

WON INSTITUTE

OF GRADUATE STUDIES

2022-2023 CATALOG

Personal Development - Professional Achievement

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WON INSTITUTE OF GRADUATE STUDIES



Letter from the President

Dear Students,

A warm welcome to our new students as you begin your personal journey! I hope that you will also join us as fellow travelers on the journey of the Won Institute of Graduate Studies. To our returning students, please take a moment to remember the excitement you felt when you began your journey with us. And now as seasoned travelers, you can build on your accomplishments from the past year as you take on the challenges of this next phase of your journey.

This academic year will start our second year at our new location in Warminster, PA. Moving is always stressful, but we have managed our journey well with the hard work and dedication of so many. We are happy to share this exciting time with you, as we put the finishing touches on the new Global Dharma Building. We hope you enjoy the new Dharma Hall, larger clinics, spacious student areas, and even our new sunny outdoor deck! As we travel on this new journey together, we are committed to continued excellence and adherence to our mission.

We see endless possibilities to make a real contribution to higher education and to society through our programs and our students. To realize those possibilities, we are working to create an environment that fosters the growth of each individual, an integrated person with professional knowledge and self-cultivation. Let's make meditation central to our educational endeavors as we seek to know and be our best selves.

Bokin Kim, PhD
President



Nondiscrimination Statement

The Won Institute of Graduate Studies admits students and employs individuals of any race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, marital status, military status, veteran's status, or disability to all the rights, privileges, programs, and activities generally accorded or made available. It shall not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, marital status, military status, veterans status, or disability in administration of its educational policies, admission policies, employment policies, scholarship or loan programs, and other education-related programs administered by the Institute.

Mission and Goals

The mission of the Won Institute of Graduate Studies is to provide quality graduate-level professional education and training in the practical applications of spirituality and the healing arts for the well-being of individuals and society. It is guided by the conviction that meditation is essential to spiritual cultivation, and that spiritual cultivation is necessary to balance material and technological advances.

To fulfill the mission, the following are the Institute's goals:

- Goal One** To create an institution of excellence in teaching, learning and research. The Won Institute is founded on the principles of Won Buddhism and within the culture of Won Buddhism, the word spiritual is a specialized term that expresses the calm, clear awareness of the awakened human mind. In practical terms, spiritual development manifests as mindfulness, wisdom, compassion, and other such qualities as appropriate to each area of study: Acupuncture Studies from a health and healing perspective and Won Buddhist Studies from an ecumenical religious perspective.
- Goal Two** To develop as a center in the United States for education and research in Won Buddhist Studies (WBS); to prepare students to become spiritual leaders who exemplify wisdom and compassion while supporting the faith and practice of Won Buddhist members; to foster healing and transformation in the English-speaking world.
- Goal Three** To develop as a center for education and research in the professional application of meditative and contemplative practices; to advance the theoretical and practical understanding of meditation as a scholarly discipline; to foster meditation practice in the United States, and to advance the Won Institute as a meditation center.

- Goal Four** To educate students to become qualified acupuncture practitioners who are grounded in a holistic model of healing that includes the ability to diagnose and treat patients using diverse acupuncture techniques and traditions, integrated with compassion, spiritual awareness, and an understanding of meditation techniques.
- Goal Five** To create an institutional environment committed to excellence with emphasis on continual assessment and the integration of assessment results into policies and practices; to pursue institutional and financial stability and growth through excellence in stewardship and through improvements in infrastructure; to promote local, national, and international awareness and recognition of the Won Institute mission and achievements.

Philosophy of Education

The word *Won* in the name of the Won Institute of Graduate Studies is a transliteration of the Korean word for “circle.” Representing the oneness of the world and its citizens, it is the model for a unity of human endeavor that encompasses scientific and economic advances as well as progress in personal wisdom and humane societal values. To follow this model is to follow a path that fully integrates the individual's inner resources with the skills and knowledge necessary to contribute to the transformation of society.

The goal of education at the Won Institute is to cultivate the integrated person: one who is advanced in professional knowledge and grounded in self-cultivation. Our motto, “Personal Development. Professional Achievement,” reflects this goal. The Institute is dedicated to promoting education and research on many levels: intellectual, cultural, religious, scientific, practical, and multidisciplinary. Through this integrative education, students become professionals in their specialized fields by mastering appropriate knowledge and developing corresponding skills. With this combination of self-cultivation and professional knowledge, graduates become leaders who interact with and serve the public, recognizing and honoring the interdependence of all beings and helping to create a truly civilized world.

Accreditation

MSCHE

The Won Institute is accredited by the Middle States Commission on Higher Education (MSCHE), an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Administration.

MSCHE

3624 Market Street
Philadelphia, PA 1910
267-284-5000
info@msche.org
www.msche.org

ACAHM

The Won Institute of Graduates Studies' following programs are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAHM):

- Master of Acupuncture
- Certificate in Chinese Herbal Medicine

The Doctor of Acupuncture program, approved to begin enrolling students, is not yet accredited or pre-accredited by ACAHM. Graduates of this program are not considered to have graduated from an ACAHM-accredited or pre-accredited program and may not rely on ACAHM accreditation or pre-accreditation for professional licensure or other purposes.

This program is eligible for ACAHM accreditation, and the Won Institute is currently in the process of seeking ACAHM pre-accreditation/accreditation for the program. However, the Won Institute can provide no assurance that pre-accreditation or accreditation will be granted by ACAHM.

Accreditation status and notes may be viewed on the [ACAHM Directory](#).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions and programs preparing acupuncture and Oriental medicine practitioners.

ACAHM

8941 Aztec Drive
Eden Prairie, Minnesota 55347
952-212-2434
www.ACAHM.org

Professional State Licensure Disclosures

Won Institute's Master of Acupuncture Studies, Doctor of Acupuncture and Certificate in Chinese Herbal Medicine programs lead to professional state licensure. Most states, including Pennsylvania, require the [National Certification Commission for Acupuncture and Oriental Medicine \(NCCAOM\)](#) examination and/or certification for licensing. Licensure requirements vary by state, and not all states regulate the practice of acupuncture and Chinese medicine.

Won Institute works with its students as best as possible to ensure all students meet licensure requirements in their state of residence, however, program completion does not necessarily guarantee licensure in all states. Prospective students should always [check with their state medical board](#) to determine the most up to date eligibility requirements for licensure.

State regulations and requirements may change frequently. This information is current as of August 2021.

State	Does the <i>Master of Acupuncture Studies degree</i> meet the educational requirement for state licensure?	Does the <i>Certificate in Chinese Herbal Medicine</i> meet the educational requirement for state licensure?
AL	No State Licensure Requirement	No State Licensure Requirement
AK	Undetermined	Undetermined
AZ	Undetermined	Undetermined
AR	Undetermined	Undetermined
CA	Does Not Meet	Does Not Meet
CO	Undetermined	Undetermined
CT	Undetermined	Undetermined
DE	Meets	Meets
FL	Undetermined	Undetermined
GA	Undetermined	Undetermined
HI	Undetermined	Undetermined
ID	Undetermined	Undetermined
IL	Undetermined	Undetermined
IN	Undetermined	Undetermined
IA	Undetermined	Undetermined

KS	Undetermined	Undetermined
KY	Undetermined	Undetermined
LA	Undetermined	Undetermined
ME	Undetermined	Undetermined
MD	Meets	No State Licensure Requirement
MA	Meets	Meets
MI	Undetermined	Undetermined
MN	Undetermined	Undetermined
MS	Undetermined	Undetermined
MO	Undetermined	Undetermined
MT	Undetermined	Undetermined
NE	Undetermined	Undetermined
NV	Undetermined	Undetermined
NH	Undetermined	Undetermined
NJ	Does Not Meet (Students are able to enroll in additional coursework--electives, clinical hours--at no additional cost to reach 2500 hours.)	Meets
NM	Undetermined	Undetermined
NY	Meets	No State Licensure Requirement
NC	Meets	No State Licensure Requirement
ND	Undetermined	Undetermined
OH	Meets	Meets
OK	No State Licensure Requirement	No State Licensure Requirement
OR	Undetermined	Undetermined
PA	Meets	Meets
RI	Undetermined	Undetermined
SC	Meets	No State Licensure Requirement
SD	No State Licensure Requirement	No State Licensure Requirement
TN	Undetermined	Undetermined
TX	Undetermined	Undetermined

UT	Undetermined	Undetermined
VT	Undetermined	Undetermined
VA	Undetermined	Undetermined
WA	Undetermined	Undetermined
WV	Undetermined	Undetermined
WI	Undetermined	Undetermined
WY	Undetermined	Undetermined

**Students in the Doctor of Acupuncture Program earn a Master of Acupuncture Studies degree and become eligible to apply for state licensure after completing their third year of the program.*

Campus

The Won Institute of Graduate Studies moved to its new location at 800 Jacksonville road in Warminster, PA, in August 2021. The Warminster location (named the Jubeop Building) houses larger classrooms, additional clinics, a prominent herb dispensary, an outdoor deck, and a larger dharma hall. In addition, the location has a large parking lot. Please visit the Institute's website for more information.

Public Transportation

Train - The SEPTA Regional Rail Warminster line services Warminster. Visit SEPTA.org for further information. The Warminster stop is accessible to SEPTA bus route 22, which is an approximate 15 minute ride to the Institute.

Bus - Visit SEPTA.org for the latest bus maps, schedules, and information. Septa bus 22 accesses the area.

