Curriculum Structure for AOS in Massage Therapy Program – Normal Progress Sample
under a Full-time Study Scheme**

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hours</u>
1	BS1111	Human Biology	3.0	30
	BS1171	Topographic Anatomy	2.0	20
	CS1511	Western Medical Terminology	2.0	20
	MT1000	Introduction to Massage Therapy	3.0	30
	MT1300	Massage Profession and Ethics	2.0	20
		Subtotal	12.0	120
2	BS2181	Anatomy and Physiology I	3.0	30
	BS2180	Anatomy and Physiology Lab	1.0	20
	MT2030	Myology and Kinesiology for Healthcare Professionals	3.5	40
	MT1110	Swedish Massage	5.0	70
		Subtotal	12.5	160
3	BS2182	Anatomy and Physiology II	3.0	30
	MT2020	Assessment for Bodywork	2.0	20
	MT2150	Deep Tissue Massage and Applications	5.0	70
	AC1211	Acupuncture Meridian Theories	2.0	20
	MT1180	Aromatherapy and Application	1.5	15
		Subtotal	13.5	155
4	BS2183	Anatomy and Physiology III	3.0	30
	MT2010	Pathology	4.0	40
	MT2160	Lymph Drainage	2.0	30
	MT2130	Sports Massage	4.5	60
		Subtotal	13.5	160
5	MT1241	Acupressure and Tuina Therapy	2.5	30
	MT1120	Chair Massage and Reflexology	2.5	40
	MT2230	Massage for Sports Injury	4.0	45
	MT2280	Chakra and Hot Stone Massage	2.5	30
		Subtotal	11.5	145
6	MT1222	Energy Work for Massage Therapy	1.5	20
	MT2300	Business Management for Massage Therapy Professionals	3.0	30
	MT2210	Pre-Natal Massage and Baby Massage	3.5	40
	MT2550	Integrated Therapeutic Massage and Self-Care	4.0	70
		Subtotal	12.0	160

ASSOCIATE IN SCIENCE, ORIENTAL MEDICINE OPTION

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must: • Stop all enrollment in its degree programs, and Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Associate in Science program in Oriental Medicine option provides students with introductory knowledge of basic medical science, acupuncture, Oriental Medicine and herbology theories, and the practice of breathing exercises, Qi Gong, and Chinese hand manipulation therapy techniques, Tuina, and acupressure.

Upon completion of the Associate in Science in Oriental Medicine program, students are also prepared to advance their education to the bachelor level of the Oriental medicine or further, to the Master of Science in Oriental Medicine. Students should note that performing acupuncture or the needling on human body is only permitted with a valid acupuncturist license which is only issued to practitioners who successfully pass CALE. Students may refer to the website of California Acupuncture Board, www.acupuncture.ca.gov for further detail on licensing and requirements.

Program Objectives:

The ASOM curriculum is designed to enable students to:

1. Acquire basic theories, concepts and knowledge in medical science, acupuncture, Oriental medicine, and Chinese herbology
2. Apply natural healing art techniques in a clinic setting ethically and within professional boundaries
3. Develop communication skills with the application of professional terminology
4. Recognize how the practice of Oriental medicine works in synergy with the enhancement of community wellbeing
5. Demonstrate basic knowledge and skills required for a competent assistant in complementary medicine facilities

Employment Opportunities

Students are prepared for an assistant level of career at an Acupuncture clinic to assist licensed acupuncturists performing acupuncture and herbal therapy on patients and perform Tuina and acupressure to help patients relieve pain and discomfort. The technical and knowledge they acquire may also qualify them to work in other regular medical or chiropractic office at the assistant level. Students

may seek positions such as front desk supervisor, medical office specialist, medical records clerk, and office supervisor.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

29-1129.00 -Therapists, All Other

29-9099.00 - Healthcare Practitioners and Technical Workers, All Other

31-9011.00 – Massage Therapist

39-1021.01 – Spa Manager

41-4011.00 - Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

41-9011.00 - Demonstrators and Product Promoters

43-1011.00 – First-Line Supervisors of Office and Administrative Support

43-6013.00 – Medical Secretaries

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion Requirement

The ASOM program curriculum requires a total of 90 quarter units of courses to complete, including 25 quarter units of General Education courses and 65 quarter units of courses related to acupuncture, basic science, herbology, Oriental medicine, professional development and western medical terminology.

Students will only focus on developing knowledge and skills related to Oriental Medicine at Kingston University. Students will fulfill the General Education requirement at a local community college or other accredited postsecondary educational institutions that offer general education courses. The General Education courses must be completed prior to graduation by submitting an official transcript to the Registrar office promptly.

The ASOM program may be completed in eighteen months by enrolling in the classes on fulltime basis.

Admission Requirements

Students desiring admission to the Associate in Science in Oriental Medicine must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 25 quarter units or the equivalent covering various academic disciplines which must include 2 courses of English & Communication, one course of Mathematics, two courses of Natural and Physical Sciences, one course of Social and Behavioral Sciences, and one course of Humanities and Fine Arts. General Education courses students are concurrently enrolled in must be completed prior to the completion of the AS program. The minimum G.P.A. attained must be of 2.0 or better.

Admission Procedures

Students applying for admission to the Associates in Science in Oriental Medicine 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. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.

3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed application form obtained from Kingston University Admission
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section of the catalog)

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 will transfer all of the 25 quarter units or the equivalent of General Education course works. Units must be earned from a local community college or an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

Students may transfer Oriental medicine major courses successfully completed at other schools into the ASOM 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 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 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 a course-by-course 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.
4. Only units earned within the previous 5 years will be considered for transfer.

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 C 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. 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 2.0 in all course work taken at Kingston.

Graduation Requirements

Students will be awarded the Associate in Science, Oriental Medicine degree upon meeting the following requirements prior to graduation:

1. completed a minimum of 25 quarter units or the equivalent in General Education Courses at a GPA of 2.0 or better
2. completed 65 quarter units in Acupuncture, Basic Science, Oriental Medicine, Herbology and other related Courses and met Satisfactory Academic Progress (SAP) requirements including:
 - Maintained a minimum CGPA of 2.0,
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program
3. fulfilled the financial obligation required by Kingston University prior to graduation

CURRICULUM

Students may be admitted to the AS 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 AS 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 at least 90 quarter units which include a minimum of 25 quarter units or the equivalent in General Education Courses and 65 quarter units in Oriental Medicine concentration courses.

The courses are listed below:

General Education Courses Required: 25 Quarter Units or equivalent

Category	Minimum Requirement	Examples of Subject Area
English & Communication	2 courses	College English*
		Communication
		Speech
Humanities and Fine Arts	1 course	History, Arts, Music
		Critical Thinking
		Foreign Languages
Mathematics	1 course	College Algebra
		Statistics
		Calculus
Social and Behavioral Sciences	1 course	Sociology
		Political Science
		Psychology
Natural and Physical Sciences	2 courses	Chemistry
		General Physics
		Nutrition
		Computer Science

*Required course

Oriental Medicine Concentration Courses Required: 65 quarter Units

Acupuncture Courses: 11 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
AC 1211	Acupuncture Meridian Theory	20	2
AC 1221	Introduction to Acupuncture I	30	3
AC 1222	Introduction to Acupuncture II	30	3
AC 1241	Acupressure and Tuina Therapy	30	3
TOTAL		110	11

Basic Science Courses: 11 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BS 1111	Human Biology	30	3
BS 1171	Topographic Anatomy	20	2
BS 2181	Anatomy and Physiology I	30	3
BS 2182	Anatomy and Physiology II	30	3
BS 2183	Anatomy and Physiology III	30	3
TOTAL		140	14

Oriental Medicine Courses: 13 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
OM 1311	History & Philosophy of Oriental Medicine	20	2
OM 1312	Chinese Medical Terminology/Literature	20	2
OM 1321	Qi Gong Theory and Technique	20	2
OM 1322	Tai Chi Exercise	20	2
OM 2311	Fundamental Theories of Chinese Medicine I	30	3
OM 2312	Fundamental Theories of Chinese Medicine II	20	2
TOTAL		130	13

Herbology Courses: 19 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
HB 1411	Botany and Introduction to Herbology	30	3
HB 2421	Chinese Herbology I	40	4
HB 2422	Chinese Herbology II	40	4
HB 2423	Chinese Herbology III	40	4
HB 2424	Chinese Herbology IV	40	4
TOTAL		190	19

Clinical Science and Practice Management Courses: 8 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CS 1511	Western Medical Terminology	20	2
PM 1821	CPR and First Aid	10	1
PM 1911	World History of Medicine and Professional Development	30	3
PM 2723	Ethics and Legal Professional Issues	20	2
TOTAL		80	8

Quarterly Curriculum Structure for AS Oriental Medicine Program – Normal Progress Sample

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hours</u>
1	BS1111	Human Biology	3.0	30
	BS1171	Topographic Anatomy	2.0	20
	HB1411	Botany and Introduction to Herbology	3.0	30
	OM1311	History & Philosophy of Oriental Medicine	2.0	20
	OM1312	Chinese Medical Terminology/Literature	2.0	20
	CS1511	Western Medical Terminology	2.0	20
		Subtotal	14.0	140
2	AC1211	Acupuncture Meridian Theory	2.0	20
	HB2421	Chinese Herbology I	4.0	40
	OM1321	Qi Gong Theory and Technique	2.0	20
	OM2311	Fundamental Theories of Chinese Medicine I	3.0	30
	OM2312	Fundamental Theories of Chinese Medicine II	2.0	20
		Subtotal	13.0	130
3	AC1221	Introduction to Acupuncture I	3.0	30
	AC1241	Acupressure and Tuina Therapy	3.0	30
	BS2181	Anatomy and Physiology I	3.0	30
	HB2422	Chinese Herbology II	4.0	40
		Subtotal	13.0	130
4	AC1222	Introduction to Acupuncture II	3.0	30
	BS2182	Anatomy and Physiology II	3.0	30
	HB2423	Chinese Herbology III	4.0	40
	OM1322	Tai Chi Exercise	2.0	20
		Subtotal	12.0	120
5	BS2183	Anatomy and Physiology III	3.0	30
	HB2424	Chinese Herbology IV	4.0	40
	PM1821	CPR and First Aid	1.0	10
	PM1911	World History of Medicine and Prof Development	3.0	30
	PM2723	Ethics and Legal Professional Issues	2.0	20
		Subtotal	13.0	130

BACHELOR OF SCIENCE IN ORIENTAL MEDICINE

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must: • Stop all enrollment in its degree programs, and Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Bachelor of Science program in Oriental Medicine (BSOM) provides students with theories and concepts in basic medical science, acupuncture, Oriental Medicine and herbology theories and pharmacy skill. Students will practice breathing exercises, Qi Gong, and Chinese hand manipulation therapy technique, Tuina, and acupressure. Students will learn clinic management skill and observe the practice of acupuncture and assist licensed acupuncturist instructors in performing diagnosis, treatment and other clinical procedures.

Students are prepared to advance their education to the Master of Science in Oriental Medicine which is designed based on the Criteria for Approval of Acupuncture and Oriental Medicine Curriculum of California Acupuncture Board. Students should note that performing acupuncture or the needling on human body is only permitted with a valid acupuncturist license, which is only issued to practitioners who successfully pass CALE. Students may refer to the website of California Acupuncture Board, www.acupuncture.ca.gov for further detail on licensing and requirements.

