

# **FIVE BRANCHES UNIVERSITY**

**Graduate School of Traditional Chinese Medicine**



## **DAOM CATALOG 2015 ADDENDUM**

**October 15, 2015**

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**[www.fivebranches.edu](http://www.fivebranches.edu)**

# Introduction

This addendum, dated October 15, 2015, is the latest DAOM Catalog Addendum and serves as official notification of all changes, corrections, and/or additions to the 2015 DAOM Catalog. Information in this document supersedes the published catalog.

This addendum is published on the University's web site at:

<http://www.fivebranches.edu/doctorate-daom/doctorate-admissions/4772>

## Changes / Corrections

### **Pg. 3 (&Pg. 23) Clinical Medicine Modules**

Scheduling for Clinical Medicine Modules is subject to faculty availability. Students are able to choose from a series of scheduled courses that cover the field of Clinical Medicine. The above is a sample listing for Clinical Medicine courses that may be offered during the academic year.

### **Pg. 4 Mission**

Five Branches University, a Graduate School of Traditional Chinese Medicine, is dedicated to educating students to become exceptional practitioners, educators and researchers.

### **Our Purpose**

Five Branches University is dedicated to:

- Provide the highest level of professional education in Traditional Chinese Medicine and integrative medicine in the U.S. and internationally.
- Develop highly-skilled TCM clinical practitioners, educators and researchers.
- Advance the practice of TCM as an independent medical modality through clinical practice, education and research.

- Encourage professional collaboration among TCM practitioners, faculty, patients, and other health care providers to transform the worldview of healthcare; to recognize TCM as a significant component of world medicine.
- Support an international and diverse cultural community by offering our programs in three languages and by providing students the opportunity to study abroad.
- Foster a professional environment for faculty, staff and students which promotes academic excellence as well as personal growth and development.
- Provide exceptional TCM and integrative medicine patient care to the community through the Five Branches University health centers.
- Educate the general public about the significant benefits of TCM health care through continuing education programs and community lectures.

## **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.

<b>MODULES</b>	<b>HOURS (Didactic/Clinical)</b>
<b>Foundation Modules</b>	<b>64/32</b>
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
<b>Research Methodology</b>	<b>56/0</b>
Research Methodology I–IV	
<b>Clinical Medicine*</b>	<b>272/96</b>
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
<b>Specializations (choose two)</b>	<b>144/48</b>
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
<b>Total Didactic/Clinical Hours</b>	<b>582/698</b>

**Total Hours**

**1280**

\*Scheduling for Clinical Medicine Modules is subject to faculty availability. Students are able to choose from a series of scheduled courses that cover the field of Clinical Medicine. The above is a sample listing for Clinical Medicine courses that may be offered during the academic year.

## **Pg. 37, 2016 Application Due Dates and Entrance Dates: English and Chinese Program**

January 2016 Entrance (Spring Trimester)

Application Due Date: December 25, 2015

Entrance Date: January 8, 2016

May 2016 Entrance (Summer Trimester)

Application Due Date: April 29, 2016

Entrance Date: May 13, 2016

September 2016 Entrance (Fall Trimester)

Application Due Date: August 19, 2016

Entrance Date: September 2, 2016

## **Pg. 39, International Applicants**

(3<sup>rd</sup> paragraph, 3<sup>rd</sup> sentence is removed)

Tuition and fees for international students are the same as for U.S. citizens and residents.

## **Pg. 39, 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 Five Branches assigned code 5881 on the Score Report Request Form and 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 \$28,000 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, Apply Online**

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](http://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](http://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](http://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](http://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](http://www.sss.gov).

## **Pg. 43, Tuition and Fees**

### **DAOM Program Tuition (2015 Academic Year)**

The total for the 1280-hour DAOM program is \$20,000, to be paid over a period of two years.

