

FIVE BRANCHES UNIVERSITY
DOCTORATE IN ACUPUNCTURE AND ORIENTAL MEDICINE

This addendum is to serve as official notification of all changes, corrections, and/or additions to the 2015 catalog. Information in this document supersedes the published paper catalogue.

This addendum may be accessed online at: <http://www.fivebranches.edu/doctorate-daom/doctorate-admissions/4772>

CHANGES / CORRECTIONS

Pg. 21, DAOM Program Administration

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Pg. 23, DAOM Program Overview

The DAOM program is offered at the San Jose campus in both English and Chinese. The program is 1280 hours in length, comprising 582 didactic and 698 clinical hours.

MODULES

HOURS (Didactic/Clinical)

Foundation Modules

64/32

Case Management and Presentation

8/4

Pedagogy

8/4

Scientific Foundation of Acupuncture

16/8

Co-management of Herbs, Formulas and Pharmaceuticals

16/0

TCM Classics and Contemporary Applications

16/16

Research Methodology

56/0

Research Methodology I–IV

Clinical Medicine*

272/96

Orthopedic Medicine and Pain Management

12/4

Dermatology and External Diseases

12/4

EENT

12/4

Endocrinology and Diabetes

24/8

Tung's Acupuncture in Pain Management

16/8

Gastroenterology

12/4

Clinical Applications of Shang Han Lun

16/8

Neurology

24/8

Abdominal Acupuncture

24/8

Cardiovascular Diseases

12/4

Gynecology and Obstetrics

24/8

Pediatrics

12/4

Allergy and Immunology

12/4

Special Topics with Volker Scheid

24/8

Psychiatry and Psychotherapy

24/8

Thyroid Disease

12/4

Specializations (choose two)	144/48
Women's Health and Endocrinology I-III	72/24
Neuromuscular Medicine and Pain Management I-III	72/24
Cerebro-and Cardiovascular Diseases I- III (optional)	72/24
Auricular Medicine I- III (optional)	72/24
Practicum Training	0/510
Clinical Practicum	0/150
Specialization Practicum	0/160
Professional Practicum	0/200
Capstone Project	46/0
Proposal Presentation	12/0
Capstone Project Presentation and Defense	34/0
Exit Exam	0/12
Clinic Exit Exam	0/12
Total Didactic/Clinical Hours	582/698
Total Hours	1280

*Scheduling for Clinical Medicine Modules is subject to faculty availability. The above is a sample listing of Clinical Medicine courses that may be offered during the academic year.

Pg. 39-40, International Application Requirements

3. Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)

When taking the TOEFL, please enter the appropriate Five Branches assigned code on the Score Report Request Form: San Jose campus assigned code: 5881 at the bottom of the score charts for both the English and Chinese DAOM Program.

4. Financial Statement

A financial statement, certified by a financial institution, verifying the availability of at least \$25,000 in U.S. dollars.

Pg. 42, Financial Aid, Tuition and Fees

Students who are enrolled in the Doctoral Program and are taking five or more units are eligible for In-School Deferment for their Federal Stafford Loans or Consolidated Federal Loans. There is no limit to the time a student can receive this deferment as long as they are registered for a minimum of five units each trimester, and do not have more than a 45 day gap between class attendance or approved Practicum hours. Any gap that is more than 45 days between enrollment activity may result in the loss of financial aid and deferment.

Pg. 42, Federal Student Financial Aid Program

In order to qualify for federal financial aid, you must be a U.S. citizen or permanent resident and enrolled for a minimum of five units each trimester.

Pg. 42. Applying for Financial Aid

Please follow the steps below to apply for financial aid at Five Branches University:

1. Completing the Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid. The FAFSA needs to be completed each academic year and is available online at: www.fafsa.ed.gov. When completing the FAFSA, use the Five Branches Federal School Code: 03131300. You will need a FSA ID- a username and password to electronically sign Federal Student Aid documents.

2. Once the FAFSA is submitted you are required to complete the 2015-2016 DAOM Supplemental Financial Aid Form available online at: <http://www.fivebranches.edu/doctorate-daom/daom-financial-aid/4294>.