Governance and Administration

Board of Trustees

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Chief Information & Assessment Officer

ACUPUNCTURE STUDIES PROGRAM



Program Overview

The program in Acupuncture Studies leads to a Master of Acupuncture (MAc) degree. The purpose of the Acupuncture Studies program is to produce professional acupuncture healthcare practitioners trained in a broad approach to healing. The training includes an understanding of mindfulness for both the practitioner and the patient, allowing the practitioner to focus on the whole person including body, mind, and spirit. The program teaches and integrates the best of several acupuncture modalities such as Traditional Chinese Medicine, Five Element, and Sports Medicine Acupuncture to help students best serve their patients.

The Acupuncture Studies program prepares students to sit for the national board exam which is required for licensure as an acupuncturist (LAc) in most states including Pennsylvania. The scope of the program is acupuncture only, and does not include training for Licensure in Oriental Medicine (LOM). Any additional legal requirements and procedures for licensure in acupuncture can be found on websites of the PA State Board of Medicine and NCCAOM. Students interested in practicing acupuncture outside of PA are responsible for researching the licensing requirements for the states in which they plan to practice. State licensure requirements do change from time to time and all students are encouraged to review state licensing requirements regularly. Additional information on the licensing process is available upon request from the Registrar or Department Chair.

The mission of the Acupuncture Studies program is reflected in Goal Four of the Institute's Mission:

To educate students to become qualified acupuncture practitioners who are grounded in a holistic model of healing that includes the ability to diagnose and treat patients using diverse acupuncture techniques and traditions, integrated with compassion, spiritual awareness, and an understanding of meditation techniques.

Program Goals

The goals of the program are to:

- Provide the philosophical basis and practical means for the integration of compassion, spirituality, and meditation into the practice of acupuncture and one's own life.
- Teach the specific skills of meditation such as self-awareness, listening ability, focus, clarity and equanimity in order to expand the effectiveness of the acupuncture practitioner.
- Teach the underlying philosophy and theory of Acupuncture Medicine according to diverse acupuncture traditions.
- Teach the diagnostic and treatment skills necessary for treating patients according to diverse acupuncture techniques and styles.
- Teach the integration of Eastern energetic and Western biomedical theories of health and disease.

- Train effective practitioners of acupuncture who are able to provide for the safety and well-being of their patients and themselves.
- Teach students when and how to make informed and appropriate referrals to physicians and other practitioners.
- Teach the scope of acupuncture practice and how to make informed decisions that are in the patient's best interest.
- Teach effective practice management and business skills needed to create the conditions for a successful acupuncture practice.
- Teach scope and methodology of research in the field of acupuncture.

Educational Objectives

Students will be able to:

- Comprehend the philosophical basis and practical means necessary to integrate compassion, spirituality, and meditation into one's acupuncture practice and into one's life.
- Demonstrate increasing competence in the specific skills of meditation such as self-awareness, listening ability, focus, clarity, and equanimity as an acupuncture practitioner.
- Comprehend the underlying philosophy and theory of Acupuncture Medicine according to diverse acupuncture traditions.
- Diagnose and treat patients according to diverse acupuncture techniques and styles.
- Integrate Eastern energetic and Western biomedical theories of health and disease.
- Practice acupuncture effectively, providing for the safety and well-being of their patients and themselves.
- Make informed and appropriate referrals to physicians and other practitioners.
- Comprehend the scope of acupuncture practice and make informed decisions that are in the patient's best interest.
- Utilize effective practice management and business skills to create the conditions for a successful acupuncture practice.
- Pass the national board examination in acupuncture and qualify for licensure .
- Comprehend scope and methods of acupuncture research.

Required Courses

Acupuncture Medical Theory, Diagnosis & Treatment Technique (57 credits)

AcS 500	(2 credits)	Nutrition and Food Energetics
AcS 501	(4 credits)	Acupuncture Medical Theory I
AcS 502	(4 credits)	Acupuncture Medical Theory II
AcS 503	(4 credits)	Acupuncture Medical Theory III
AcS 511	(4 credits)	Differentiation of Disease I
AcS 512	(4 credits)	Differentiation of Disease II

AcS 530	(2 credits)	Diagnostic Techniques (Tongue, Pulse)
AcS 531	(non-credit)	Clean Needle Technique (CCAHM CNT)
AcS 532	(1 credit)	Needle Technique Practicum I
AcS 545	(2.5 credits)	Point Location and Energetics I
AcS 545L	(1.5 credits)	Point Location and Energetics I LAB
AcS 546	(2.5 credits)	Point Location and Energetics II
AcS 546L	(1.5 credits)	Point Location and Energetics II LAB
AcS 547	(2 Credits)	Five Element Point Energetics and Treatment Planning
AcS 565	(1 credit)	Asian Bodywork Therapy I (Tuina)
AcS 632	(1 credit)	Needle Technique Practicum II
AcS 665	(2 credits)	Asian Bodywork Therapy II (Advanced Tuina)
AcS 690	(4 credits)	Acupuncture Medical Theory IV
AcS 691	(3 credits)	Acupuncture Medical Specialties I
AcS 692	(3 credits)	Acupuncture Medical Specialties II
CHP 600	(2 credits)	Introduction to Herbs
CC 551	(0.5 credits)	Sitting Meditation*
CC 571	(0.5 credits)	Sitting Meditation*
CC 581	(0.5 credits)	Sitting Meditation*
CC 510	(0.5 credits)	Moving Meditation I*
CC 520	(0.5 credits)	Moving Meditation II*
CC 521	(0.5 credits)	Moving Meditation III*
Elective	(3 credits)	WBS, or CC Elective**

*The three sitting meditation courses need not be taken in numerical sequence, whereas the Moving Meditation courses *must* be taken in sequence.

**Students must take either one additional 3-credit elective course from Won Buddhist Studies or Common Courses, or they may complete one 3-credit Research Project (AcS 688 Acupuncture Research Project elective). These additional courses may require attendance on days outside of the regular Acupuncture Course Schedule.

Western Biomedical Sciences (24 credits)*

AcS 504	(non-credit)	Cardiopulmonary Resuscitation (CPR)
AcS 580	(1.5 credits)	Surface Anatomy I
AcS 581	(1.5 credits)	Surface Anatomy II
AcS 590	(2 credits)	Physiological Medicine I
AcS 591	(2 credits)	Physiological Medicine II
AcS 592	(2 credits)	Physiological Medicine III
AcS 600	(2 credits)	Integrative Physiological Medicine
AcS 601	(3 credits)	Disease Management and Prevention I
AcS 602	(3 credits)	Disease Management and Prevention II
AcS 603	(3 credits)	Disease Management and Prevention III
AcS 604	(3 credits)	Disease Management and Prevention IV
AcS 605	(1 credit)	Issues in Primary Care Medicine

*6 additional credits fulfilled by Anatomy & Physiology I & II

Clinical Training (29 credits)

AcS 551	(1.5 credits)	Clinical Observation I
AcS 552	(1.5 credits)	Clinical Observation II
AcS 553	(0.5 credits)	Clinical Observation III
AcS 554	(1.5 credits)	Clinical Observation IV
AcS 641	(2 credits)	Clinical Skills / Mentor Group I
AcS 642	(2 credits)	Clinical Skills / Mentor Group II
AcS 651	(4 credits)	Clinical Internship I
AcS 652	(6 credits)	Clinical Internship II
AcS 653	(6 credits)	Clinical Internship III
AcS 654	(4 credits)	Clinical Internship IV

Ethics & Practice Management (9 credits)

AcS 673	(2 credits)	Medical Ethics
AcS 682	(3 credits)	Practice Management I
AcS 684	(2 credits)	Practice Management II
CC 591	(2 credit)	Mental Health: Special Topics

Other: Chinese Medical Language & Research (4 credits)

AcS 505	(1 credit)	Chinese Medical Language
AcS 515	(3 credits)	Research in Acupuncture Medical Theory

Sequential Curriculum

Year One

Term 1

AcS 500	(2 credits)	Nutrition and Food Energetics
AcS 501	(4 credits)	Acupuncture Medical Theory I
AcS 545	(2.5 credits)	Point Location and Energetics I
AcS 545L	(1.5 credits)	Point Location and Energetics I LAB
AcS 551	(1.5 credits)	Clinical Observation I
AcS 580	(1.5 credits)	Surface Anatomy I
AcS 590	(2 credits)	Physiological Medicine I
CC 510	(0.5 credits)	Moving Meditation I

Term 2

AcS 502	(4 credits)	Acupuncture Medical Theory II
AcS 515	(3 credits)	Research in Acupuncture Acupuncture Medical Theory

AcS 546	(2.5 credits)	Point Location and Energetics II
AcS 546L	(1.5 credits)	Point Location and Energetics II LAB
AcS 552	(1.5 credits)	Clinical Observation II
AcS 581	(1.5 credits)	Surface Anatomy II
AcS 591	(2 credits)	Physiological Medicine II
CC 551	(0.5 credits)	Sitting Meditation

Term 3

AcS 503	(4 credits)	Acupuncture Medical Theory III
AcS 553	(0.5 credits)	Clinical Observation III
AcS 565	(1 credit)	Asian Bodywork Therapy I (Tuina)
AcS 592	(3 credits)	Physiological Medicine III
AcS 600	(2 credits)	Integrative Physiological Medicine

Year Two***Term 1***

AcS 511	(4 credits)	Differentiation of Disease I
AcS 530	(2 credits)	Diagnostic Techniques (Tongue, Pulse)
AcS 532	(1 credit)	Needle Technique Practicum I
AcS 554	(1.5 credits)	Clinical Observation IV
AcS 601	(3 credits)	Disease Management and Prevention I
AcS 641	(2 credits)	Clinical Skills / Mentor Group I
CC 520	(0.5 credits)	Moving Meditation II