Program Objectives:

This curriculum is designed to enable students to:

1. Describe basic theories, concepts and knowledge in medical science, acupuncture, Oriental medicine, and Chinese herbology
2. Apply natural healing art techniques in a clinic setting ethically and within professional boundaries
3. Develop communication skills with the application of professional terminology
4. Recognize and promote how the practice of Oriental medicine works in synergy with the enhancement of the community wellbeing
5. Demonstrate basic knowledge and skills required for a competent assistant in complementary medicine facilities

Employment Opportunities

Students may seek positions such as assistant or management careers at an acupuncture clinic; perform Tuina therapy and acupressure to help patients relieve pain and discomfort at acupuncture, chiropractic or regular medical office; and seek opportunity of working at herbal manufacture and dispensary.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

29-1129.00 -Therapists, All Other

29-9099.00 - Healthcare Practitioners and Technical Workers, All Other

31-9011.00 – Massage Therapist

39-1021.01 – Spa Manager

41-4011.00 - Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

41-9011.00 - Demonstrators and Product Promoters

43-1011.00 – First-Line Supervisors of Office and Administrative Support

*Detailed information surrounding these classifications can be found at the following website:

www.onetonline.org.

Program Completion Requirement

The BSOM program curriculum requires a total of 180 quarter units of courses to complete, including 68 quarter units or the equivalent of General Education courses and 112 quarter units of courses related to acupuncture, basic science, herbology, Oriental medicine, professional development, clinical western medicine and clinical observation experience. Students are recommended to complete general education course requirement at a local community college or other accredited schools that offer general education courses.

Students may complete the BSOM program in twenty-four months by enrolling in classes on a fulltime basis.

Admission Requirements

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

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 68 quarter units or the equivalent covering various academic disciplines which must include two courses each of English writing and communication, mathematics, natural and physical sciences, social and behavioral sciences, and humanities and fine arts. General Education courses students are concurrently enrolled in must be completed prior to the completion of the BS 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 Oriental Medicine program with concentration in Oriental Medicine are required to follow the procedures below:

1. Submit a proof of possessing a minimum of a high school diploma, GED, or foreign equivalent. Applicants with college education are exempted of this requirement.
2. Submit an official high school transcripts or G.E.D. or foreign equivalent, or if the student has taken course works at baccalaureate level, submit an official transcript(s) from previous baccalaureate college(s) attended. High school transcripts, G.E. D or the equivalent is not required for applicants with a proof of college education.

3. For applicants who have completed all or partial course works in the General Education required, submit an official transcript(s) from the college(s) attended showing courses and credit units earned.
4. Submit a completed and signed application form obtained from Kingston University Admission
5. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the “Financial Information” section of the catalog)

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 all of the General Education course works up to 68 quarter units or the equivalent. Units must be earned from a local community college or an approved or accredited institution that has been accredited by an accrediting agency recognized by the US Department of Education.

Students may transfer Oriental medicine major courses completed successfully in other schools into the BSOM 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 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 training 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.

6. For units earned at institutions outside of the U.S., the student must submit an official transcript for a course-by-course 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.
7. Only units earned within the previous 5 years will be considered for transfer.

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 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 C 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. 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 2.0 in all course work taken at Kingston.

Graduation Requirement

Students will be awarded the Bachelor of Science in Oriental Medicine degree upon meeting the following requirements prior to graduation:

1. Completed at least 68 quarter units or equivalent in General Education Courses
2. Completed 103 quarter units in Acupuncture, Basic Science, Oriental Medicine, Herbology and other related Courses prescribed by the program
3. Completed at least additional 9 quarter units in elective courses in general education or Acupuncture, Basic Science, Herbology, Oriental Medicine, Clinical Science or Professional Development
4. Completed with Satisfactory Academic Progress requirements by having:
 - Maintained a minimum CGPA of 2.0
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program, and
5. Fulfilled all financial obligations required by Kingston University prior to graduation.

CURRICULUM

Students may be admitted to the BS 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 BS 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 68 quarter units (45 semester units) in General Education Courses, 112 quarter units in Oriental Medicine concentration courses. Students must pass the Clinical Observation Qualification Test I prior to enrolling in Clinical Observation I course.

General Education Courses Required: 68 Quarter Units (45 Semester Units)

Category	Minimum Requirement	Examples of Subject Area
English & Communication	2 courses	College English*
		Communication/Speech
Humanities and Fine Arts	2 courses	History, Music, Arts
		Critical Thinking/Foreign Languages
Mathematics	2 courses	College Algebra, Statistics, Business Math
Social and Behavioral Sciences	2 courses	Sociology, Political Science, Psychology
Natural and Physical Sciences	2 courses	Biology, Chemistry, Physics
		Nutrition, Computer Science

*Required course

Oriental Medicine Concentration Courses Required: 103 quarter Units

Acupuncture Courses: 17 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
AC 1221	Introduction to Acupuncture I	30	3
AC 1222	Introduction to Acupuncture II	30	3
AC 1211	Acupuncture Meridian Theory	20	2
AC 1241	Acupressure and Tuina Therapy	30	3
AC 2231	Dynamics of Acupuncture Points	30	3
AC 3231	Microsystem of Acupuncture/Auricular & Scalp Therapy	30	3
TOTAL		170	17

Basic Science Courses: 16 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
BS 1111	Human Biology	30	3
BS 1171	Topographic Anatomy	20	2
BS 2181	Anatomy and Physiology I	30	3
BS 2182	Anatomy and Physiology II	30	3
BS 2183	Anatomy and Physiology III	30	3
BS 3141	Nutrition in Primary Care	20	2
TOTAL		160	16

Herbology Courses: 24 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
HB 1411	Botany and Introduction to Herbology	30	3
HB 2421	Chinese Herbology I	40	4
HB 2422	Chinese Herbology II	40	4
HB 2423	Chinese Herbology III	40	4
HB 2424	Chinese Herbology IV	40	4
HB 3431	Herbal Formulas Compound and Synthesis	20	2
HB 3460	Herbal Pharmacy	30	3
TOTAL		240	24

Oriental Medicine Courses: 22 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
OM 1311	History & Philosophy of Oriental Medicine	20	2
OM 1321	Qi Gong Theory and Technique	20	2
OM 1322	Tai Chi Exercise	20	2
OM 1312	Chinese Medical Terminology/Literature	20	2
OM 2351	Fundamental Theories of Chinese Medicine I	30	3
OM 2352	Fundamental Theories of Chinese Medicine II	20	2
OM 3320	Chinese Medical Diagnosis	30	3
OM 4321	Zangfu Syndromes I	30	3
OM 4322	Zangfu Syndromes II	30	3
TOTAL		220	22

Clinical Science and Professional Development Courses: 18 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CS 1511	Western Medical Terminology	20	2
CS 1521	Survey of Clinical Medicine	30	3
CS 3521	Medical Assessment/Physical Examination	30	3
PM 1821	CPR and First Aid	10	1
PM 1911	World History of Medicine and Professional Development	30	3
PM 4721	Management for Clinic Practice I	20	2
PM 4722	Management for Clinic Practice II	20	2
PM 2723	Ethics and Legal Professional Issues	20	2
TOTAL		180	18

Clinical Training Courses: 6 Quarter Units

<u>Course No.</u>	<u>Course Title</u>	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CT 3461	Herbal Pharmacy Lab	40	2
CT 4021*	Clinical Observation I	40	2
CT 4022	Clinical Observation I: Procedure	40	2
TOTAL		120	6

* Students must pass Clinical Observation Qualification Test I in order to enroll in CT4021.

Additional courses selected from General Education, or other undergraduate program:

9 Quarter Units upon prior approval by the Academic Dean

Quarterly Curriculum Structure for BS Oriental Medicine Program – Normal Progress Sample under a Full-time Study Scheme

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	Quarter Units	Contact Hours
1	BS1111	Human Biology	3.0	30
	BS1171	Topographic Anatomy	2.0	20
	HB1411	Botany and Introduction to Herbiology	3.0	30
	OM1311	History & Philosophy of Oriental Medicine	2.0	20
	OM1312	Chinese Medical Terminology/Literature	2.0	20
		Subtotal	12.0	120
2	AC1211	Acupuncture Meridian Theory	2.0	20
	CS1511	Western Medical Terminology	2.0	20
	HB2421	Chinese Herbiology I	4.0	40
	OM1321	Qi Gong Theory and Technique	2.0	20
	OM2311	Fundamental Theories of Chinese Medicine I	3.0	30
	OM2312	Fundamental Theories of Chinese Medicine II	2.0	20
		Subtotal	15.0	150
3	AC1221	Introduction to Acupuncture I	3.0	30
	BS2181	Anatomy and Physiology I	3.0	30
	HB2422	Chinese Herbiology II	4.0	40
	OM3320	Chinese Medical Diagnosis	3.0	30
	CS1521	Survey of Clinical Medicine	3.0	30
		Subtotal	16.0	160
4	AC1222	Introduction to Acupuncture II	3.0	30
	BS2182	Anatomy and Physiology II	3.0	30
	HB2423	Chinese Herbiology III	4.0	40
	OM1322	Tai Chi Exercise	2.0	20
	OM4321	Zhangfu Syndromes I	3.0	30
		Subtotal	15.0	150
5	BS2183	Anatomy and Physiology III	3.0	30
	BS3141	Nutrition in Primary Care	2.0	20
	HB2424	Chinese Herbiology IV	4.0	40
	OM4322	Zhangfu Syndromes II	3.0	30
	CS3521	Medical Assessment/Physical Examination	3.0	30
		Subtotal	15.0	150

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hours</u>
6	AC1241	Acupressure and Tuina Therapy	3.0	30
	AC3231	Dynamics of Acupuncture Points	3.0	30
	HB3460	Herbal Pharmacy	3.0	30
	HB3432	Herbal Formula Compound and Synthesis	2.0	20
	CT3461	Herbal Pharmacy Lab	2.0	40
	PM1821	CPR and First Aid	1.0	10
		Subtotal	14.0	160
7	AC3231	Microsystem of Acupuncture/Auricular & Scalp Therapy	3.0	30
	PM1911	World History of Medicine and Prof Development	3.0	30
	PM4721	Management for Clinic Practice I	2.0	20
	CT4021*	Clinical Observation I	2.0	40
	XXXXXX	<i>Elective Course 1</i>	3.0	30
		Subtotal	13.0	150
8	PM2723	Ethics and Legal Professional Issues	2.0	20
	PM4722	Management for Clinic Practice II	2.0	20
	CT4022	Clinical Observation I: Procedure	2.0	40
	XXXXXX	<i>Elective Course 2</i>	3.0	30
	XXXXXX	<i>Elective Course 3</i>	3.0	30
		Subtotal	12.0	140

*Students must pass the Clinical Observation Qualification Test I in order to enroll in CT4021 Clinical Observation I.

**SCHOOL OF HEALTH SCIENCE
UNDERGRADUATE COURSE DESCRIPTION**

Course Numbering System in Health Science Courses

- Course Code Identification System

Code	Course Classification
AC	Acupuncture
BS	Basic Science
CS	Clinical Science
HB	Herbology
HC	Healthcare/Nursing
MT	Massage Therapy
NS	Nursing Science
OM	Oriental Medicine
PM	Professional Development

- Course Numbering System

Course Number	Description / Level
1000–2990	Introductory courses / Freshman ~ Sophomore Level
3000–3990	Intermediate courses / Junior Level
4000–4990	Advanced courses / Senior Level
5000–6990	Graduate courses / Graduate Level
7000–9990	Doctoral courses / Doctoral Level

Department of Acupuncture

AC1211 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

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 Acupuncture points. 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

AC1222 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 Acupuncture points. 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

AC1241 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 acupuncture points and lesions; application of meridian and meditation; inducing Qi promotion to acupuncture points 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

AC 2231 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 acupuncture points, 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 Acupuncture point 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

AC3231 Microsystem of Acupuncture/Auricular & Scalp Therapy – 3 credits

This course introduces acupuncture micro therapies including auricular acupuncture points, scalp points needling and hand therapy. Students will learn the anatomical location of scalp acupuncture points, 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, AC1222

Department of Basic Sciences

BS1111 Human Biology - 3 credits

This course provides students concepts in human biology, including an overview of 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, nutrition, body's control mechanisms and immunity, the human reproduction and sexuality spectrum, applications of biotechnology.