3. The Department of Education randomly selects students for Verification, a federally mandated process designed to verify the accuracy of information reported on the FAFSA. If you are selected for verification, you will be required to complete a Verification Worksheet along with other supporting documentation. You may also be required to provide IRS tax return transcripts.

To obtain an IRS tax return transcript go to: www.irs.gov. Click on the “Order a Return or Account Transcript” link. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your social security number, date of birth, and the address on file with the IRS (normally this will be the address used on your 2014 IRS tax return). It takes up to two weeks for IRS income information to be available for electronic IRS tax returns, and up to eight weeks for paper IRS tax returns. If you are married and you and your spouse filed separate 2014 tax returns, you must both submit tax return transcripts. You can also call to request an IRS tax return transcript at 1-800-908-9946.

It is important to return the requested information as soon as possible so the disbursement of your financial aid will not be delayed. To download Verification forms please go to: <http://www.fivebranches.edu/doctorate-daom/daom-financial-aid/4294>. For more information regarding verification, refer to: www.finaid.org/fafsa/verification.phtml

4. If the Department of Education is unable to confirm your citizenship status then you will need to provide the financial aid office with documents proving citizenship. Citizenship documents that are acceptable are:

- Copy of current United States Passport
- Copy of current Alien Registration Card (Eligible Non-Citizen)

For more information go to: www.us-immigration.com.

5. If you are a Male (any person assigned the sex of male at birth), age 18-25, you are required to register with the Selective Service System (SSS). This requirement covers all males residing in the United States who are U.S. citizens or non-citizens. If the Department of Education is unable to verify proper registration with the Selective Service, then you are required to provide the financial aid office with verification that you have successfully registered or are exempt from registration. Please refer to the Selective Service webpage for more information: www.sss.gov.

Pg. 46, Part Time Studies – Four Year Limit

DAOM students must complete the program requirements for graduation within four years of initial enrollment, abiding by the average DAOM curriculum schedule of 32 academic hours or four 8-hour days per month. Five Branches University policies for the doctoral program stipulate that full-time enrollment is a minimum of 10 units and part-time enrollment is a minimum of 5 units.

Pg. 47, Attendance

DAOM students must attend all scheduled classes and clinical training as required by the program. If a DAOM student misses a class due to an emergency, he/she is responsible for obtaining the notes for the class lecture. It is recommended that in an event of a foreseen absence, the student notify the DAOM administration. Students who have more than a 45 day gap in attendance or miss more than 16 hours per term may be subject to a Return of Title IV funds and may not meet the criteria for an in-school deferment status. Students who have not attended academic or clinic classes for four consecutive months without prior notice to the DAOM administration will automatically be withdrawn from the program. For more detailed information on attendance policies please refer to the student handbook.

Pg. 47, Leave of Absence

The purpose of a LOA is to provide the students with the opportunity to leave the college for an extended period of time without withdrawing or affecting their SAP calculations. A student in good standing who has successfully completed at least one (1) term may apply for a LOA not to exceed 180 calendar days. The student must complete a Leave of Absence form and submit it to the Registrar's Office for approval. The effective date for the LOA must be at the beginning of the term the student is requesting the leave and comply with appropriate requirements. All loans and other sources of funding for the term of an approved LOA will be returned to the appropriate parties. If a student was scheduled to be on Academic Probation for the term the LOA is effective, the conditions of the Academic Probation will be effective the term the student returns from the LOA. If a student does not return from an approved LOA, the grace period for applicable federal loans will begin with the last date of attendance the student was enrolled in the program for at least a part-time study status. Students, who do not return from a LOA to resume courses on or before the approved return date, will be automatically withdrawn from the program. Excluding the time taken for leave, students must complete the program within the maximum program time-

frame. International Students must speak with the International Student Designated School Officer if they wish to go on leave.

Pg. 47, Grading Policy

Grades are awarded as an assessment of the student's progress in achieving educational goals of each module according to the syllabus and the policies of the University. The Five Branches University DAOM program uses a Pass-Fail grading system for all didactic and clinic courses.