Term 2

AcS 512	(4 credits)	Differentiation of Disease II
AcS 602	(3 credits)	Disease Management and Prevention II
AcS 632	(1 credits)	Needle Technique Practicum II
AcS 642	(2 credits)	Clinical Skills / Mentor Group II
AcS 690	(4 credits)	Acupuncture Medical Theory IV
CHP 600	(2 credits)	Introduction to Herbs
CC 571	(0.5 credits)	Sitting Meditation

Term 3

AcS 505	(1 credit)	Chinese Medical Language
AcS 603	(3 credits)	Disease Management and Prevention III
AcS 651	(4 credits)	Clinical Internship I
AcS 673	(2 credits)	Medical Ethics

As Available

AcS 504	(non-credit)	Cardiopulmonary Resuscitation (CPR)**
AcS 531	(non-credit)	Clean Needle Technique (CCAHM CNT)**
Elective	(3 credits)	WBS, CC Elective, or, AcS 688 Research Project***

Year Three

Term 1

AcS 547	(2 credits)	Five Element Point Energetics and Treatment Planning
AcS 604	(3 credits)	Disease Management and Prevention IV
AcS 652	(6 credits)	Clinical Internship II
AcS 665	(2 credits)	Asian Bodywork Therapy II (Advanced Tuina)
AcS 691	(3 credits)	Acupuncture Medical Specialties I
CC 521	(0.5 credits)	Moving Meditation III

Term 2

AcS 653	(6 credits)	Clinical Internship III
AcS 682	(3 credits)	Practice Management I
AcS 692	(3 credits)	Acupuncture Medical Specialties II
CC 581	(0.5 credits)	Sitting Meditation

Term 3

AcS 605	(1 credit)	Issues in Primary Care Medicine
AcS 654	(4 credits)	Clinical Internship IV
AcS 684	(2 credits)	Practice Management II
CC 591	(2 credits)	Mental Health: Special Topics

**These courses are not part of the curriculum and must be taken off-site at some additional cost.

***Electives may be taken in the student's preferred term, as offered. Most students take their elective in Year 2.

Faculty

Full Time

Benjamin W. Griffith II, DAc, MAc, LAc, Dipl. Ac, Chair, Associate Professor

DAc, Won Institute of Graduate Studies

MAc, Maryland University of Integrative Health

BA, Gettysburg College

Certificate in Traditional Korean Medicine, WonKwang University, Iksan, South Korea

After earning a BA from Gettysburg College, a MAc from Maryland University of Integrative Health in Laurel, MD, and also being both state and nationally board certified, Ben began a private practice in 1997 in Media, PA. He has practiced in the Crozer Keystone Health System

since 2001. First running a Ryan White program in their Community Division treating individuals with HIV until 2016 and treated in their Detox and inpatient Rehab program, First Steps Treatment Center until 2020. Also, as a strong advocate for greater public access to acupuncture in the state of Pennsylvania, he served as Director of Legislative Affairs, President, and Government Liaison for the Association for Professional Acupuncture in Pennsylvania between 1997 and 2016. During that time, he was chief strategist and advocate for four Pennsylvania legislative bills becoming state law. These monumental changes have affected the day-to-day practice of Acupuncture in the state and have allowed for schools of Acupuncture and East Asian Medicine to open in Pennsylvania. After having been a faculty member at the Won Institute of Graduate Studies since 2007, he was named Acupuncture Department Chair in August 2016 and now has completed his Doctor of Acupuncture in 2022. In March 2022 he was appointed to the Executive Committee of the Council of Colleges of Acupuncture and Herbal Medicine in the United States.

Doreen Lafferty, MAc, LAc, Dipl. Ac, OTR/L, LMT

Director of Clinical Education and Services.

Certificate in Chinese Herbal Medicine, Won Institute of Graduate Studies

MAc, Won Institute of Graduate Studies

BS Occupational Therapy, Temple University

Doreen Lafferty serves as the Director of Clinical Education and Services. She is a graduate of the Won Institute where she was granted a Master in Acupuncture in 2008, and a Certificate of Chinese Herbal Medicine in 2015. She graduated from Temple University with a Bachelor of Science in Occupational Therapy in 1988. Doreen is also a licensed Occupational Therapist, Massage Therapist, and is a certified Acudetox specialist.

Janet Leidy, DHSc, DAc, MAc, LAc, LOM, Dipl. OM, BCTMB, LMT

Academic Dean, Associate Professor

Dipl. OM (NCCAOM)

BCTMB (NCBTMB)

Doctor of Health Science, Nova Southeastern University

Doctor of Acupuncture, Won Institute of Graduate Studies

MAc, Won Institute of Graduate Studies

BA, Rowan University

Certificate in Chinese Herbal Medicine, Won Institute of Graduate Studies

Certificate in Traditional Korean Medicine, WonKwang University, Iksan, South Korea

Diploma: Massage Therapy

Dr. Janet Leidy serves as the Academic Dean and also serves as Associate Professor in both the DAc and AcS Programs. She served as Chair of the Acupuncture Studies department from 2011 to 2016. She is a licensed acupuncturist and a practitioner of Oriental Medicine who is board certified with the NCCAOM. She is also a licensed massage therapist and is board certified with the NCBTMB. She has an extensive background in both the teaching and practice of Bodywork and the Healing Sciences. In 2002, she founded the National Academy of Massage Therapy & Healing Sciences where she served as Campus Director and Director of Massage Therapy Education from 2002 to 2010. She sold the school to the Lansdale School of Business, but

remained on as department chair until 2011. Dr. Leidy received a Doctor of Health Science from Nova Southeastern University, a Doctor of Acupuncture from the Won Institute of Graduate Studies, and a Masters in Acupuncture from the Won Institute of Graduate Studies where she graduated as valedictorian of her class. She also completed the Chinese Herbal Medicine Program at the Won Institute. Dr. Leidy completed a certification program in Traditional Korean Medicine at the Wonkwang University in Iksan, South Korea. She operates her busy private practice, Acupuncture For Life, in Lansdale, PA.

Lynn Mitchell, RN, LAc, Dipl. Ac, Professor Emerita

Lic. Ac, College of Traditional Chinese Acupuncture (UK)

PhD, California Institute of Integral Studies in Philosophy and Religion

Dipl. Ac (NCCAOM)

BSN, University of Delaware

Dr. Lynn Mitchell's diverse healing career and decades-long contribution to the flourishing of acupuncture in America began with intensive study of Five Element Acupuncture in the early 1980's while working as a medical-surgical and psychiatric nurse. She then served as President of the Pennsylvania Acupuncture Association and pioneered the passage of legislation to legalize acupuncture for non-physicians in Pennsylvania and became among the first practitioner in the country to receive licensure in Pennsylvania and New Jersey, as well as achieving national Diplomate Status by the mid 1980's. She maintained a private acupuncture practice, began raising three sons, and pursued extensive study in cross-cultural healing, meditational feng shui, and researching ancient and contemporary women's contributions to the evolution of our global culture. In the early 2000's, she turned her attention to fostering educational excellence in the training of future acupuncturists and served as a national evaluator for the Accreditation Commission for Acupuncture and Oriental Medicine, and Dean of Clinical Studies at the Eastern School of Acupuncture and Oriental Medicine.

Dr. Mitchell joined the Won Institute in 2005, and dedicated her career in service to the educational flourishing of the Institute as full-time Associate Professor, Clinic Director, Acupuncture Studies Chair (leading the department to full accreditation by 2010), Chief Academic Officer, ACAHM consultant, and Chair of the Academic and Student Affairs Committee of the Board of Trustees. She also completed her doctoral degree in Philosophy and Religion with a concentration in Women's Spirituality in 2015. In the Board of Trustees Resolution of May 2017, it was declared "... her willingness to advocate for faculty, students, and alumni and to share her wisdom and expertise with the Board and with the President has resulted in a stronger Institute and has earned her the nickname--Heart of the Institute." In 2019, the President appointed her the first Professor Emerita in recognition of her many years of distinguished service, and she looks forward to continuing to support the Institute with great joy and inspiration in this new mentoring role.

Seung H. Song, MA, MSAOM, Assistant Professor

DAC, Won Institute of Graduate Studies

MS, Acupuncture and Oriental Medicine, South Baylo University

MA, Won Buddhist Meditation, Wonkwang University

BA, Won Buddhism, Wonkwang University

BA, Yoga Meditation, Wonkwang Digital University

Seung H. Song was ordained as a Won Buddhist minister in 2001. Rev. Song was fortunate to spend his early meditation training with the Venerable Master Daesan (Third Head Dharma Master of Won Buddhism), which allowed him to serve as a Buddhist Chaplain in the Korean Army from 1991 to 1993. He has won awards in International Martial Arts competitions and has taught in Korea, China and the USA. He has practiced the external martial arts of Taekwondo and Hapkido and his sincere study of internal martial arts of Tai Chi, Baguazhang, as well as the healing Qigong and Yoga for over 30 years. Rev. Song is endeavoring to develop programs for sitting and moving meditation as well as the healing and living meditation for daily life. He has created “Warm Heart Supple Body,” “ShipSang Meditation,” “Buddha’s Mudra Meditation,” and more. He has guided retreat groups in moving and sitting meditation across the country and Internationally. He has learned Korean Hwa (Harmonizing) Acupuncture, Saam (Four Needle) Acupuncture, and Sasang medicine (Four constitution).