Prerequisite: 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

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

BS2182 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

BS2183 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: BS2182.

BS3141 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.

CS1541 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

CS3521 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

Department of Clinical Training

CT3461 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, HB2422, HB2423, HB2424, and concurrent with HB3461

CT4021 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

CT4022 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 4021

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

HB2422 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

HB2423 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

HB2424 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

HB3431 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.

HB3460 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

Department of Healthcare

HC 2000 Introduction to Healthcare Management – 3 units

Students are introduced to the arena of health care management. The course reviews the evolution and current status of healthcare delivery and introduces the student to the concepts of health care leadership including cultural diversity, electronic records, HIPAA, and strategies for successful oversight of a department or unit. Through the examination of management topics and healthcare situations, the student is able to explore the skills and knowledge needed to be successful in a diverse healthcare environment.

Prerequisite: None.

HC 3010 Healthcare Informatics – 3 units

This course introduces nursing informatics as an integration of nursing, computer, and information sciences for the support of evidence-based nursing practice. The management of data through information systems expert systems and telecommunications and the impact of these technologies on nursing administration, education, practice and research are addressed in the context of health care informatics.

Prerequisite: None

HC 3050 Healthcare Issues and Ethics – 3 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 3400 Health Care Policy and Current Trends – 3 units

This course focuses on the current trends of health care policy making. Students will understand how a grassroots initiative bill is taken through the process of becoming a law. The importance of the professional nurse being involved in health care policy is examined.

Prerequisite: None

Department of Massage Therapy

MT1000 Introduction to Massage Therapy – 3 quarter unit (30 didactic hours)

This course will train student to understand the history and development of massage therapy and the industry, learn personal health, hygiene, sanitation and safety practice, heat/cold therapy, HIPPA requirement and draping procedure and standard; learn nutrition, physical fitness and relaxation in health and wellness. Students will recognize equipment and tool used in massage therapy practice, practice the set-up of a massage table and proper adjustment of the table, sanitation and hygiene procedure.

Prerequisite: none.

MT1110 Swedish Massage – 5.0 quarter units (25 didactic hours, 45 supervised practice 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.

Prerequisite: MT1000, concurrent with MT2000 or BS1171, or the equivalent.

MT1150 Chair Massage and Reflexology – 2.5 quarter unit (5 didactic hours and 35 supervised practice 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.

This class also 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: MT2030, MT1110

MT1180 Aromatherapy and Application – 1.5 quarter unit (15 didactic hours)

This is an introductory course on aromatherapy and essential oils. Students will learn the history, how they are used today, chemical properties of oils, production of essential oils and techniques of blending essential oils which are selected based on the needs of treatment and chemical characteristics of the oils, contraindications, buying and storing, and a beginner's guide to selecting and blending based on the needs of treatment and chemical characteristics of the oils.

Prerequisite: MT1110.

MT1300 Massage Profession and Ethics – 2 quarter units (20 didactic hours)

Students learn the professional standards of the field in massage practice. In ethics, students will learn legal, standards of ethical practice, client confidentiality, Informed Consent and personal conduct issues connected with massage therapy as a profession. Student will know how to obtain credential and maintain license, understand California Massage Law, professional boundary and regulations applicable to CAMTC certified massage professionals.

The class covers a wide range of business related topics including getting business practice 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 introduce students to 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.

Prerequisite: MT1000 or concurrent with MT1000.

MT1241 Acupressure & Tuina – 2.5 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 acupuncture points and lesions; application of meridian and meditation; inducing Qi promotion to acupuncture points 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

MT2010 Pathology – 4 quarter units (40 didactic 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: BS1111 and/or concurrent study with BS2181~2183.

MT2020 Assessment for Bodywork – 2.0 quarter units (20 didactic 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: BS1111-BS2182 or MT2000, and MT2030.

MT2030 Myology and Kinesiology for Healthcare Professionals – 3.5 quarter units (30 didactic hours and 10 supervised practice hours)

This is a course that covers in-depth knowledge of the human muscular system. Detail information of the major muscles of the axial and appendicular segments of the body are covered including the location, origin, insertion, actions, postural considerations and how to place on the slack and stretch. 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.

In addition to the course lecture, a two-hour field trip to a relevant museum or exhibit may be arranged if available at the time of class instruction.

Prerequisite: none.

MT2130 Sports Massage – 4.5 quarter units (25 didactic hours, 35 supervised practice 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 Trigger Points Treatment and the breaking down of lactic acid and cramp release.

Prerequisite: MT2020, MT2030, MT1110, MT2150.

MT2150 Deep Tissue Massage and Applications – 5.0 quarter units (25 didactic hours, 45 supervised practice hours)

Students are introduced to massage techniques that work on deeper layers of muscles in this course. Techniques to cover include Deep Tissue Massage, Connective Tissue Massage and Myofascial Release.

Prerequisite: MT1110.

MT2160 Lymph Drainage – 2.0 quarter units (10 didactic hours and 20 supervised practice hours)

Students will learn the functions of the lymphatic and immune systems, and their roles in maintaining optimal health. Students will be introduced 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: BS2183 or its equivalent and MT1110.

MT2300 Business Management for Massage Therapy Professionals – 3 quarter units (30 didactic hours)

Students are introduced to the business practices designed to provide the skills and strategies for seeking and finding satisfying employment and for building and maintaining successful and ethical private practices as massage therapists. Students will learn business start-up, operation and financial management, and marketing to identify target markets, develop strategies for networking and practice building, prepare a brochure and resume, perform in a job interview and present themselves and their work in effective ways.

Prerequisite: MT1000.

MT2500 Massage Practicum – 3.5 quarter units (60 supervised practice hours)

This is a massage internship course which provides students opportunities to apply knowledge they learn from the MT1000'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 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

MT2230 Massage for Sports Injury – 4.0 quarter units (30 didactic hours, 15 supervised practice hours)

Students will learn common categories of injury, specifically related to physical activities, pain management and medical treatment for injury, understand illness and disorders systemically and study injury by area, become capable of analyzing sports related injuries, develop and design massage treatment program for implementation.

Prerequisite: MT2010, MT2130.

MT2210 Pre-natal Massage and Baby Massage – 3.5 quarter units (30 didactic hours, 10 supervised practice 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: BS1111, MT2010, MT1110.

MT1222 Energy Work for Massage Therapist- 1.5 credits (10 didactic hours, 10 supervised practice hours)

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

MT1280 Chakra and Hot Stone Massage – 2.5 quarter units (20 didactic hours and 10 supervised practice 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: MT1110

MT2550 Integrated Therapeutic Massage and Self-Care – 4.0 units (70 supervised practice hours)

This is an important course to bring students to a high level of skill and confidence in their technique, professionalism and adaptability. It is very much like a capstone class where students integrate skills and technique under the guidance of a senior level instructor. Students will be supported throughout the course in continuing to develop their quality of touch and overall session quality. Feedback from fellow students and instructors will be strongly emphasized throughout the entire course. 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 will enhance and advance their skill in intake, assessment, communication and treatment design to best meet the unique goals and needs of each client. Different potential work environments including spas, health clubs and private practice will be discussed. Students will learn to adapt their sessions to different time frames including 50-minute, full-hour and one-and-a-half hours of therapeutic massage sessions. Students will learn to reinforce and support their ability to integrate stretches and side-lying position into their sessions.

Students are reinforced with self-care practices so they can work the hours necessary for a successful practice with comfort and ease. Students will practice self-massage and discuss emotional care and burnout issues. Common injuries of massage therapist and how to help prevent and treat them will be discussed. Topics will include conditioning, body mechanics, self-stretching and the use of massage tools to reduce stress on the hands. The Wellness Model will also be discussed in relation to relaxation massage and self-care.

The course work, the opportunity to work on the instructor and volunteer models/customers and the final practical exam are all means to ensure that students are prepared to confidently enter the profession as effective, ethical and successful massage therapists.

Prerequisite: MT2010, MT2020, MT2030, MT1110, MT2130.

Department of Oriental Medicine

OM1311 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

OM1312 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

OM1321 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

OM1322 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

OM2311 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, Yin-Yang, Five elements (phases, correspondences)/Wu Xing and their laws and cycles, Qi, Tonification (supplementation) and sedation (draining) of qi, creation of harmony, Dao, Blood(Xue), Body fluids(Jin Ye), Essence(Jing), Spirit(Shen) and Viscera & Bowels/Zang-Fu (internal organs) with 12 officials (ShiErGuan), Theory of channel vessels (Meridians)/Jing Luo 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

OM2312 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

OM3320 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 2311

OM4321 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: OM2311, OM2312

OM4322 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: OM2311, OM2312

Department of Practice Management

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

PM2723 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

PM4721 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

PM4722 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: PM4721

SCHOOL OF HEALTH SCIENCE – UNDERGRADUATE FACULTY LIST

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: Communication, English as Second Language, TOEFL

Bang, Sunil, L.Ac.

M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA
Bachelor of Medicine, Nanjing University of Traditional Chinese Medicine, Nanjing, China
Teaching Area: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training

Eom, Miwha, RN., MSN.

M.S. Nursing, Shepherd University, Glendale CA
B.S. Nursing, Seoul National University, Seoul, South Korea
Teaching Area: Nursing related courses

Han, Seong Soo, L.Ac.

MBA, Kingston University, Norwalk, CA
Certified Massage Therapist, California Massage Therapy Council
Certificate of Completion, Massage Therapy 1000-Hour Program, Kingston University, Norwalk, CA
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: Anatomy and Physiology, Pathophysiology, Acupuncture and Oriental Medicine Principles, Theories and Treatment, Tuina, Acupressure, Chinese Herbology, Herbal Prescription, Clinical Training, Healthcare Management, Healthcare Ethics, Healthcare Professional Development, History of Medicine, Case Management, Professional Development; Introduction to Massage Therapy, Business Management for Massage Professionals, Massage Profession and Ethics, Myology and Kinesiology for Healthcare Professionals, Assessment for Bodywork, Sports Massage, Massage for Sports Injury and Therapeutic Stretching, Pre-natal Massage and Baby Massage, Massage for Palliative Care, Hygiene and Nutrition, Hydrotherapy and Heat/Cold Therapy, Massage Practicum, Integrated Therapeutic Massage and Self-Care..

Hsiao, Ming Hua, CMT

Certified Massage Therapist, California Massage Therapy Council
Certificate of Completion, Massage Therapy 600-hour Program, Kingston University, CA
Certificate of Completion, Massage Therapy 1000-hour Program, Kingston University, CA
Technician Certificate, Class C in Beauty Therapy, Republic of China
B.S. in Agriculture, National Taiwan University, Taipei, Taiwan
A.A. in Nursing & Midwifery, Meiho Institute of Technology, Pingtung, Taiwan
Teaching Area: Introduction to Massage Therapy, Massage Profession and Ethics, Swedish massage, Deep Tissue massage, Lymph Drainage Technique, Reflexology, Chair massage, Facial massage, Thai massage, Aromatherapy, Stone Massage, Chakra, Lomi Lomi, Thai, Massage, , Pre-natal Massage and Baby Massage, Massage for Palliative Care, Basic

Hygiene and Nutrition, Massage Practicum, Integrated Therapeutic Massage and Self-Care.

Hsieh, H. Hong, Ph.D., L.Ac.

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, Clinical Training.

Kim, Myoungsu, L.Ac.