### **English DAOM Program 2015 Academic Year**

#### **Tuition and Fees per Year**

	First Year	Second Year
Tuition	\$10,000.00	\$10,000.00
Fees	\$1,000.00	\$1,000.00
Total	\$11,000.00	\$11,000.00

**Tuition and Fees per Trimester**

Trimester	1	2	3
Tuition	\$3,333.34	\$3,333.33	\$3,333.33
Fees	\$333.34	\$333.33	\$333.33
Total	\$3,666.68	\$3,666.66	\$3,666.66

Trimester	4	5	6
Tuition	\$3,333.34	\$3,333.33	\$3,333.33
Fees	\$333.34	\$333.33	\$333.33
Total	\$3,666.68	\$3,666.66	\$3,666.66

**Pg. 44****Chinese DAOM Program 2015 Academic Year****Tuition and Fees per Year**

	First Year	Second Year
Tuition	\$10,000.00	\$10,000.00
Fees	\$0.00	\$0.00
Total	\$10,000.00	\$10,000.00

**Tuition and Fees per Trimester**

Trimester	1	2	3
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Tuition	\$3,333.34	\$3,333.33	\$3,333.33
Fees	\$0.00	\$0.00	\$0.00
Total	\$3,333.34	\$3,333.33	\$3,333.33

Trimester	4	5	6
Tuition	\$3,333.34	\$3,333.33	\$3,333.33
Fees	\$0.00	\$0.00	\$0.00
Total	\$3,333.34	\$3,333.33	\$3,333.33

## **Pg. 43-44, DAOM Program Fees (2015 Academic Year)**

(DAOM Program Fees items 1-5 remain unchanged)

6. Extra copy of diploma: \$50
7. Application fee: \$65 (US students); \$365 (international students)
8. China externship administration fee: \$350
9. International student service fee: \$5000
10. I-20 handling fee (applies to international students only): \$120
11. Installment payment fee: \$15.00 per month for tuition paid by month
12. Credit card payment convenience fee: 3% of payment
13. Late fee: \$20 per month

## **Pg. 46, Three Year Limit**

DAOM students must complete the program requirements for graduation within three 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 7 units per term.

## **P6. 46, Registration**

DAOM students are required to register for the didactic and clinic classes that they wish to take before the beginning of the term. Students are expected to be proactive in registering for and completing the courses that they registered for. If they foresee that they cannot complete a course that they registered for, they are responsible for notifying the DAOM administration about withdrawing from the course in writing. Withdrawing from a course will also result in a mark of "W" (for 'withdrawal') on the transcript; therefore, it is important that students are realistic when registering for classes.

## **Pg. 46, Attendance**

DAOM students must attend all scheduled classes and clinical training as required by the program... For more detailed information on attendance policies, please refer to the student handbook.

### **Clinic Classes/Practicum**

DAOM students need to fulfill the following requirements in each term:

1. Complete at least 85 hours of practicum training, with a passing mark for the assessment of the hours submitted.
2. Complete at least 1 hour per week of practicum training for the weeks that they do not meet for class.
3. Submit a record of their practicum training hours before the end of every term.

## **Pg. 47 Satisfactory Academic Progress (SAP) Measurement**

The University is required by federal law to measure the Satisfactory Academic Progress (SAP) made toward the receipt of the Doctorate of Acupuncture and Oriental Medicine (DAOM) degree. These standard measurements apply to all students. Academic progress is reviewed after every term. Federal regulations require that academic progress be monitored using qualitative and quantitative measurements. If at any point it is clear that the student will not be able to meet qualitative and/or quantitative standards for timely completion of the degree, the student becomes ineligible for financial aid. Students should be aware that if they fail to complete the indicated coursework every term, they may not meet SAP measurements and may become ineligible for financial aid and/or continued enrollment.

## **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**

A student receives a pass for:

- Attendance: when s/he has full attendance for all registered classes in a term.
- Homework: if
  - Teaching Evaluation Form: 66 points/100 points
  - Case Reports: 28 points/42 points
  - Research Papers: 10 points/15 points
- Practicum: if s/he has shown improvement in total score on the supervised practicum training assessment form.
- Pre-proposal, Proposal, Proposal Presentation, Capstone Paper, Capstone Defense: if a student obtains a minimum of 3 in each category/criteria.

## **Pg. 49, Contact Us**

How to contact Five Branches University Doctor of Acupuncture and Oriental Medicine Program:

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1885 Lundy Avenue, Suite 108  
San Jose, CA 95131
- Email: [daomadmissions@fivebranches.edu](mailto:daomadmissions@fivebranches.edu)