Adjunct

Ryan Collins, MAc, Dipl. Ac, LAc

MAc, The Won Institute of Graduate Studies

A graduate of the Won Institute, Ryan is nationally certified by the NCCAOM as a diplomate of acupuncture. Utilizing Traditional Chinese Medicine, Five Element Acupuncture, and channel theory, he uses cupping, e-stim, moxibustion, and gua sha to serve clients on their journeys toward wholeness. Ryan practices at Blue Lotus Acupuncture in Doylestown, Pennsylvania, where he has a particular focus on resolving trauma in the body.

Ashley Davis-Anthony, MS

MS, University of South Carolina

BS, College of Charleston

Ashley Davis-Anthony has been an instructor in higher education since 2013, and is currently focusing on teaching Anatomy and Physiology. She is committed to assisting students achieve their dreams of becoming proud members of the medical community. She currently resides in Kentucky with her family.

Doren Day, LAc, Dipl. Ac, CZB

Trained under J.R. Worsley's daughter, Hilary Skellon, at the Institute of Taoist Education in Colorado, in practice since 2004. After completing Teacher Training with the Worsley Institute I joined the faculty at ITEA for 6 years, teaching in the classroom and supervising in the student clinic. I am a certified Zero Balancer and have also trained in other ancient traditions and modalities including acupuncture, Medical Qi Gong, meditation and energy moving exercises like Tai Chi and Qi Gong. Nationally certified Diplomate in Acupuncture (NCCAOM) and licensed by the States of Pennsylvania and Colorado, also a member of the Association for Professional Acupuncture and the Zero Balancing Association. Whether it's through teaching or

treating clients directly, I am happiest when I am fulfilling my purpose - helping people find healing and balance.

Monica Fauble

MAc, The Won Institute of Graduate Studies
MA, University of Maine
BA, University of North Carolina at Asheville

Monica Fauble received her Masters Degree in Acupuncture from the Won Institute of Graduate Studies. She also holds a MA in English from the University of Maine and a BA in English & Creative Writing from the University of North Carolina at Asheville. A lifetime member of the Worsley Institute, Monica practices Five-Element Acupuncture and has a particular focus on helping women who feel overwhelmed by ongoing health issues. She is in private practice in Philadelphia with offices in West Philly and Center City.

Lisa M. Graham, MAc, LAc, DiplAc

Dipl. Ac, NCCAOM
DAc, Won Institute of Graduate Studies
MAc, Won Institute of Graduate Studies
Certified Provider of Hospice and Palliative Care Acupuncture
MS Quality Assurance/Regulatory Affairs, Temple University
MSA Health Services Administration, Central Michigan University
BS Biology, Delaware Valley University

Lisa was inspired to become an acupuncturist after personally experiencing the positive benefits of acupuncture on physical, emotional, and spiritual levels. Leaving a lengthy career in the research and biotechnology field, she returned to the classroom because she was amazed at the power of this medicine and what it has to offer and wanted to share this gift with the community. Since graduating, she's experienced working in various settings, serving as an instructor, student clinic supervisor, and clinician working with a diverse range of conditions and people at different stages of health. She has continued to expand her clinical skills through specialized studies in hospice and palliative care and stroke rehabilitation. Currently, Lisa is pursuing a Doctor of Acupuncture degree. Her treatment philosophy is to treat the whole person, addressing all aspects of the patients' lives. She is committed to change people's lives sustainably by giving them the tools they need to become informed about their health and participate in the journey of healthy living.

Carol A Goldman, DACM, Dipl. Ac, LOM, MS

DACM, Pacific College of Oriental Medicine
MSTOM, Pacific College of Oriental Medicine

Carol became an acupuncturist and a certified herbalist after her first acupuncture treatment successfully put her on the road to healing after a prolonged post H1N1 infection. There in the acupuncturists office at the foothills of the Sierra Madre mountains in Mexico, Carol knew she needed to add Acupuncture and Chinese herbal medicine to her established psychotherapy practice. Carol combines her acupuncture treatments with clinical counseling through the use of

drum and tonal sounds to enhance the healing process. Notable experiences include - NYU Langone Labor and Delivery, NY VA Medical Center, Kamwo Meridian Pharmacy and Clinic, Columbia University Integrative Medicine. Carol completed her Doctorate in Chinese and Herbal medicine at The Pacific College of Health and Science, NY. She obtained her Master's in Clinical Psychology from Chestnut Hill College, and her undergraduate degree is from Jefferson University. Truly a Philadelphia native, Carol practices in Narberth, PA.

Charles B Illingworth, IV, MA, DAc, LAc, Dipl. Ac

Certificate in Chinese Herbal Medicine, Won Institute of Graduate Studies

Dipl. Ac (NCCAOM)

DAc, Won Institute of Graduate Studies

MAc, Won Institute of Graduate Studies

MA Theater, Villanova University

BA Theater Arts and English, Arcadia University

Charles B Illingworth IV, obtained his Master of Acupuncture from the Won Institute of Graduate Studies. He then went on to complete the Herbal Program. He is now working toward his doctorate in the Doctor of Acupuncture Program. Charles is the current Vice President of the Association for Professional Acupuncturists, as well as the Chair of the Membership Committee. He has served with the Board of Directors since 2017, when he started as the Student Representative to the Board. Charles has a passion for the profession of acupuncture, how it is taught and subsequently learned, and how it is represented in society as a whole.

Rachel Kriger, MAc, LAc, Dipl. Ac

Dipl. Ac (NCCAOM)

MAc, Maryland University of Integrative Health

Rachel has been in private practice since 2009 treating children and adults with Five Element and other styles of acupuncture. Prior to attending Tai Sophia Acupuncture School, she was an organic farmer. She is highly attuned to the ways in which humans are part of nature's cycles and seasons. She specializes in treating people who experience anxiety and helps them learn from nature and their body's wisdom.

Lorna Lee, MS Ac, LAc, Dipl. OM

Dipl. OM (NCCAOM)

MS Ac, New England School of Acupuncture

BS Psychology, University of Illinois

Lorna Lee studied both Chinese and Japanese styles of treatment while earning her Master of Science Degree in Acupuncture, and completed her postgraduate Chinese herbology training with Ted Kaptchuk in 1996. In 1997, she completed a one-month clinical internship at the Heilongjiang University of Traditional Chinese Medicine in Harbin, China. In her 16 years of practice in both Philadelphia and Wilmington, DE, she has utilized a wide variety of methods including the Nambudripad Allergy Elimination Technique. She served on the Board of the Acupuncture Society of Pennsylvania for two years. In 1998 and 1999, she taught diagnostic acupuncture techniques at Delaware County Community College. She has participated in several

acupuncture research studies at the University of Pennsylvania. Most recently she helped pass legislation to license Oriental Medicine in the state of Delaware.

Vito Leva, MSA, LAc

Vito is a board licensed acupuncturist with an interest in bridging the practices and theories of Eastern and Western beliefs on health and well being. Vito began his course of study at Temple University with a focus on Kinesiology, and received his Masters of Science from the prestigious Tri-State College of Acupuncture in NYC. With an incredibly patient and kind approach to his treatments, Vito is dedicated to helping people improve their health by applying a wide range of techniques such as Tui Na, which is a form of Chinese medical massage, Cupping, Gua-sha and acupuncture.

Elizabeth Liddell, LOM

Dipl. OM, Dipl. Ac (NCCAOM)
MSOM, Southwest Acupuncture College
BA, Bucknell University

Elizabeth Liddell is a registered acupuncturist, a graduate of Bucknell University and Southwest Acupuncture College, with NCCAOM board-certifications in both acupuncture and Chinese herbal medicine. Born and raised in Philadelphia, she did her acupuncture training in Boulder, Colorado, where she had access to a wonderful community of educators. Her training is TCM-based, and she provides TCM-style herbal prescriptions while incorporating TCM, Japanese and meridian based styles into her acupuncture treatments. As an adjunct faculty member at the WON Institute in Glenside, Elizabeth enjoys teaching the growing numbers of enthusiastic acupuncture and herbal students in PA.

Pam Milask, LOM, Dipl. Ac

Dipl. Ac (NCCAOM)

Pam is a licensed practitioner of Oriental Medicine, both acupuncture and Chinese Herbal Medicine in Pennsylvania. She is a graduate of Eastern School of Acupuncture & Traditional Medicine in Montclair, New Jersey. Her technique has been strongly influenced by 11 years of study with Master Kiiko Matsumoto, a world-renowned Japanese style teacher and practitioner. She also incorporates TCM and Five Element strategies into her practice. Pam studied Macrobiotics at the Kushi Institute in Brookline, Massachusetts and subsequently developed a program in Chinese Dietary Therapy. In 1991, she began a two-year course in Chinese Herbal Pharmacology with Ted Kaptchuk, author of *The Web That Has No Weaver*, a foundational text used in American acupuncture schools. Pam continues her herbal studies with leading herbal educators and includes Reiki and Colorpuncture among her therapeutic offerings at her acupuncture and nutrition practice.

Chris Nutting

DC, University of Western States
MSc Nutrition, Huntington University of Health Sciences
ROHP, Global Integrative Medicine Academy

CFMP, Functional Medicine University
BSc, University of Alberta

Chris Nutting is a board certified chiropractor in Edmonton, Alberta, Canada. He is the owner and operator of a multi-disciplinary clinic with one other chiropractor, two registered massage therapists, and one TCM acupuncturist. He has a strong interest in sports injuries and nutrition. He received his Masters of Science in Nutrition in 2013, a diploma in orthomolecular nutrition in 2011, and a certificate in functional medicine in 2018. He is married and has three wonderful children. He is passionate about teaching and educating learners to think critically.