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 and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training

Lee, Jung Hee, L.Ac.

Candidate, Doctoral Degree in Acupuncture and Oriental Medicine, South Baylo University, CA
M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA
Bachelor of Medicine, Nanjing University of Traditional Chinese Medicine, Nanjing, China
Teaching Area: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription.

Liu, Ju Ping, L.Ac.

MSOM, Kingston University, Norwalk, CA
AA, Overseas Chinese University, Taichung, Taiwan
Teaching Area: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Hydrotherapy and Heat/Cold Therapy, Human Body System, Topographic Anatomy, Assessment for Bodywork.

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

GRADUATE SCHOOL PROGRAMS

SCHOOL OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description:

The Master of Business Administration program is designed to provide students with the tools for career success, for business and leadership professionals to develop knowledge, attitudes and skills that will equip them to perform effectively, ethically and creatively in the corporate or entrepreneurial environment. 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.

In Kingston University's MBA program, students may choose to concentrate on one of the three emphases, Entrepreneurship Concentration, International Business Concentration and Healthcare Management Concentration, or combinations of elective courses meeting their career interest. Graduates will be prepared with the necessary skills and knowledge to understand, manage or create financial, business and leadership careers and assume a leadership position at the mid to upper level of management with high ethical and professional standards.

Program Objectives:

The MBA program is designed to enable students to:

1. Formulate effective solutions to problems or pursuit of opportunities by utilizing business theories and practice;
2. Recommend the control and management of an organization by applying quantitative analysis principles and skills;
3. Combine information technology skills in operating business practice tasks;
4. Communicate effectively and professionally through physical or virtual presence, orally and written;

5. Set up or reconstruct morale of an organization by summarizing theories and methods to motivate employees;
6. Compare and contrast the concepts of social responsibility, integrity and business ethics;
7. Develop clear and specific leadership direction to a variety of business environments in the real world;
8. Demonstrate disciplinary competence in the field of study concentration;

Employment Opportunities

Graduates may seek a leadership position at the mid to upper level of management such as Business Manager, Operations Manager, Finance Manager, Sales Manager, Marketing Manager, Business Development Manager, , Human Resources Manager, Chief Executives, Self-Employed Business Owner.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

- 11-1-11.00 – Chief Executives
- 11-1021.00 – General and Operations Managers
- 11-2022.00 – Sales Managers
- 11-3011.00 - Administrative Services Managers
- 11-3031.02 - Financial Managers, Branch or Department
- 11-9100.04 – Supply Chain Managers
- 11-9111.00 – Medical and Health Service Managers
- 13-1111.00 – Management Analysts
- 13-1199.00 – Business Operations Specialists, All Others
- 13-1199.05 – Sustainability Specialists
- 20-1011.00 – Business Management Instructor, Postsecondary

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion Requirements

The program requires at least twelve courses, at 3 semester units each, for a total of 36 semester units to complete. Students are required to complete all of the eight Core course, including the Capstone Course and four Elective courses from one of the three emphasis Schemes, which are the Entrepreneurship Scheme, International Business Scheme or Healthcare Management Scheme, or a combination of elective courses meeting their career interest Schemes or combinations of Scheme courses.

The Capstone course is designed to provide a last and final assessment of the student's retention and ability to bring forth and properly apply each discipline from the entire program curriculum. The student will be challenged to recall lessons from Business Law and Contracts, Organizational Behavior, Managerial Accounting, Managerial Communication, Leadership, Human Resource Management and Marketing Management and Planning and apply research and analytical skills learned to complete assignments presented professionally.

Students may complete the MBA program in twenty-four months by enrolling in the classes on the full-time basis.

Mode of Instruction

Options of on-campus or distance education mode are available for the student's choice. F-1 students must comply with SEVIS requirements for attending on-campus classes on a full-time basis.

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 an institution accredited by an agency recognized by the U.S. Secretary of Education or a recognized or approved foreign academic institution. 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's 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 an 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

Students are awarded with the Master of Business Administration degree upon meeting all of the following:

1. completed a total of 36 semester units of course study, including 24 semester units in core courses and the Capstone Course, and 12 units of elective courses,
2. met the Satisfactory Academic Progress (SAP) requirement by having:
 - maintained a minimum GPA of 3.0,
 - achieving at least 67% of course completion rate cumulatively or the credit hours attempted not more than 1.5 times the total credit hours required to complete the program,
3. fulfilled all financial obligations required by Kingston University prior to graduation.

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 on campus. The class meets one time per week at the University's campus for three hours.

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 Concentration, International Business Concentration or Healthcare Management Concentration, or a combination of elective courses meeting their career interest.

- Entrepreneurship

The curriculum of Entrepreneurship Concentration is designed to enhance students’ readiness to become a competent mid-to-high level business operator or owner who requires dynamic mature skills in various aspects of daily business management, including human resource management and customer management, leadership and entrepreneurship. The concentrations consist of four courses for a total of 12 semester credit hours.

- International Business

The curriculum of International Business Concentration trains students with a focus on global business concept and management to enable graduates competently conduct business and management without physical borders. The coursework includes various aspects of business and management from the perspective of international operation. The courses including concepts in international business management, international business law and contracts, international finance and international marketing, all are appropriate for industry needs and standards. The concentrations consist of four courses for a total 12 semester credit hours

- Healthcare Management

The Healthcare Management Concentration provides students with a focused management training designed for the healthcare industry. As complicate as the industry is becoming, the curriculum prepares the students with knowledge and skills for meeting the management challenge and needs of the healthcare industry. The coursework includes leadership, ethics and law, policy and strategic management from the perspective of healthcare management. The concentrations consist of four courses for a total 12 semester credit hours

- **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 5010	Management Information Systems	45	3
BU 5040	Managerial Communication	45	3
BU 5050	Business Law and Contracts	45	3

BU 5060	Organizational Behavior	45	3
BU 5550	Capstone Course- Integrated Decision Making	45	3
FN 5300	Managerial Finance	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

<u>Concentration</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
Entrepreneurship	BU5020	Human Resource Management	3
	BU5140	Consumer Psychology	3
	BU5500	Leadership Theories and Concepts	3
	BU5600	Entrepreneurship	3
Total of 4 Electives Required:			12
International Business	BU5030	International Business Management	3
	BU5055	International Business Law	3
	FN5310	International Finance	3
	MK5210	International Marketing	3
Total of 4 Electives Required:			12
Healthcare Management	HC 5500	Management and Leadership in Healthcare Services	3
	HC 5051	Healthcare Ethics and Law	3
	HC 5551	Healthcare Policy and Managed Care	3
	HC 5552	Healthcare Strategic Management and Policy	3
Total of 4 Electives Required:			12

Total Program Requirement: 36 semester units

	<u>Total Contact Hours</u>	<u>Total Credit Hours</u>
Total Core Course Requirements	360	24
Total Elective Course Requirements	180	12
Total Program Requirement	540	36

**Semester Curriculum Structure for Master of Business Administration Program
- Normal Progress Sample**

<u>Semester</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Contact Hours</u>
1	AT 5100	Managerial Accounting	3.0	30
	BU 5010	Management Information Systems	3.0	30
	BU 5050	Business Law and Contracts	3.0	30
		Subtotal	9.0	90
2	BU 5020	Human Resources Management	3.0	30
	BU 5040	Managerial Communication	3.0	30
	BU 5060	Organizational Behavior	3.0	30
		Subtotal	9.0	90
3	MK 5200	Marketing Management and Planning	3.0	30
	XXXXXX	Elective Course 1	3.0	30
	XXXXXX	Elective Course 2	3.0	30
		Subtotal	9.0	90
4	BU 5550	Capstone Course - Integrated Decision Making	3.0	30
	XXXXXX	Elective Course 3	3.0	30
	XXXXXX	Elective Course 4	3.0	30
		Subtotal	9.0	90

**SCHOOL OF BUSINESS
GRADUATE 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	Intermediate courses
4000–4990	Advanced 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 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– 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 5140 Consumer Psychology – 3 credit units

Consumer Psychology builds on theory to provide students with a usable, strategic understanding of consumer behavior that acknowledges recent changes in mobile & social media marketing, ethnic

subcultures, internal and external influences, global marketing, and other emerging trends. Includes strategy-based examples throughout and an integration of ethics and consumer insights in the text and cases.

Prerequisites: 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 Capstone Course - Integrated Decision Making – 3 credit units

BU5550 Capstone Course is the interactive integrative all-encompassing capstone course of Kingston University. BU5550 builds and solidifies a nexus of multiple business disciplines in an applied, interactive and engaging learning and sharing environment in which students combine all disciplines of previous business study and experience, to find and present solutions to complex strategic business and societal issues. Based on the class size and student make-up, each will team up with other students from multiple business specializations, to combine their collective [and special] knowledge on integrated, multi-disciplinary cases and or right here right now actual “client” challenges. The goal is to make consistent accountable strategic decisions.

This course is an examination of the anatomy of decision making, the bounds of human rationality and the heuristics that effect human relations thus decision making. We will address Biasing, Investment Mistakes, Negotiating and Creating/Overstating Value. The class considers individuals, groups, and organizational [workplace] and personal decision-making theory. The Syllabus sets out a general guide of how the course will proceed, but it is merely a guide and therefore subject to change at the discretion of the professor.

As a capstone course, the treatment and the work required presents a last and final assessment of the student’s retention and ability to bring forth and properly apply each discipline from the entire Kingston Business program curriculum. The student will be challenged to recall lessons from Business Law and Contracts; Organizational Behavior, Managerial Accounting, Managerial Communication, Leadership, Human Resource Management and Marketing Management and Planning and apply research and analytical skills learned to complete assignments with professional presentation.

Pre-requisite: AT5100, BU5050, BU5040, BU5020, BU5500 or HC5500, BU5060 and BU5200.

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

SCHOOL OF BUSINESS – GRADUATE FACULTY LIST

Chiu, Chun Kit K

EMBA, University of the West, Rosemead, CA

Post MBA – Marketing, University of the West, Rosemead, CA

MBA, Kingston University, Norwalk, CA

Teaching Area: Business Communication, Marketing

Deng, Yuwen

Master of Computer Science, California State University, San Bernardino, CA

BS in Botany, National Taiwan University, Taipei Taiwan

Teaching Area: Business Software, Computer Information System and Management Information System

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

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

Layton, Dwight, DBA

DBA. in Computer Sciences/MISystem, California Southern University, Irvine, CA

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, Organizational Behavior, Operations Management

Layton, Tammy

M.S., Counseling and Guidance, Fort Hays University, Hays, Kansas

B.A., Psychology and Business Administration, Fort Hays University, Hays, Kansas

Teaching Area: Business Administration, Business Management, Marketing, Business Research, Hospitality Management, Leadership, Workplace Psychology

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

Sanchez, G. Anthony Jr.

DBA, International American University, Los Angeles, CA

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, Small Business Management

Sheh, Chi

Ph.D., Finance, University of Houston, Texas

BA, Economics, University of Texas at Austin, Texas

BBA, Engineering Route to Business and Business Honors, University of Texas at Austin, Texas

Teaching Area: Business Administration, Business Management, Finance, Accounting

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

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

If this institution stops pursuing accreditation, it must: • Stop all enrollment in its degree programs, and Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Program Description

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; 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 and engage in life-long professional development.

Program Objectives:

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

- Articulate theories, concept and knowledge in medical science, acupuncture, Oriental Medicine and Chinese herbology;
- Design appropriate treatment programs by integrating knowledge and skill in biomedicine science, acupuncture, Oriental Medicine and herbal medicine;
- Perform appropriate treatments utilizing acupuncture, Oriental Medicine and herbal medicine practice ethically and within professional and legal boundaries;

- Communicate with patients, healthcare professionals and the public by utilizing appropriate western medical and Oriental medicine languages;
- Model and promote the practice of Oriental medicine as a synergy to the enhancement of the community wellbeing;
- Evaluate and manage clinical cases and acupuncture and herb practice
- Sit for standardized certification or licensure examination which covers contents similar to the curriculum completed;

Employment Opportunities

Students who successfully pass California Acupuncture License Exam (CALE) will become licensed acupuncturist, the Standard Occupational Classification codes (SOC) is 29-1291.

In addition, graduates are prepared for careers such as:

21-1091.00 - Health Educators

25-1071.00 - Health Specialties Teachers, Postsecondary

25-1194.00 - Vocational Education Teachers, Postsecondary

29-1129.00 - Therapists, All Other

29-9099.00 - Healthcare Practitioners and Technical Workers, All Other

31-9011.00 – Massage Therapist

39-1021.01 – Spa Manager

41-4011.00 - Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

41-9011.00 - Demonstrators and Product Promoters

43-1011.00 – First-Line Supervisors of Office and Administrative Support

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion Requirement

The MSOM program consists of a total of 268 quarter units, which include 217 didactic quarter units and 51 quarter units in clinical training. Students may complete the MSOM program in forty-eight months by enrolling in an average of 16 or more units each quarter and four quarters each year.

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 education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education or a recognized or approved foreign academic institution.
2. Applicants possessing baccalaureate course work from a recognized or approved foreign academic institution are required to send their official transcript(s) for evaluation by a credential evaluation agency which is recognized by the U.S. Department of Education and a member of National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE). Please refer to the Foreign Credential Evaluation section for detail. A copy of the evaluation report must be forwarded directly from the evaluation agency to the University's admission office.
3. The baccalaureate course work completed must have a cumulative GPA of at least 2.00

Admission Procedures

Students applying for admission to the Master of Science in Oriental Medicine program are required to:

1. Submit a completed application form obtained from Kingston University Admission Office
2. 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
3. Submit a copy of the diploma from the previous college(s) completed
4. Submit an official evaluation report for credentials earned outside of the United States or request for the University's assistance for obtaining an official evaluation by submitting relevant fees required (see Financial Information section)
5. Submit official English proficiency score report, if applicable
6. Submit at least one letter of recommendation. Applicants may also use the Recommendation Form provided by the Admission Office
7. Submit non-refundable application fee (see Financial Information section)

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 the MSOM program at Kingston University 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.
 - (v) Up to 100% transfer credit may be awarded for courses completed successfully in General Sciences, Practice Management and Clinical Science.
 - (vi) 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 University 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.
 - (v) 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.

- (vi) 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 a course-by-course 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.

Graduation Requirements:

Students must fulfill the following graduation requirements prior to graduation:

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. met the Satisfactory Academic Progress (SAP) requirements including:
 - Maintained a minimum CGPA of 3.0
 - Achieved at least 67% course completion rate or the attempted credit hours did not exceed 1.5 times of the total credit hours required to complete the program
3. fulfill Residency Requirement (see below)
4. pass the Comprehensive Examination with a minimum score of 70%, and
5. fulfill all financial obligations required by Kingston University prior to graduation.

Upon completing the academic requirements for graduation and fulfilling the financial obligation for the program, students will be awarded the Master of Science in Oriental Medicine degree.

- 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 Article 2, Licensure Requirements, § 4935 of the BUSINESS AND PROFESSIONS CODE – ACUPUNCTURE LICENSE ACT and 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 satisfy Article 2, Licensure Requirements, § 4938 of the BUSINESS AND PROFESSIONS CODE – ACUPUNCTURE LICENSE ACT,

- (1) Is at least 18 years of age.
- (2) Furnishes satisfactory evidence of completion of one of the following:
 - (A) (i) An approved educational and training program. (ii) If an applicant began his or her educational and training program at a school or college that submitted a letter of intent to pursue accreditation to, or attained candidacy status from, the Accreditation Commission for Acupuncture and Oriental Medicine, but the commission subsequently denied the school or college candidacy status or accreditation, respectively, the board may review and evaluate the educational training and clinical experience to determine whether to waive the requirements set forth in this subdivision with respect to that applicant.
 - (B) Satisfactory completion of a tutorial program in the practice of an acupuncturist that is approved by the board.
 - (C) In the case of an applicant who has completed education and training outside the United States, documented educational training and clinical experience that meets the standards established pursuant to Sections 4939 and 4941.
- (3) Passes a written examination administered by the board that tests the applicant's ability, competency, and knowledge in the practice of an acupuncturist. The written examination shall be developed by the Office of Professional Examination Services of the Department of Consumer Affairs.
- (4) Is not subject to denial pursuant to Division 1.5 (commencing with Section 475).
- (5) Completes a clinical internship training program approved by the board. The clinical internship training program shall not exceed nine months in duration and shall be located in a clinic in this state that is an approved educational and training program. The length of the clinical internship shall depend upon the grades received in the examination and the clinical training already satisfactorily completed by the individual prior to taking the examination.

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.

The MSOM program commits to attain programmatic accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine to qualify its graduates to sit for CALE and become licensed to practice acupuncture in the state of California. 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

I. MSOM course numbering system:

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	-
BS1171	Topographic Anatomy	2	20	-
BS2121	General Physics	3*	30	-
BS2181	Anatomy and Physiology I	3	30	BS1111, BS1171
BS2182	Anatomy and Physiology II	3	30	BS2181
BS2183	Anatomy and Physiology III	3	30	BS3182
BS3141	Nutrition in Primary Care	2	20	BS1111, BS1131
BS3151	Introductory Microbiology/Immunology	3	30	BS1111
BS3191	Patho-physiology I	3	30	BS2182
BS3192	Patho-physiology II	3	30	BS3191
BS3193	Patho-physiology III	3	30	BS3192
BS4161	Psychology in Primary Care	3	30	BS1111, BS2192

* 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>
AC1211	Acupuncture Meridian Theories	2	20	-
AC1221	Introduction to Acupuncture I	3	30	BS1111
AC1222	Introduction to Acupuncture II	3	30	BS1111
AC1241	Acupressure & Tuina Therapy	3	30	AC1211
AC2231	Dynamics of Acupuncture Points	3	30	AC1221
AC3221	Acupuncture Techniques I	3	30	AC1221, AC1222

AC3222	Acupuncture Techniques II	3	30	AC1221,AC1222
AC3231	Microsystem of Acupuncture/Auricular & Scalp Therapy	3	30	AC3221
AC5221	Acupuncture Therapeutics I	3	30	AC3221,AC3222
AC5222	Acupuncture Therapeutics II	3	30	AC3221,AC3222
AC4223	Acupuncture Anatomy/Physiology	3	30	AC1211,BS1171
AC5211	Public Hygiene/ Clean Needle Technique	1	10	-
AC5241	Acupuncture Orthopedics/Traumatology	3	30	AC3222

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>
OM1311	History & Philosophy of Oriental Medicine	2	20	-
OM1312	Chinese Medical Terminology/Literature	2	20	-
OM1321	Qi Gong Theory and Technique	2	20	-
OM1322	Tai Chi Exercise	2	20	-
OM2311	Fundamental Theories of Chinese Medicine I	3	30	-
OM2312	Fundamental Theories of Chinese Med II	2	20	-
OM3320	Chinese Medical Diagnosis	3	30	OM2311,OM2312
OM4321	Zangfu Syndromes I	3	30	OM3320
OM4322	Zangfu Syndromes II	3	30	OM3320
OM5311	Chinese Internal Medicine I	3	30	OM4321,OM4322
OM5312	Chinese Internal Medicine II	3	30	OM4321,OM4322
OM5313	Chinese Internal Medicine III	3	30	OM4321,OM4322
OM5321	Chinese Medical Classics I Nei Jing	2	20	OM2311,OM2322
OM5322	Treatise of Shang Han Lun	3	30	HB4431~HB4434
OM5323	Syndromes of Wen Bing	2	20	HB4431~HB4434
OM5324	Synopsis of Jin Gui	3	30	HB4431~HB4434
OM5331	Family Medicine & Emergency Care in OM	2	20	HB4431~HB4434
OM5332	Gynecology / Obstetrics in OM	3	30	HB4431~HB4434
OM5333	Ophthalmology/Otolaryngology in OM	2	20	HB4431~HB4434
OM5334	Pediatrics in OM	2	20	HB4431~HB4434

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
HB2422	Chinese Herbology II	4	40	HB1411
HB2423	Chinese Herbology III	4	40	HB1411
HB2424	Chinese Herbology IV	4	40	HB1411
HB5431	Herbal Nutrition & Geriatrics	4	40	HB1411
HB3460	Herbal Pharmacy	3	30	HB1411
HB4431	Herbal Prescriptions I	4	40	HB2421, HB2422
HB4432	Herbal Prescriptions II	4	40	HB2421~HB2424
HB4433	Herbal Prescriptions III	4	40	HB2421~HB2424
HB4434	Herbal Prescriptions IV	4	40	HB2421~HB2424

HB3431	Herbal Formulas Compound and Synthesis	2	20	HB2421~HB2424
HB5432	Herbal Dermatology & Topical Formulae	2	20	HB4431, HB4432

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	-
CS1521	Survey of Clinical Medicine	3	30	BS1111
CS3521	Medical Assessment/Physical Examination	3	30	BS1131, CS1511 BS2181~BS2182
CS4531	Pharmacology	3	30	BS1131, BS2182 HB2421~HB2424
CS5561	Clinical Aspects of Western Medicine I	3	30	BS3191, CS1521
CS5562	Clinical Aspects of Western Medicine II	3	30	BS3191, CS1521
CS5563	Clinical Aspects of Western Medicine III	3	30	BS3191, CS1521
CS5564	Clinical Aspects of Western Medicine IV	3	30	BS3191, CS1521
CS5571	Diagnostic Imaging & Laboratory Data	3	30	BS3193

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>
PM5631	Evaluation of Signs and Symptoms /ICD-9	3	30	CS5561~8564
PM5611	Case Management I	3	30	-
PM5612	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>
PM2723	Ethics and Legal Professional Issues	2	20	-
PM4721	Management for Clinic Practice I	2	20	-
PM4722	Management for Clinic Practice II	2	20	PM4721

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>
PM4811	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>
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CT3461	Herbal Pharmacy Lab.	2	40	Conc with HB3460
CT4021	Clinical Observation I	2	40	Passing COQT*I
CT4022	Clinical Observation I:	2	40	CT4021
CT4031	Clinical Observation IIA	2	40	CT4022
				Passing COQT**II
CT4032	Clinical Observation IIB	2	40	CT4031
CT5041	Clinical Internship: Phase IA	4	80	CT4032, AC3222
				Passing CIQT**I
CT5042	Clinical Internship: Phase IB	4	80	CT5041
CT5043	Clinical Seminar: Phase I	2	20	CT5041
CT5151	Clinical Internship: Phase IIA	4	80	CT5042, CT5043
				Passing CIQT**II
CT5252	Clinical Internship: Phase IIB	4	80	CT5151
CT5253	Clinical Seminar: Phase II	2	20	CT5151
CT6061	Supervised Practice: Phase IIIA	4	80	CT5252, CT5253
				Passing SPQT***
CT6062	Supervised Practice: Phase IIIB	4	80	CT6061
CT6063	Clinical Seminar: Phase III	3	30	CT6061
CT6071	Supervised Practice: Phase IVA	4	80	CT6063
CT6072	Supervised Practice: Phase IVB	4	80	CT6071
CT6081	Supervised Practice Evaluation	2	40	CT6072