Sheila M. Papa, DAc, MAc, LOM

DAc, Won Institute of Graduate Studies
MAc, Maryland University of Integrative Health
Dipl. OM (NCCAOM)

Sheila is a NCCAOM certified diplomate in Oriental Medicine, and is licensed in the states of Pennsylvania, Delaware, and Maryland. She received her Doctorate of Acupuncture and Chinese Herbal Medicine Certificate from the Won Institute of Graduate Studies, located in Glenside, PA and her Masters of Acupuncture from the Maryland University for Integrative Health located in Laurel, MD. In addition, she studied at the Institute for Integrative Nutrition in New York City where she received her Holistic Health Counselor Certification. Sheila's clinical experience includes extensive work in various community health settings as well as humanitarian acupuncture mission work abroad.

Holly Prescott, LAc, Dipl. Ac

MAc, Won Institute of Graduate Studies
BA, University of Pennsylvania

Holly Prescott received her Master's degree in Acupuncture Studies in 2015 from the Won Institute of Graduate Studies, graduating with distinction as valedictorian of her class, and then continued her studies there, completing the Chinese Herbal Program in 2017. She received her Bachelor's degree from the University of Pennsylvania in 2000, dual majoring in Biology and Germanic Studies. After college, she worked in several labs, including researching oncogenes at Crozer Chester Medical Center and co-authoring articles in multiple cancer research journals. She traveled to China in 2006 for martial arts training and spent time at a TCM hospital in Beijing, sparking her passion for East Asian Medicine. She has done intensive qigong training and has multiple qigong certifications. Holly currently works in both community and private practice in Philadelphia.

Bobbie Jo (B.J.) Putnam, MAc, DAc, LOM, Dipl. OM.

DAc, Won Institute of Graduate Studies
MAc, Won Institute of Graduate Studies

Bobbie Jo (B.J.) Putnam, obtained her Master of Acupuncture and Doctor of Acupuncture degrees from the Won Institute for Graduate Studies in Glenside, PA. She has also completed the Chinese Herbal Medicine Program from the Won and is licensed to practice Acupuncture and Herbal Medicine in PA. BJ is a member of the Association for Professional Acupuncturists, and

has been on the Board of Directors since 2012. She has served as the head of the education committee, webmaster, and Vice President and has been heavily involved in organizing many acupuncture and oriental medicine seminars in this state. Before moving to Pennsylvania, B.J. was a massage therapist. She graduated from Irene's Myomassology Institute (IMI) in Southfield, MI. in 1998. She served as a research coordinator for the complementary and alternative medicine program at Henry Ford Health System in Detroit, MI. Her first faculty position was as an apprentice instructor at IMI, afterwards becoming a full instructor of massage therapy at Everest Institute in Detroit. B.J.'s love of learning has evolved into a love of teaching and she finds that her students and patients are often her most profound teachers.

Mary Ellen Scheckenbach, MAc

LOM

MAc, Traditional Acupuncture Institute

BA, George Washington University

Dipl. Ac (NCCAOM)

Mary Ellen Scheckenbach is a licensed acupuncturist with 25 years' experience in 5 Element and TCM acupuncture and Chinese Herbology. She holds a Diplomate in Acupuncture, NCCAOM. For most years from 1992-2003 she held the various offices of President, Vice President, Treasurer and Secretary of the Acupuncture Society of Pennsylvania. Her clinical practice at Hidden River: a Centre for Health in Philadelphia combines needle and non-needle energy modalities. She was formerly with the Center for Integrative Medicine at the Thomas Jefferson University. She has published in peer-reviewed journals, including the Current Review of Complementary Medicine in Current Medicine. Ms. Scheckenbach has presented numerous lectures to medical schools, universities, and community health groups and has been on the faculty of the Won Institute for many years.

Adam Schreiber LOM, MAOM, Dipl. OM

MAOM, New England School of Acupuncture

BA, Washington University in St. Louis

Adam is an acupuncturist and Chinese herbalist licensed by the PA Board of Medicine and certified in Oriental Medicine by the NCCAOM. He graduated with a Masters in Acupuncture and Oriental Medicine from the New England School of Acupuncture. Adam has completed extensive advanced study in Sports Medicine and Orthopedic acupuncture techniques. He was the chief editor of "Sports Medicine Acupuncture," a landmark text on the acupuncture treatment of orthopedic conditions. He has also worked on four clinical trials at the University of PA, all of which were related to acupuncture and cancer symptoms. Adam has a BA in Psychology from Washington Univ. in St. Louis. You might see him hiking or biking on the trails of the Wissahickon, where he loves to hang out!

Heather Shultz, LAc, MAc, DAc, Dipl. Ac

Dipl. Ac (NCCAOM)

DAc, Pacific College of Health and Science

MAc, Won Institute of Graduate Studies

Dr. Heather Shultz received her Doctor of Acupuncture from the Pacific College of Health and Science. Additionally, she received her Master of Acupuncture from the Won Institute of Graduate Studies and earned her Bachelor of Science in biomedical science at Drexel University. Heather practices acupuncture at Heather Shultz Acupuncture, her private practice in Marlton, NJ. Heather formerly practiced in center city Philadelphia at Open City Healing Arts, the East West Clinic at Hahnemann University Hospital, and the Veterans Clinic at the Won Institute. She specializes in treating sports injuries, pain and autoimmune diseases. Her enjoyment of cycling, yoga and backpacking helps her understand the challenges that arise when active people become injured. Heather volunteers her time for the advancement of Acupuncture in Pennsylvania through the Association of Professional Acupuncture in PA. Heather serves as the association President, legislative liaison, and as a representative to a national council of state acupuncture associations. She looks forward to the day that acupuncture is a basic component of standard treatment and rehabilitation in the United States.

Maria Wansacz, ND, LAc

BS Biology, Wilkes University

ND, Bastyr University

MAc, Tri State College of Acupuncture

Dr. Maria Wansacz is a board-certified Naturopathic Doctor and licensed Acupuncturist. She is a member of the American Association of Naturopathic Physicians, the Pennsylvania Association of Naturopathic Physicians, the Association for Professional Acupuncture in Pennsylvania and NCCAOM certified. Dr. Wansacz has over 15 years experience as a Naturopathic Doctor and Acupuncturist. She uses trigger point and motor point acupuncture methods in addition to TCM and cosmetic acupuncture treatments. Dr. Wansacz believes in treating the whole person and educating her patients. She incorporates her naturopathic knowledge into her acupuncture treatments by discussing nutrition, lifestyle changes, vitamins and supplements.

CHINESE HERBAL MEDICINE CERTIFICATE PROGRAM



Program Overview

The Chinese Herbal Medicine Certificate Program (CHP) offers acupuncturists and acupuncture students education and clinical training in the therapeutic use of Chinese herbal medicinals. The CHP certificate is designed for students interested in a comprehensive education in Chinese herbal medicine with an emphasis on historical doctors and currents of thought, complex theory, and advanced diagnostic and treatment strategies. The program is suitable for both beginning students of herbology and also for experienced practitioners who want to broaden and update their Chinese medical training. It is also meant for students and practitioners who plan to apply for licensure in a state that requires training in herbal medicine.

The CHP certificate includes education in the use of over 300 Chinese herbs and more than 100 formulas. Meditation is also incorporated into class time to enhance mindfulness in learning and clinical practice. The curriculum is taught from a historical perspective to ground students in the history and development of ideas and currents of thought throughout Chinese history. Classical and modern approaches to treatment are explored with special emphasis on advanced topics. Students have extensive classroom learning and hands-on experience with at least 210 hours of clinical practice in the Won Institute Student Clinic and herbal dispensary. Through treatment, supervision, meditation and discussion in the classroom, clinic and herbal dispensary, students develop clinical skills in treating with Chinese herbs, such as diagnosis, formula planning, treatment delivery and patient management.

Graduates of the Chinese Herbal Medicine Certificate program will be eligible to sit for the NCCAOM Chinese Herbology Certification Examination under Route 5: Conversion from Acupuncture and Chinese Herbology Certification to Oriental Medicine, which is available to a Diplomate of Acupuncture (NCCAOM) in active status. Students who do not have Diplomate of Acupuncture status must gain this status from NCCAOM prior to completion of the herbal program in order to qualify to sit for the Chinese Herbology board exam. Diplomate status may be an additional step that is not required in every state for licensure. The legal requirements and process for certification and licensure can be found on websites of the PA State Board of Medicine and NCCAOM. Additional information on the process is available upon request from the Registrar or Department Chair.

Program Goals

- Provide students with both an understanding of the historical development of Chinese herbal medicine and the legal and ethical issues that arise in Chinese herbal medical practice.
- Teach the underlying philosophy and theory of Chinese Medicine according to diverse herbal medicine traditions.
- Provide comprehensive training in the basic foundations of Chinese herbal medicine including: herbal properties, key characteristics, methods of preparation, delivery and treatment, and the laws of combining medicinals.

- Provide comprehensive training in multiple herbal treatment strategies to allow for appropriate planning, execution, and evaluation of a treatment plan that includes both unmodified and customized herbal formulas.
- Train students in the nature and use of over 300 herbs detailed in the Chinese Materia Medica.
- Train students to utilize over 100 commonly used formulas and modifications for customization.
- Introduce the concepts of botany and plant identification.
- Teach plant biochemistry with an emphasis on safety and education in modern toxicity concerns and herb-drug interactions.
- Train effective practitioners of Chinese herbal medicine who are able to interview, diagnose, and write appropriate herbal formulas.
- Teach students how to set up, care for, and dispense from a Chinese herbal dispensary according to modern GMP standards.