* 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	AC1211	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
	OM1311	History & Philosophy of Oriental Medicine	2	20
	OM1312	Chinese Medical Terminology/Literature	2	20
		Subtotal	17	170
2	AC1221	Introduction to Acupuncture I	3	30
	BS1171	Topographic Anatomy	2	20
	BS2121	General Physics *	3	30
	HB2421	Chinese Herbology I	4	40
	OM1321	Qi Gong Theory and Technique	2	20
	OM2311	Fundamental Theories of Chinese Medicine I	3	30
	OM2312	Fundamental Theories of Chinese Medicine II	2	20
		Subtotal	19	190
3	AC1222	Introduction to Acupuncture II	3	30
	BS2181	Anatomy and Physiology I	3	30
	BS3151	Introductory Microbiology/Immunology	3	30
	CS1521	Survey of Clinical Medicine	3	30
	HB2422	Chinese Herbology II	4	40
	OM3320	Chinese Medical Diagnosis	3	30
		Subtotal	19	190
4	AC2231	Dynamics of Acupuncture Points	3	30
	AC3221	Acupuncture Techniques I	3	30
	BS2182	Anatomy and Physiology II	3	30
	HB2423	Chinese Herbology III	4	40
	OM1322	Tai Chi Exercise	2	20
	OM4321	Zangfu Syndromes I	3	30
		Subtotal	18	180
5	AC3222	Acupuncture Techniques II	3	30
	AC5211	Public Hygiene/Clean Needle Technique	1	10
	BS2183	Anatomy and Physiology III	3	30
	CS3521	Medical Assessment/Physical Examination	3	30
	HB2424	Chinese Herbology IV	4	40
	OM4322	Zangfu Syndromes II	3	30
CT4021	Clinical Observation I	2	40	
		Subtotal	19	190

<u>Quarter</u>	<u>Course No.</u>	<u>Course Title</u>	<u>Quarter Units</u>	<u>Contact Hour</u>
6	AC4223	Acupuncture Anatomy/Physiology	3	30
	BS4161	Psychology in Primary Care	3	30
	BS3191	Pathophysiology I	3	30
	HB4431	Herbal Prescription I	4	40
	PM1911	World History of Medicine & Prof Development	3	30
	CT4022	Clinical Observation I : Procedure	2	40
		Subtotal	18	200
7	AC5221	Acupuncture Therapeutics I	3	30
	AC1241	Acupressure & Tuina Therapy	3	30
	AC3231	Microsystem of Acupuncture /Auricular & Scalp Therapy	3	30
	BS3192	Pathophysiology II	3	30
	HB4432	Herbal Prescriptions II	4	40
	CT4031	Clinical Observation II A	2	40
		Subtotal	18	200
8	AC5222	Acupuncture Therapeutics II	3	30
	HB4433	Herbal Prescriptions III	4	40
	BS3141	Nutrition in Primary Care	2	20
	BS3193	Pathophysiology III	3	30
	PM1821	CPR	1	10
	PM2723	Ethics and Legal Professional Issues	2	20
	CT4032	Clinical Observation IIB	2	40
		Subtotal	17	190
9	AC5241	Acupuncture Orthopedics/Traumatology	3	30
	CS5561	Clinical Aspects of Western Medicine I	3	30
	CS5571	Diagnostic Imaging & Laboratory Data	3	30
	HB4434	Herbal Prescriptions IV	4	40
	CT5041	Clinical Internship Phase IA	4	80
		Subtotal	17	210
10	CS5562	Clinical Aspects of Western Medicine II	3	30
	CS4531	Pharmacology	3	30
	OM5311	Chinese Internal Medicine I	3	30
	CT5042	Clinical Internship Phase IB	4	80
	CT5043	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	CS5563	Clinical Aspects of Western Medicine III	3	30
	HB3460	Herbal Pharmacy	3	30
	OM5312	Chinese Internal Medicine II	3	30
	CT3461	Herbal Pharmacy Lab.	2	40
	CT5051	Clinical Internship Phase IIA	4	80
		Subtotal	15	210
12	CS5564	Clinical Aspects of Western Medicine IV	3	30
	HB5432	Herbal Dermatology & Topical Formulae	2	20
	OM5313	Chinese Internal Medicine III	3	30
	PM5631	Evaluation of Signs and Symptoms and ICD-10 Coding	3	30
	CT5052	Clinical Internship: Phase IIB	4	80
	CT5053	Clinical Seminar: Phase II	2	20
		Subtotal	17	210
13	HB5431	Herbal Nutrition & Geriatrics	4	40
	OM5324	Synopsis of Jin Gui	3	30
	OM5322	Treatise of Shang Han Lun	3	30
	PM4721	Management for Clinic Practice I	2	20
	CT6061	Supervised Practice: Phase IIIA	4	80
		Subtotal	16	200
14	PM5611	Case Management I	3	30
	PM4722	Management for Clinic Practice II	2	20
	PM4811	Public Health	3	30
	OM5331	Family Medicine & Emergency Care in OM	2	20
	CT6062	Supervised Practice: Phase IIIB	4	80
	CT6063	Clinical Seminar: Phase III	3	30
		Subtotal	17	210
15	HB3431	Herbal Formulae Compound and Synthesis	2	20
	OM5334	Pediatrics in OM	2	20
	OM5323	Syndromes of Wen Bing (Febrile Diseases)	2	20
	OM5332	Gynecology/Obstetrics in OM	3	30
	PM5612	Case Management II	3	30
	CT6071	Supervised Practice: Phase IVA	4	80
		Subtotal	16	200
16	OM5333	Ophthalmology/Otolaryngology in OM	2	20
	OM5321	Chinese Medical Classics: Nei Jing	2	20
	CT6072	Supervised Practice: Phase IVB	4	80
	CT6081	Supervised Practice Evaluation	2	40
		Subtotal	10	160
Total Quarter Units/Hours			268	3120

SCHOOL OF HEALTH SCIENCE – GRANDATE COURSE DESCRIPTIONS

Course Numbering System in Health Science Courses

- Course Code Identification System

Code	Course Classification
AC	Acupuncture
BS	Basic Science
CS	Clinical Science
HB	Herbology
HC	Healthcare/Nursing
MT	Massage Therapy
OM	Oriental Medicine
PM	Professional Development

- Course Numbering System

Course Number	Description / Level
1000–2990	Introductory courses / Freshman ~ Sophomore Level
3000–3990	Intermediate courses / Junior Level
4000–4990	Advanced courses / Senior Level
5000–6990	Master degree courses / Graduate Level
7000–9990	Doctoral degree courses / Doctoral Level

Department of Acupuncture

AC1211 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

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 Acupuncture points. 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

AC1222 Introduction of 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 Acupuncture points. 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

AC1241 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 acupuncture points and lesions; application of meridian and meditation; inducing Qi promotion to acupuncture points 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

AC 2231 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 acupuncture points, 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 acupuncture point 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 3221 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 acupuncture points 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, AC1222

AC 3222 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 acupuncture points 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, AC1222

AC3231 Microsystem of Acupuncture/Auricular & Scalp Therapy – 3 credits

This course introduces acupuncture micro therapies including auricular acupuncture points, scalp points needling and hand therapy. Students will learn the anatomical location of scalp acupuncture points, pathological relationship with nervous systems, and neuromuscular syndromes, manipulation techniques of scalp needling, eye needling and facial therapy, indication, diagnostic, treatment procedures and precautions, management of possible accidents. The course will also introduce application of cold and heat therapy, electropuncture, dermal tacks, cupping, guasha and moxibustion. Student will learn application of adjunctive acupuncture points stimulation devices, including magnets and beads in micro therapies.

Prerequisite: AC1221, AC1222

AC4223 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: AC1211, BS1171

AC 5211 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

AC5221 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 acupuncture point stimulation devices including electroacupuncture. Discussion on internal diseases are covered in this Part-I course.

Prerequisite: AC3221, AC 3222

AC5222 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 acupuncture point stimulation devices including electroacupuncture. Discussion on internal diseases and gynecological and other diseases are covered in this Part II course.

Prerequisite: AC3221, AC 3222

AC5241 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: AC3221, AC 3222

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

BS2182 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

BS2183 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: BS2182.

BS3141 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

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

BS3191 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: BS2182

BS3192 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: BS3191

BS3193 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: BS3192

BS4161 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 improves the critical thinking, physiologic psychological research methods, emphasis on modalities of psychological disorders and psychotherapy, counseling skills, relationships between patients and therapists.

Prerequisite: BS1111, BS2182

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.

CS1521 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

CS3521 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, BS2181, BS2182, CS1511

CS4531 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: BS1111, HB2421, HB2422, HB2423, HB2424, BS2182

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: BS3191, CS1521

CS5562 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: BS3191, CS1521

CS5563 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: BS3193, CS1521

CS5564 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: BS3193, CS1521

CS5571 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 3193

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

HB2422 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

HB2423 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

HB2424 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

HB3431 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.

Prerequisite: HB2421, HB2422, HB2423, HB2424

HB3460 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

HB4431 Herbal Prescriptions I - 4 credits

This course introduces herbal prescriptions and traditional strategies of herbal formulas such as sweating, clearing, ejection, precipitation, harmonization, warming, and supplementing; Oriental medicine treatment paradigms as they pertain to herbal Medicine, Shang Han(6 stages), Wen Bing(4 levels), Zang Fu, Chinese Internal Medicine.

Lectures covered include categories, meanings, meaning of formula names, ingredients (composition and proportion of individual herbs) of each formula and its modification, actions, functions, indications, applications, contraindications and biomedical considerations of herbal preparations with drug interactions. The composition of formulas includes hierarchy of ingredients, internal dynamics of ingredients, and changes in hierarchy of ingredients by modification of ingredients or dosage. Herbal treatment strategies methods and systems for planning, carrying out and evaluating a treatment, differentiation and modifications of herb formula for various patterns of disharmony according to Chinese medical principles, Chinese herbal medicine protocols applied to patients with a biomedical diagnosis.

Classical and new development of formulas with researches, patient education, administration(dosage, timing, frequency, duration, extraction time), potential side effects, ethics, preparation of herbal formulas, storage, and format of deliveries are also discussed.

Prerequisites: HB2421, HB 2422

HB4432 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, HB2422, HB2423, HB2424

HB4433 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, HB2422, HB2423, HB2424

HB4434 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, HB2422, HB2423, HB2424

HB5431 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, HB2422, HB2423, HB2424

HB5432 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: HB4421, HB4422

Department of Oriental Medicine

OM1311 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

OM1312 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

OM1321 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

OM1322 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

OM2311 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, Yin-Yang, Five elements (phases, correspondences)/Wu Xing and their laws and cycles, Qi, Tonification (supplementation) and sedation (draining) of qi, creation of harmony, Dao, Blood(Xue), Body fluids(Jin Ye), Essence(Jing), Spirit(Shen) and Viscera & Bowels/Zang-Fu (internal organs) with 12 officials (ShiErGuan), Theory of channel vessels (Meridians)/Jing Luo 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

OM2312 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

OM3320 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 2311

OM4321 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

OM4322 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

OM5311 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: OM4431 and OM4432

OM5312 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 Juandice, Edema and Lin syndrome, Enuresis and Incontinence, Urinary retention, Intestinal cystitis, Impotence, XuLao.

Prerequisites: OM4331 and OM4332

OM5313 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: OM4431 and OM4432

OM5321 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 2311, OM2322

OM5322 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: HB4431, HB4432, HB4433, HB4434

OM5323 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.

Prerequisite: HB4431, HB4432, HB4433, HB4434

OM5324 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: HB4431, HB4432, HB4433, HB4434

OM5331 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.

Prerequisite: HB4431, HB4432, HB4433, HB4434

OM5332 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.

Prerequisite: HB4431, HB4432, HB4433, HB4434

OM5333 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.

Prerequisite: HB4421, HB4422, HB4423, HB4424

OM5334 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: HB4431, HB4432, HB4433, HB4434

Department of Practice Management

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

PM2723 Ethics and Legal and Professional Issues - 2 credits

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

PM4721 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

PM4722 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: PM4721

PM4811 Public 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 realty, 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

PM5611 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-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.

PM5612 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-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: PM5611

PM5631 Evaluation of Signs and Symptoms and 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 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, CS5562, CS5563, CS5564

Department of Clinical Training

CT3461 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, HB2422, HB2423, HB2424, Concurrent with HB3460

CT4021 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

CT4022 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 4021

CT4031 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 4022 and passing Clinical Observation Qualification Test II

CT4032 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 4031

CT5041 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-10 coding. Students will contact patients for follow-up visits and attend scheduled health fairs, if available.

Prerequisite: CT 4032 and AC3222, and passing Clinical Internship Qualification Test I

CT5042 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-10 coding. Students will contact patients for follow-up visits and attend scheduled health fairs, if available.

Prerequisite: CT 5041

CT 5043 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, 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 5041

CT5051 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-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

CT5052 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 5051

CT5053 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 5051

CT6061 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 5052, CT 5053 and passing Supervised Practice Qualification Test (SPQT)

CT6062 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 6061

CT6063 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 6061

CT6071 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 6062, CT6063

CT6072 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 6071

CT 6081 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: CT6072

SCHOOL OF HEALTH SCIENCE – GRADUATE FACULTY LIST

ACTIVE INSTRUCTORS

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: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training

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

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Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China
BS, Dae-gu Traditional Korean Medicine University, Dae-Gu, Korea
Teaching Area: Anatomy and Physiology, Pathophysiology, Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training, Healthcare Management, Healthcare Ethics, Healthcare Professional Development, History of Medicine, Case Management, Professional Development

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

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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, Clinical Training

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

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Bachelor in Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China
Teaching Area: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training

Lee, Jung Hee, L.Ac. (Adjunct Instructor)

Candidate, Doctoral Degree in Acupuncture and Oriental Medicine, South Baylo University, CA
M.S. in Acupuncture & Oriental Medicine, South Baylo University, Anaheim, CA
Bachelor of Medicine, Nanjing University of Traditional Chinese Medicine, Nanjing, China
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Liu, Ju Ping, L.Ac. (Part-Time Instructor)

MSOM, Kingston University, Norwalk, CA
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FACULTY – INSTRUCTOR AVAILABLE UPON REQUEST

Chang, Yih Cheng, J.D.

J.D., University of Kansas, Lawrence, KS
Master of Law, Cornell University, Ithaca, NY.
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B.S. Pharmacy, National Taiwan University, Taipei, Taiwan
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Choi, Woo Hee, DAOM, L.Ac.

DAOM, South Baylo University, Anaheim, CA
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Gil, John Sukbong, M.D.

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MPH, Epidemiology, School of Public Health, University of California
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Huang, Ningjing

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B.M, Shanghai University of Traditional Chinese Medicine, Shanghai, China
Teaching Area: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription

Ko, Jing Lih, L.Ac.

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M.S. in Oriental Medicine, South Baylo University, California
M.A. in Asian Studies, California State University, Long Beach
Teaching Area: Acupuncture and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training

Lin, Tsung Hung, L.Ac., DAOM

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MSAOM, Alhambra Medical University, Alhambra, CA
Diploma, Mechanical Engineering, National Taipei University of Technology, Taipei, Taiwan
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Liu, Tsung Yu, Ph.D

Ph.D in Traditional Chinese Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China
M.S. in Traditional Chinese Medicine, Shanghai University of Traditional Chinese Medicine, Shanghai, China
B.M, Shanghai University of Traditional Chinese Medicine, Shanghai, China
Teaching Area: Advance course in Acupuncture, herbology and Oriental Medicine, clinical training courses

Shu, Abraham

MS in Chemical Engineering, Steven's College,
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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
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Wang, Shuh Yi, L.Ac.

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 and Oriental Medicine Principles, Theories and Treatment, Chinese Herbology, Herbal Prescription, Clinical Training

CERTIFICATE AND TRAINING COURSES

ENGLISH AS A SECOND LANGUAGE COURSES

Kingston University offers a wide spectrum of English training courses to students of various needs. The academically oriented English as a Second Language Courses are designed for non-English individuals who aim to achieve the English proficiency level required for succeeding a career-oriented vocational training program and aid in the employability of the students, or admission to college degree programs. The Conversation and American Culture courses focus on enhancing the verbal communication skills of Non-English speakers who possess pre-existing vocational knowledge, training, or skills, but cannot use that knowledge, training or skill because of an English speaking deficiency.

Each course is 180 hours long and can be completed in ten weeks. Upon entry to the course 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. Students will be awarded a certificate of completion upon successfully completing each course to recognize their performance and skill achievement and confirm their readiness for advancing to a course at the next Level or pursuit for degree programs or career development.

The ESL courses are not vocational in nature and do not lead to initial employment. While the courses prepare students for admission to a career oriented or academic training program and succeeding the training, and aid in their employability, the courses are not a prerequisite for admission to and do not provide credits towards any vocational programs offered by Kingston University.

ESL Courses

Kingston University's English training course will provide assessment of English skills for non-English speaking students and then place the student into an appropriate level course for development of their English abilities. The programs 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, and/or prepare the student to take a standardized English proficiency test for admission to the degreed program of their choice for further education.

Upon completion, the student will be able to:

1. Demonstrate an ability to use verbal and auditory skills necessary for succeeding in their career and aid in the employability of the students, or within an American college setting
2. Understand areas for further development and refinement of English communication skills.
3. Function within American culture using English as a supportive language to pursue further college or graduate training.
4. Demonstrate an ability to do complex research projects using English as their secondary language
5. Take and pass the exam upon completing ESL Level 5 Program with satisfactory class performance and meet the English proficiency requirement for admission to their selected college or university.

The ESL Courses are described below:

1. ESL Level 1 Course- 180 Clock Hours

This beginning level of ESL class is designed for students with little English proficiency. This course is more than an introduction to English as a second language. It expands proper use of the English language, idioms, speaking and opens the door to academic writing. It also provides

authentic speaking activities such as presentation and two and three-way conversation practice to prepare students to succeed outside the language classroom. Students will be working on building their vocabulary base and beginning reading, writing, grammar, listening and pronunciation skills leading to daily conversation ability. Level 1 Course balances the students' understanding of the English as second language, with everyday use of the English language.

2. ESL Level 2 Course– 180 Clock Hours

This course is an expanded authentic production of tasks, a fully integrated academic writing section that leads students from Level 1 into Level 2 through speaking and the writing process. It also provides authentic speaking activities such as presentation and limited debates to prepare students to succeed outside the language classroom. Students will expand vocabulary and increase conversation practice under a school setting and in the field. Level 2 increases the use of English to improve students' understanding and immersion into the English language.

3. ESL Level 3 Course– 180 Clock Hours

This course is an expanded authentic production of tasks, a fully integrated academic writing section that leads students through the entire writing process. It also provides authentic speaking activities such as presentation and debates to prepare students to succeed outside the language classroom. Students will continue reading, writing and oral skill development and begin learning idiomatic expressions. Students will also be exposed to the American culture experience, a location specific "field trip" class work where English immersion becomes reality as the student interacts and faces English only speaking vendors, customers and companies and situations.

4. ESL Level 4 Course– 180 Clock Hours

This course is an expanded authentic production of tasks, a fully integrated academic speaking and writing section. Under multiple competencies, the student will use grammatical structures consistent with levels 1-4; will participate in classroom discussions, express opinions and be understood by attentive listeners. The student will continue to develop oral communication skills including fluency, idea sequencing, accuracy, vocabulary, and pronunciation; the student will ask informational questions and ask for clarification; actively participate in role-playing, simulating social and academic situations (e.g., giving advice, expressing obligation, necessity, permission and drawing conclusions) and; the student will prepare oral presentations on familiar topics (e.g., comparison, classification, process.) Students will also start preparing for the TOEFL exam.

5. ESL Level 5 Course – 180 Clock Hours

This course takes the student outside the confines of classroom subject matter and well beyond the standard typical course materials. It expands the American culture experience outings and application of common to large group conversational use of the language. The student is required to read a variety of news and information periodicals, reduce their readings to a written report – then present the report in the form of an actual news broadcast called the Kingston News. This exciting but challenging course adds timing, pace, tone and presentation to the practice of speaking English by covering sports, weather, local, national and global news topics as well as entertainment news. Beyond speaking activities or two and three-way conversations, this course readies students to succeed outside the language classroom while speaking or leading large groups of English speakers.

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

6. ESL Pre-College Course – 180 Clock Hours

Similar to the ESL Level 5 Course, this level takes the student outside the confines of classroom subject matter, outside the standard typical course materials and, outside their comfort level. Expanding and surpassing all previous levels, the student presents bi-weekly speeches on a variety of topics and subjects, from every day circumstances to the more complex. As each speech is recorded, the student cannot hide behind a book or paper, however notes, laptops, tablets or cue cards are allowed. This is an ESL level that is designed to help students preparing for college course work including academic lectures and study techniques for research. By far the broadest scope of ESL training intended to cover topics ranging from the interpersonal to professional.

Conversation and American Culture Courses

The Conversation and American Culture Courses are designed to help students improve their pronunciation, accent, idiom usage and common expressions for conversing in English competently with confidence in American culture context.

Kingston University presents two English Conversation and Culture Courses, the Intermediate Level Course and Advanced Level Course.

1. Intermediate Conversation and American Culture Course – 180 Clock Hours

In addition to improving pronunciation to reduce or better manage the challenge accents can present, students will be trained to use American idioms and expressions in various contexts, such as telephone, debating and role play. Students begin to work on projects both at the individual level and as a team on a variety of topics and subjects, from every day circumstances to the more complex. Students will learn to deliver a presentation to express their opinion and share experiences to prepare them for public speaking.

2. Advanced Conversation and American Culture Course – 180 Clock Hours

The student will follow orally expressed multi-step directions appropriate to the level; understand factual information and respond appropriately to comprehensive questions and; learn by practice, to take notes on contemporary topics (e.g., news items, reports, etc.). It expands the experience and application of common to large group conversational use of the language. The student is required to read a variety of news and information periodicals and present the report in the form of a news broadcast. As noted in the ESL Level 5 Course above, this course expands on the timing, pace, tone and presentation experienced at Level 5. Beyond speaking activities or two and three-way conversations, this course readies students to succeed outside the language classroom while speaking or leading large groups of English speakers by introducing interview, question and answer sessions where a subject is chosen for the student, then researched by the student via interview, question and answer sessions with persons of the subject matter chosen, then reduced to a live standing report given by the student.

FACULTY

Avila, Kat

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

Ebersold, Deborah

M.A. in Education, Ashton University
M.A in TESOL, California State University, Los Angeles, CA
B.A. in Liberal Studies, California State University, Los Angeles, CA
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Sanchez Jr, G. Anthony

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

MASSAGE TECHNICIAN - 600 HOURS PROGRAM

Program Description:

Kingston University offers a Certificate program in Massage Technician 600-hour Program (MT600 Program) in addition to academic degrees at the Associate Degree level in Massage Therapy options, the Associate in Health Science, Massage Therapy Option and the Associate in Occupational Studies, Massage Therapy Option (please refer to the Undergraduate Programs of the Catalog for detail).

Students may complete the Massage Technician 600 Hours Program in thirty weeks. 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. Students should note the certification or licensure requirements, if any, of the state or jurisdiction as part of the consideration prior to enrolling in the program. Please refer to the State Licensure or Certification Requirement section below for information.