Educational Objectives

- Acquire knowledge of the historical development of Chinese herbal medicine and the legal and ethical issues that arise in Chinese herbal medicine practice.
- Will learn the underlying philosophy and theory of Chinese medicine as it pertains to: Shan Han Lun, Wen Bing, Zang fu, and Chinese internal medicine
- Will be able to practice utilizing the basic foundations of Chinese herbal medicine including: herbal properties, key characteristics, methods of preparation, delivery and treatment, and the laws of combining medicinals.
- Will be able to plan, carry out, and evaluate a treatment plan with both unmodified and customized formulas using multiple herbal treatment strategies.
- Acquire knowledge of the nature and use of over 300 herbs detailed in the Chinese Materia Medica.
- Acquire knowledge of the use of over 100 commonly used formulas and modifications for customization.
- Will learn the basic principles of plant identification and taxonomy.
- Will be able to predict possible herb-drug interactions and toxicity concerns in a patient care setting.
- Become effective practitioners of Chinese herbal medicine who are able to interview, diagnose, and write appropriate herbal formulas
- Will be able to set up, care for, and dispense from a Chinese herbal dispensary according to modern GMP standards.

Employment Information

The Won Institute Chinese Herbal Medicine Certificate program is a post-baccalaureate certificate which provides comprehensive herbal medicine training for licensed acupuncturists and third year acupuncture students. The Chinese Herbal Medicine program is designed to be completed within two years and must be completed within three years. As of Fall 2021, the Won Institute has graduated eight cohorts of Chinese Herbal Medicine students with a graduation rate

of 84%. The Chinese Herbal Medicine Certificate program prepares students to enter the following fields as described by the US Department of Labor's Standard Occupational Classification codes:

- 29-9099.00 - Healthcare Practitioners and Technical Workers, All Other
- 29-1199.01 - Acupuncturists

Certificate in Chinese Herbal Medicine is a post-baccalaureate certificate for currently licensed acupuncturists or current acupuncture students; our Chinese Herbal Medicine alumni are qualified to enter this occupation. Students may enter this occupation prior to earning this certificate; however this certificate is required for the occupation in some states (e.g. Delaware, California).

Required Courses

AHM-related Herbal Studies (450 clock hours)

CHP 610	(45 clock hours)	Chinese Herbs & Formulas I
CHP 611	(45 clock hours)	Classical Chinese Medicine I
CHP 620	(45 clock hours)	Chinese Herbs & Formulas II
CHP 621	(45 clock hours)	Classical Chinese Medicine II
CHP 630	(30 clock hours)	Chinese Herbs & Formulas III
CHP 640	(45 clock hours)	Chinese Herbs & Formulas IV
CHP 640A	(45 clock hours)	Chinese Herbs & Formulas IV Seminar
CHP 650	(45 clock hours)	Chinese Herbs & Formulas V
CHP 650A	(45 clock hours)	Chinese Herbs & Formulas V Seminar
CHP 660	(15 clock hours)	Chinese Herbs & Formulas VI
CHP 660A	(45 clock hours)	Chinese Herbs & Formulas VI Seminar

Western Biomedical Sciences (60 clock hours)

CHP 633	(15 clock hours)	Intro to Botany
CHP 632	(45 clock hours)	Biochemistry of Plants

Clinical Training (210 clock hours)

CHP 515	(15 clock hours)	Clinical Observation I
CHP 525	(15 clock hours)	Clinical Observation II
CHP 535	(45 clock hours)	Clinical Internship I
CHP 545	(45 clock hours)	Clinical Internship II
CHP 555	(45 clock hours)	Clinical Internship III
CHP 565	(45 clock hours)	Clinical Internship IV

Sequential Curriculum

Year One

Term 1

CHP 610	(45 clock hours)	Chinese Herbs & Formulas I
CHP 611	(45 clock hours)	Classical Chinese Medicine I
CHP 515	(15 clock hours)	Clinical Observation I

Total: 105 clock hours

Term 2

CHP 620	(45 clock hours)	Chinese Herbs & Formulas II
CHP 621	(45 clock hours)	Classical Chinese Medicine II
CHP 525	(15 clock hours)	Clinical Observation II

Total: 105 clock hours

Term 3

CHP 630	(30 clock hours)	Chinese Herbs & Formulas III
CHP 633	(15 clock hours)	Intro to Botany
CHP 535	(45 clock hours)	Clinical Internship I

Total: 90 clock hours

Year Two

Term 1

CHP 640	(45 clock hours)	Chinese Herbs & Formulas IV
CHP 640A	(45 clock hours)	Chinese Herbs & Formulas IV Seminar
CHP 545	(45 clock hours)	Clinical Internship II

Total: 135 clock hours

Term 2

CHP 650	(45 clock hours)	Chinese Herbs & Formulas V
CHP 650A	(45 clock hours)	Chinese Herbs & Formulas V Seminar
CHP 555	(45 clock hours)	Clinical Internship III

Total: 135 clock hours

Term 3

CHP 660	(15 clock hours)	Chinese Herbs & Formulas VI
CHP 660A	(45 clock hours)	Chinese Herbs & Formulas VI Seminar
CHP 632	(45 clock hours)	Biochemistry of Plants
CHP 565	(45 clock hours)	Clinical Internship IV

Total: 150 clock hours

Faculty

Full Time

Carol A. Goldman, DACM, Dipl. Ac, L, MS

Chinese Herbal Program Director

DACM, Pacific College of Oriental Medicine

MSTOM, Pacific College of Oriental Medicine

Carol became an acupuncturist and a certified herbalist after her first acupuncture treatment successfully put her on the road to healing after a prolonged post H1N1 infection. There in the acupuncturists office at the foothills of the Sierra Madre mountains in Mexico, Carol knew she needed to add Acupuncture and Chinese herbal medicine to her established psychotherapy practice. Carol combines her acupuncture treatments with clinical counseling through the use of drum and tonal sounds to enhance the healing process. Notable experiences include - NYU Langone Labor and Delivery, NY VA Medical Center, Kamwo Meridian Pharmacy and Clinic, Columbia University Integrative Medicine. Carol completed her Doctorate in Chinese and Herbal medicine at The Pacific College of Health and Science, NY. She obtained her Master's in Clinical Psychology from Chestnut Hill College, and her undergraduate degree is from Jefferson University. Truly a Philadelphia native, Carol practices in Narberth, PA.

Adjunct

Suzanne Connole, MS, LAc

MSTOM, Pacific College of OM

BA, George Washington University

Suzanne received her acupuncture training at Pacific College of Oriental Medicine in New York. She maintains a private practice while advancing her knowledge and skills with continuing education and mentorships in tui na (Chinese massage), herbal medicine, nutrition, and gynecology. Most recently she completed a mentorship with Sharon Weizenbaum, and is studying classical herbology with Dr. Feng Shi Lun. Specializing in women's health issues, Suzanne is also a trained doula and childbirth acupuncturist. In addition to practicing, Suzanne is committed to training and teaching. Previously, she has taught in both the Herbology and Chinese Medicine departments at Pacific College and Tri State College of Acupuncture.

Kevin V. Ergil, DACM, LAc

DACM, Pacific College of Health and Science
MS, American College of Traditional Chinese Medicine
MA, University of Washington
BA, University of California at Santa Cruz

Dr. Kevin V. Ergil, LAc (NY), Diplomate in Oriental Medicine (NCCAOM), FNAAOM, is a practitioner of traditional Chinese medicine and acupuncture, since 1990. He is trained as an anthropologist and has studied, conducted field research, and published on Tibetan medicine. He has taught Chinese medicine since 1994 at a number of programs in numerous areas including clinical skills, clinical supervision, diagnosis, pharmacognosy, Chinese herbal medicine, medical research, ethics, and practice management. He has served as an acupuncture lead clinician at the Veterans Administration hospital in Canandaigua NY. He has served as President of the American College of Traditional Chinese Medicine, founding Dean and Director of the Pacific College of Oriental Medicine (Pacific College of Health and Science), New York Campus, Director of the Graduate Program in Oriental Medicine in the School of Health Sciences at Touro College, and as a Professor at the Finger Lakes School of Acupuncture and Oriental Medicine of NYCC. He is presently chair of the New York State Acupuncture Board. He has numerous publications.

Marnae C. Ergil, DACM, LAc

DACM, Pacific College of OM
MSTOM, Pacific College of OM
BA, Middlebury College

Dr. Marnae C. Ergil has been teaching Acupuncture and Chinese Herbal medicine since 1999. She is a licensed acupuncturist in NY and CA. Dr. Ergil began studying Chinese language in 1981 at Middlebury College, where she received her BA in East Asian Studies. She received her Master's degree in Anthropology in 1989 and her doctoral research to study the education of practitioners of Chinese medicine in China was funded by the National Academy of Sciences. She received her Master's in Traditional Oriental Medicine from Pacific College of Oriental Medicine in 1997 and her Doctor of Acupuncture and Chinese Medicine in 2016. Her study of Chinese medicine began in 1987 when she did an internship with Hen Sen Chin in Seattle and continued at the Tianjin College of Traditional Chinese Medicine in Tianjin, China. In 2005 she began her study of Chinese Medicine dermatology and in 2017 she was awarded a diploma Chinese Medicine Dermatology. Dr. Ergil is the co-author of the Pocket Atlas of Chinese Medicine, the translator of Practical Diagnosis in Traditional Chinese Medicine and co-translator of Jiao Shu-De's Ten Lectures on the Use of Chinese Medicinals.