Kingston University is an Assigned School (Code: 490019-05) by the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Upon completion of the program, students will be qualified to sit for the National Certification Examination for Therapeutic Massage and Bodywork administered by the National Certification Board for Therapeutic Massage and Bodywork and Massage and Bodywork Licensure Exam (MBLEx), which may be required by some state licensing.

Program Objectives

Through the MT600 Program, the student will build professional skills in Swedish Massage, Sports Massage, Deep Tissue Massage, Myofascial Trigger Points massage, Chair Massage, Reflexology, Lymph Drainage therapy and understand Oriental massage theory. At the completion of the program, the student will be able to:

1. Describe the theories, concepts and knowledge of human body, biomechanics, and massage therapy
2. Describe assessment and identify indications and contraindications of massage modalities.
3. Demonstrate massage techniques for therapeutic benefits within the professional and legal boundaries.
4. Communicate with clients and other healthcare professionals by utilizing professional terminology
5. Recognize the practice of massage therapy for the community wellbeing
6. Plan for career pathways and business options with ethical practice
7. Perform proper self-care practice
8. Sit for standardized certification or licensure examinations which cover contents similar to the training program completed

Employment Opportunities

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 and ready for advance studies in massage therapy or other healthcare programs. Students may also qualify for state licensure or certification as defined by local state regulations.

Standard Occupational Classification codes (SOC)* include, but are not limited to:

31-9011.00 – Massage Therapist

39-1021.01 – Spa Manager

25-1194.00 - Vocational Education Teachers, Postsecondary
29-1129.00 -Therapists, All Other
41-4011.00 - Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
41-9011.00 - Demonstrators and Product Promoters
43-1011.00 – First-Line Supervisors of Office and Administrative Support

*Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

State Licensure Requirement

Massage Therapists must abide by the current regulations to become certified or licensed within the state/jurisdiction. Among the common regulation requirements, most state or jurisdiction require therapist applicants to complete the minimum training hours and program content required by each state or jurisdiction for certification of licensure, and pass a licensure or certification exam. The state may administer its own exam or accept official score transcript from a standardized licensure or certification exam such as the Massage and Bodywork Licensure Exam (MBLEx) administered by the Federation of state Massage Therapy Boards (FSMTB) and the Board Certification Exam administered by National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB). Upon completing the Massage Technician 600-Hours program, graduates will be eligible to sit for the state licensure exam, Massage and Bodywork Licensure Exam (MBLEx) and the Board Certification Exam administered by NCBTMB.

Students should note the minimum training hours and program content required for licensure or certification by the state or jurisdiction where they will seek practice or employment opportunities prior to their enrollment in a massage therapy training program.

Currently, there is no licensure requirement in California to practice massage therapy. California law provides for the voluntary certification of massage professionals by California Massage Therapy Council (see below on “California Massage Therapy Council”) who meet the requirements in the California State Law. Certification is voluntary. CAMTC Certification is not required by State Law in order for a massage professional to practice their profession in the State. However, some cities and counties locally require CAMTC Certification for massage professionals. The City of Pasadena does not require massage therapists to be certified by CAMTC. Kingston University’s massage therapy programs are yet to be approved by CAMTC.

Program Approval

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 600 hours Program will be eligible to sit for the 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 to 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 8 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 6:1.

Admission Requirements

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

1. Possession of a high school diploma, GED or equivalent or higher.
2. Applicants must be 18 years of age or older.
3. For international students, a proof of English proficiency (see English Proficiency Requirement in the "Admission Information" section)

Admission Procedures

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

1. Submit a proof of possessing a minimum of a high school diploma, GED, or foreign equivalent. Applicants with college education may submit official transcript(s) from the college(s) attended in place of a copy of the high school diploma or GED.
2. Submit a copy of Driver's License or valid government issued ID
3. Submit a completed and signed application form obtained from Kingston University Admission
4. Submit an application fee (non-refundable, refer to the Tuition and Fee Schedule in the "Financial Information" section)

Transfer Credit Policy

Kingston University's Massage Technician 600-hour Training Program does not accept transfer credit for coursework students completed in other post-secondary institutions.

Completion Requirements

1. Attendance Requirements and Policies

Students must attend all supervised hours including the massage practicum clinical training prescribed by the curriculum. Students may be excused for absences due to childbirth, documented illness, injury death in the family or other emergency situations acceptable to the Program Director. Evidence(s) supporting the excusable absence must be submitted to the Program Director. Upon approval for the absence, students must make up any missed hours in order to earn full credit for the class attendance and satisfy the program completion requirement.

During each practicum course, each student is allowed a maximum of two excused absences due to the excusable situations described above which must be made up. In specific circumstances approved by the Program Director, shifts may be made up ahead of time in anticipation of a future absence. Priority will be given to:

1. Religious holidays
2. Standardized examination such as Licensing or Certification examinations, SAT, language proficiency test such as TOEFL and TOEIC
3. Final examinations for other classes the student is enrolled at Kingston University

Students should note that failing to meet the attendance requirement may lead to failing the course. Students must re-take and fulfill the course with full tuition requirement in order to graduate.

2. Course and Training Hour Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Contact Clock Hours</u>
MT1000	Introduction to Massage Therapy	30
MT1300	Massage Profession and Ethics	20
MT2000	Human Body System, Anatomy, Physiology and Kinesiology	125
MT2010	Pathology	40
MT2020	Assessment for Bodywork	20
MT1110	Swedish Massage	70
MT1150	Chair Massage and Reflexology	40
MT1180	Aromatherapy and Application	15
MT2130	Sports Massage	60
MT2150	Deep Tissue Massage and Applications	70
MT2160	Lymph Drainage	30
AC1211	Acupuncture Meridian Theory	20
MT2500	Massage Practicum	60
TOTAL CONTACT CLOCK HOURS		600

3. 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

4. Complete CPR and First Aid training administered by American Red Cross or American Heart Association before completing the program.

Upon successfully completing the requirements above, students will be awarded a Certificate of Completion in 600 Hours of Massage Therapy Training.

COURSE DESCRIPTIONS

Course Numbering System in Massage Therapy Programs

- Course Code Identification System

Code	Course Classification
MT	Massage Therapy

MT1000 Introduction to Massage Therapy - 30 Hours Didactic

This course will train student to understand the history, development, equipment and tool used in massage therapy practice, heat/cold therapy, HIPPA requirement, sanitation procedure and hygienic standards. Students will practice the set-up of a massage table and proper adjustment of the table, sanitation and hygiene procedure.

Prerequisite: none.

MT1110 Swedish Massage – 70 Hours (35 Hours Didactic and 35 Hours Supervised Practice)

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: MT1000 and MT2000, or concurrent enrollment in MT2000 or its equivalent.

MT1150 Chair Massage and Reflexology – 2.5 quarter unit (5 didactic hours and 35 supervised practice 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.

This class also 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.

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: MT2030, MT1110

MT1180 Aromatherapy and Application – 15 Hours Didactic

This is an introductory course on aromatherapy and essential oils. Students will learn the history, how they are used today, chemical properties of oils, production of essential oils and techniques of blending essential oils which are selected based on the needs of treatment and chemical characteristics of the oils, contraindications, buying and storing, and a beginner's guide to selecting and blending based on the needs of treatment and chemical characteristics of the oils.

Prerequisite: MT1110.

MT1300 Massage Profession and Ethics – 20 Hours Didactic

Students learn the professional standards of the field in massage practice. In ethics, students will learn legal, standards of ethical practice, client confidentiality, Informed Consent and personal conduct issues connected with massage therapy as a profession. Student will know how to obtain credential and maintain license, understand California Massage Law, professional boundary and regulations applicable to CAMTC certified massage professionals.

The class covers a wide range of business related topics including getting business practice 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 introduce students to 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.

Prerequisite: MT1000 or concurrent with MT1000.

MT2000 Human Body System and Anatomy, Physiology and Kinesiology - 125 Hours (95 Didactic hours and 30 supervised practice 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.

Students will learn to palpate bones, muscles, joints, and major body landmarks and practice body mechanics and movements, range of motion, and end feel.

Prerequisite: none.

MT2010 Pathology - 40 Hours Didactic

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 Didactic

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: MT2000 and MT2030.

MT2130 Sports Massage – 60 Hours (25 Hours Didactic and 35 Hours Supervised Practice)

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 Trigger Point Treatment and the breaking down of lactic acid and cramp release.

Prerequisite: MT 2020, MT2030, MT1110, MT2150.

MT2150 Deep Tissue Massage and Applications – 70 Hours (25 Hours Didactic and 45 Hours Supervised Practice)

Students are introduced to massage techniques that work on deeper layers of muscles in this course. Techniques to cover include Deep Tissue Massage and Myofascial Therapy.

Prerequisite: MT1110.

MT2160 Lymph Drainage – 30 Hours (10 Didactic hours and 20 supervised practice hours)

Students will learn the functions of the lymphatic and immune systems, and their roles in maintaining optimal health. Students will be introduced 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 and MT1110.

MT2500 Massage Practicum – 60 Hours Supervised practice

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 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

AC1211 Acupuncture Meridian Theory - 20 Hours Didactic

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: none

FACULTY

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MBA, Kingston University, Norwalk, CA

Certified Massage Therapist, California Massage Therapy Council

Certificate of Completion, Massage Therapy 1000-Hour Program, Kingston University, Norwalk, CA

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: Introduction to Massage Therapy, Business Management for Massage Professionals, Massage Profession and Ethics, Acupuncture Meridian Theories, Tuina, Acupressure, Herbology, Assessment for Bodywork, Sports Massage, Massage for Sports Injury and Therapeutic Stretching, Pre-natal Massage and Baby Massage, Massage for Palliative Care, Hygiene and Nutrition, Hydrotherapy and Heat/Cold Therapy, Massage Practicum, Integrated Therapeutic Massage and Self-Care.

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Doctor in Medicine, Universidad Central del Este, Santo Domingo, Dominican Republic

Bachelor in Medicine, Taipei Medical University, Taiwan

Military Surgeon, Military Health Service College, Taiwan

Teaching Area: Human Anatomy, Physiology, Physiology, Assessment for Bodywork, Massage Profession and Ethics, Hydrotherapy and Heat/Cold Therapy, Basic Hygiene and Nutrition, Acupuncture Meridian Theories, Energy Work for Massage Therapist

Hsiao, Ming Hua, CMT

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Certificate of Completion, Massage Therapy 600-hour Program, Kingston University, CA

Certificate of Completion, Massage Therapy 1000-hour Program, Kingston University, CA

Technician Certificate, Class C in Beauty Therapy, Republic of China

B.S. in Agriculture, National Taiwan University, Taipei, Taiwan

A.A. in Nursing & Midwifery, Meiho Institute of Technology, Pingtung, Taiwan

Teaching Area: Introduction to Massage Therapy, Massage Profession and Ethics, Swedish massage, Deep Tissue massage, Lymph Drainage Technique, Reflexology, Chair massage, Facial massage, Thai massage, Aromatherapy, Stone Massage, Chakra, Lomi Lomi, Thai, Massage, Pre-natal Massage and Baby Massage, Massage for Palliative Care, Basic Hygiene and Nutrition, Massage Practicum, Spa Management, Professional Boundary, Massage Practicum, Integrated Therapeutic Massage and Self-Care.

Liu, Ju Ping, L.Ac.

MSOM, Kingston University, Norwalk, CA

A.A, International Trade, Overseas Chinese Institute of Technology, Taichung, Taiwan

Teaching Area: Acupuncture Meridian Theory and Points, Assessment for Bodywork, Hydrotherapy and Heat/Cold Therapy, Hygiene, Human Body System, Topographic Anatomy.

APPENDIX

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.

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