Elizabeth Liddell, MS, LOM

MSOM, Southwest Acupuncture College
BA, Bucknell University

Elizabeth Liddell is a registered acupuncturist, a graduate of Bucknell University and Southwest Acupuncture College, with NCCAOM board-certifications in both acupuncture and Chinese herbal medicine. Born and raised in Philadelphia, she did her acupuncture training in Boulder, Colorado, where she had access to a wonderful community of educators. Her training is TCM-based, and she provides TCM-style herbal prescriptions while incorporating TCM, Japanese and meridian based styles into her acupuncture treatments. As an adjunct faculty member at the WON Institute in Glenside, Elizabeth enjoys teaching the growing numbers of enthusiastic acupuncture and herbal students in PA.

**Holly Prescott, LAc, Dipl. Ac
Dispensary Manager**

MAc, Won Institute of Graduate Studies
BA, University of Pennsylvania

Holly Prescott received her Master's degree in Acupuncture Studies in 2015 from the Won Institute of Graduate Studies, graduating with distinction as valedictorian of her class, and then continued her studies there, completing the Chinese Herbal Program in 2017. She received her Bachelor's degree from the University of Pennsylvania in 2000, dual majoring in Biology and Germanic Studies. After college, she worked in several labs, including researching oncogenes at Crozer Chester Medical Center and co-authoring articles in multiple cancer research journals. She traveled to China in 2006 for martial arts training and spent time at a TCM hospital in Beijing, sparking her passion for East Asian Medicine. She has done intensive qigong training and has multiple qigong certifications. Holly currently works in both community and private practice in Philadelphia.

DOCTOR OF ACUPUNCTURE PROGRAM



Program Overview

The Doctor of Acupuncture program (DAc) prepares students for a career in the growing industry of integrative and alternative medicine. Students enrolled in our four-year DAc program gain a comprehensive understanding of Chinese medical theory and the ancient and modern uses of acupuncture. Rigorous academic instruction and early clinical exposure are the hallmarks of our program. Hybrid course presentations allow students to complete courses both online and in the classroom. The fourth year of the program is presented as an online, asynchronous learning experience. Our diverse faculty, many of whom have been trained throughout the world, provide quality teaching steeped in both the ancient and modern traditions of Traditional Chinese Medicine and Five Element Acupuncture.

The Doctor of Acupuncture program leads to a Doctor of Acupuncture (DAc) degree. The purpose of the program is to produce doctorally prepared professional acupuncture healthcare practitioners trained in a broad approach to healing. The training includes an understanding of meditation and mindfulness for both the practitioner and the patient, allowing the practitioner to focus on the whole person including body, mind, and spirit. The program teaches and integrates the best of several acupuncture modalities such as Traditional Chinese Medicine and Five Element Acupuncture to help students best serve their patients.

The Doctor of Acupuncture program prepares students to sit for the NCCAOM national board exams that are required for licensure as an acupuncturist (LAc) in many states including Pennsylvania (PA). The scope of the program is acupuncture and does not include training in Chinese herbal medicine or licensure in Oriental medicine (LOM). Any additional legal requirements and procedures for licensure in acupuncture can be found on the websites of the PA State Board of Medicine and NCCAOM. Students interested in practicing acupuncture outside of PA are responsible for researching the licensing requirements for any state in which they plan to practice. State licensure requirements do change, and all students are encouraged to review state licensing requirements regularly. Additional information on the licensing process is available from the Registrar, the Program Director, or the Department Chair.

The Doctor of Acupuncture program includes a clinical internship, which is one of the most important and unique parts of the program, because it provides students with a place to immediately put acupuncture training into practice. DAc students spend four terms of the program completing a clinical internship onsite at the Won Institute, where they have the opportunity to treat patients under the supervision of experienced acupuncture faculty. The first two terms of the clinical internship are focused on implementing the Five Elements of Acupuncture and Traditional Chinese Medicine treatment plans. During the final two terms of their clinical internship, DAc students focus on developing their own identity as acupuncturists and have the freedom to craft their own treatment regimens with guidance from the faculty. This experience gives our Doctor of Acupuncture graduates the confidence they need to effectively treat patients in their own practice.

Developed by the faculty and staff of the Won Institute of Graduate Studies in conjunction with subject matter experts and specialists in both online and classroom course delivery, the Doctor of

Acupuncture program is designed to prepare its graduates for leadership in the field of acupuncture and integrative medicine.

Program Goals

The goals of the Doctor of Acupuncture program are to:

- Provide the philosophical basis and practical means for the integration of compassion, spirituality, and meditation into the practice of acupuncture, community wellness and personal wellness initiatives, and one's own life.
- Teach the specific skills of meditation such as self-awareness, listening ability, focus, clarity, and equanimity in order to expand the effectiveness of the acupuncture practitioner.
- Teach the underlying philosophy and theory of Acupuncture Medicine according to diverse acupuncture traditions.
- Teach the diagnostic and treatment skills necessary for treating patients according to diverse acupuncture techniques and styles.
- Teach the integration of Eastern energetic and Western biomedical theories of health and disease.
- Train effective practitioners of acupuncture who are able to provide for the safety and well-being of their patients and themselves.
- Teach students when and how to make informed and appropriate referrals to physicians and other practitioners.
- Teach the scope of acupuncture practice and how to make informed decisions that are in the patient's best interest.
- Teach effective practice management and business skills needed for a successful acupuncture practice.
- Teach scope and methodology of research in the field of acupuncture.
- Provide students with a thorough understanding of the different patient care systems in the United States.
- Teach students biomedical diagnostic methods to improve patient care and clinical outcomes.
- Provide students with an understanding of the role of integrative health in community wellness initiatives.
- Provide students with an understanding of their collaborative roles and responsibilities in the contemporary health care system.
- Teach students the methods of formulating and implementing plans for professional self-assessment and professional development.
- Teach students the principles and methods to incorporate critical thinking and analysis, scholarship, research, and evidence-based medicine/evidence-informed practice into patient care models.
- Provide degree parity with other healthcare professions that award professional doctoral degrees.

Educational Objectives

The educational objective of the Doctor of Acupuncture program is to support the student in the achievement of the 54 Masters Level and 28 Doctoral Level Competencies that have been determined by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and our professional community to support doctoral education in the field of acupuncture. These ACAHM competencies are found in the ACAOM accreditation standards.

Masters Level Competencies

**Adopted from the Accreditation Commission of Acupuncture and Oriental Medicine (ACAOM)*

Patient Care: Foundational Knowledge

The learner must demonstrate the ability to acquire and utilize the knowledge of AOM basic principles, modes of diagnosis, and treatment strategies in the care of patients.

Patient Care: Critical Thinking and Professional Judgment

The student must demonstrate the ability to:

- Engage in good judgment that relies on knowledge and experience, is sensitive to context, and is self-correcting.
- Apply critical thinking skills, professional judgment, and cultural sensitivity to patient health care concerns.
- Document and support AOM treatment choices.
- Identify, locate, and assess appropriate sources of information to support professional judgment and the analysis of clinical courses of action.

Patient Care: History Taking and Physical Examination

The student must demonstrate the ability to:

- Provide a comfortable, safe environment for history taking and the patient examination.
- Conduct a history and physical examination with appropriate documentation.
- Recognize clinical signs and symptoms that warrant referral to, or collaborative care, with other health professionals.

Patient Care: Diagnosis

The student must demonstrate the ability to:

- Collect and organize relevant information to facilitate the development of a diagnosis
- Access relevant resources such as classical and modern literature, research literature, and clinical experience in arriving at a diagnosis.
- Formulate an Oriental medicine diagnosis pursuant to AOM principles and theory.
- Describe and apply the biomedical pathophysiological process responsible for the patient's clinical presentation.

- Integrate relevant physical exam findings, laboratory, and diagnostic tests and procedures into an AOM diagnosis.
- Explain the subjective and objective findings that warrant consultation with or referral to other health care providers.

Patient Care: Case Management

The student must demonstrate the ability to:

- Describe the role of the patient in successful treatment outcomes.
- Demonstrate cultural competence in case management.
- Employ a comprehensive process for the care of patients.
- Collaborate with the patient to develop short, medium, and long term treatment plans.
- Modify plans consistent with changes in the patient's condition.
- Assess patient outcomes.
- Communicate with other health care providers to determine an appropriate plan of care.
- Manage inappropriate patient behavior.
- Educate patients about behaviors and lifestyle choices that create a balanced life and promote health and wellness.
- Provide a report of findings and health care plan to the patient.
- Create reports and professional correspondence relevant to the care of patients.
- Identify a range of referral resources and the modalities they employ.
- Use information systems in case management.

Patient Care: AOM Treatment

The student must demonstrate the ability to:

- Describe the principles and methods of AOM treatment modalities including contraindications.
- Accurately locate acupuncture points and articulate their functions.
- Safely use acupuncture equipment and administer the acupuncture treatment consistent with CNT and OSHA protocols.
- Safely and effectively administer when appropriate other AOM treatment modalities which may include moxibustion, electrical stimulation, cupping, gua sha, bleeding and manual therapy and administer additional modalities such as magnetic and laser stimulation, taiqi, and qigong.
- For an AOM medicine program: demonstrate knowledge of elementary concepts of botany and common plant chemical constituents, Materia Medica, herbal dosages, formulary, dispensary practices, safety and toxicity issues, including contraindication, drug-herb interactions, herbal storage, and adverse events reporting, developments in herb research, endangered species and alternatives, diet counseling, and exercise/breathing therapy.
- For an Oriental medicine program, accurately prepare, explain and safely administer herbal formulas and patent medicines based on the patient's condition.

Patient Care: Emergency Care

The student must demonstrate the ability to:

- Identify subjective and objective findings that indicate urgent referral.
- Identify risk factors and findings that suggest medical conditions requiring referral.
- Implement key emergency first-aid procedures, including CPR.
- Describe the legal implications of providing emergency care.
- Describe correct emergency care documentation, and follow-up procedures.
- Develop an emergency care plan for private office and multi-disciplinary settings.

Systems-Based Medicine: Education and Communication

The student must demonstrate the ability to:

- Summarize the applicability of AOM to bio medically-defined diseases and syndromes.
- Communicate with other health care professionals in their own terms.
- Demonstrate knowledge of other health care disciplines.
- Discuss AOM in terms of relevant scientific theories.
- Articulate expected clinical outcomes of AOM from a biomedical perspective.
- Translate, explain and discuss AOM terminology in order to communicate effectively.
- Demonstrate AOM techniques and discuss their relevance in multi-disciplinary settings.
- Access relevant and appropriate information from a wide variety of sources to support the education of colleagues.
- Describe and discuss the clinical scope of AOM in an informed, authoritative, and appropriate manner.

Professional Development: Ethics and Practice Management

The student must demonstrate the ability to:

- Apply data and information concerning confidentiality and HIPAA, informed consent, scope of practice, professional conduct, malpractice and liability insurance, requirements of third-party payors, OSHA, professional development, other applicable legal standards to improve practice management, and records management systems.
- Develop risk management and quality assurance programs.
- Practice ethically and behave with integrity in professional settings.
- Articulate the strengths and weaknesses of multiple practice and business models, and be able to create and implement:
 1. Practice and office policies and procedures.
 2. Business and professional plans designed to support success in professional practice.
 3. Marketing and outreach plans designed to support success in professional practice.
- Describe and apply a variety of billing and collection systems.
- Demonstrate use of electronic health records and electronic medical records systems.

Doctoral Level Competencies

*Adopted from the Accreditation Commission of Acupuncture and Herbal Medicine (ACAHM)

Patient Care: Advanced Diagnostic Studies

The student must demonstrate the ability to:

- Describe the relevant laws and regulations, including scope of practice, that may govern or limit conducting diagnostic studies.
- Explain the clinical indications, risks, and benefits for diagnostic procedures.
- Outline the principles and applications of equipment utilized for diagnostic imaging, laboratory, and other relevant diagnostic tools.
- Assess written diagnostic reports, including the range of values that distinguish normal from abnormal findings, as relevant to patient care and communication with other health care providers.
- Review findings from relevant diagnostic studies with objective and subjective findings from the assessment of the patient.
- Communicate effectively with other health care providers regarding the results of diagnostic studies.

Systems-Based Medicine: Patient Care Systems

The student must demonstrate the ability to:

- Guide a patient into health care systems, e.g., homeless care, elder care, and family services.
- Identify, describe, and assess possible solutions to healthcare disparities due to socioeconomic factors.
- Describe the role of AOM professionals within current health care systems and the impact of that role on patient care.
- Employ patient care in the context of relevant health care systems.
- Differentiate between models of care and treatment modalities.

Systems-Based Medicine: Collaborative Care

The student must demonstrate the ability to:

- Recognize the impact that organizational culture and established systems have on patient care.
- Interact appropriately and skillfully with other members of the health care team and within that health care system.
- Describe the prevailing and emerging organization, structure and responsibilities of the health care team.
- Discuss, in the appropriate context, the patient's condition using vocabulary and concepts common to other members of the health care team.
- Articulate the importance of supporting and participating in professional activities and organizations.
- Compare and contrast common medical models.

Professional Development: Formulating and Implementing Plans for Individual Professional Development

The student must demonstrate the ability to:

- Identify and remediate areas of professional weakness.

- Propose improvement methods in the analysis of practice for the purpose of developing a program of learning on a lifelong basis.
- Identify sources of ongoing professional development, education, and research, both classical and contemporary.
- Describe emerging technology systems for information access and management.
- Assess professional development needs, and use available professional development resources to respond to changes in the local, state, regional, and national health care environment.

Professional Development: Incorporating Scholarship, Research and Evidence-Based Medicine, and Evidence-Informed Practice into Patient Care

The student must demonstrate the ability to:

- Describe evidence-based medicine and evidence-informed practice; and differentiate between the two.
- Describe data collection methods to facilitate information dissemination in the field.
- Assess research, including hypothesis, design, and methods, both qualitative and quantitative.
- Describe the role and purposes of outcomes research.
- Modify treatment plans and protocols using new information from current quantitative and qualitative research.
- Use evidence-based medicine and evidence-informed practice to improve the patient care process.

Doctor of Acupuncture Program Completion Track

The Doctor of Acupuncture Program completion track is for Master's-trained and licensed acupuncture practitioners who are interested in elevating their career and achieving degree parity with other doctorally prepared healthcare providers. The fourth year of the Doctor of Acupuncture program is considered the completion track year. The Doctor of Acupuncture program completion track awards a Doctor of Acupuncture degree upon completion of the program.

The Doctor of Acupuncture Program completion track is designed to engage acupuncturists seeking to expand their clinical relationships, improve patient outcomes, and professionally engage the rapidly changing American healthcare system. As a regionally accredited institution, Won Institute is proud to offer the first wholly online, largely asynchronous (completed on your own time schedule) doctoral program completion track in the Mid-Atlantic region.

The Doctor of Acupuncture Program completion track consists of a one year professional program that is offered in an asynchronous, online format. The program consists of eight courses equaling 24 credits and a community based clinical experience. The program, which is designed to be completed in one year, provides 390 hours of doctoral level course work completed over the course of three semesters. Each semester, depending upon the course load, requires

approximately 90-150 hours of participation, averaging 9-10 hours a week of contact time, in addition to study and preparation.

At the beginning of the program, students will complete a tuition-free online orientation course designed to help them succeed in their program course work. The program is designed to provide an experience that strongly supports professional development and has the potential to improve practice opportunities.

Won Institute's Doctor of Acupuncture program completion track is designed to respect the time and economic resources of the busy professional. A focused, actionable doctoral level curriculum supports the student's professional development in a manner that is aligned with improved patient outcomes and professional relationships.

Required Courses

The full professional doctorate program consists of 147 credits. The program, which is designed to be completed in four years, provides 2790 hours of professional doctoral level course work.

Acupuncture Medical Theory, Diagnosis & Treatment Technique (60 credits)

AcS 500	(2 credits)	Nutrition and Food Energetics
AcS 501	(4 credits)	Acupuncture Medical Theory I
AcS 502	(4 credits)	Acupuncture Medical Theory II
AcS 503	(4 credits)	Acupuncture Medical Theory III
AcS 511	(4 credits)	Differentiation of Disease I
AcS 512	(4 credits)	Differentiation of Disease II
AcS 530	(3 credits)	Diagnostic Techniques (Tongue, Pulse)
AcS 531	(non-credit)	Clean Needle Technique (CCAHM CNT)
AcS 532	(1 credit)	Needle Technique Practicum I
AcS 545	(2.5 credits)	Point Location and Energetics I
AcS 545L	(1.5 credits)	Point Location and Energetics I LAB
AcS 546	(2.5 credits)	Point Location and Energetics II
AcS 546L	(1.5 credits)	Point Location and Energetics II LAB
AcS 547	(2 Credits)	Five Element Point Energetics and Treatment Planning
AcS 565	(1 credit)	Asian Bodywork Therapy I (Tuina)
AcS 632	(1 credit)	Needle Technique Practicum II
AcS 665	(2 credits)	Asian Bodywork Therapy II (Advanced Tuina)
AcS 690	(4 credits)	Acupuncture Medical Theory IV
AcS 691	(3.5 credits)	Acupuncture Medical Specialties I
AcS 692	(3.5 credits)	Acupuncture Medical Specialties II
CC 551	(0.5 credits)	Sitting Meditation*
CC 571	(0.5 credits)	Sitting Meditation*
CC 581	(0.5 credits)	Sitting Meditation*
CC 510	(0.5 credits)	Moving Meditation I*
CC 520	(0.5 credits)	Moving Meditation II*
CC 521	(0.5 credits)	Moving Meditation III*

Elective	(3 credits)	WBS, or CC Elective**
DAC 7301	(3 Credits)	Nourishing Life: Integrative Medicine for Community Health and Wellness

*The three sitting meditation courses need not be taken in numerical sequence, whereas the Moving Meditation courses *must* be taken in sequence.

**Students must take either one additional 3-credit elective course from Won Buddhist Studies or Common Courses, or they may complete one 3-credit Research Project (AcS 688 Acupuncture Research Project elective). These additional courses may require attendance on days outside of the regular Acupuncture Course Schedule.

Western Biomedical Sciences (27 credits)*

AcS 504	(non-credit)	Cardiopulmonary Resuscitation (CPR)
AcS 580	(1.5 credits)	Surface Anatomy I
AcS 581	(1.5 credits)	Surface Anatomy II
AcS 590	(2 credits)	Physiological Medicine I
AcS 591	(2 credits)	Physiological Medicine II
AcS 592	(2 credits)	Physiological Medicine III
AcS 600	(2 credits)	Integrative Physiological Medicine
AcS 601	(3 credits)	Disease Management and Prevention I
AcS 602	(3 credits)	Disease Management and Prevention II
AcS 603	(3 credits)	Disease Management and Prevention III
AcS 604	(3 credits)	Disease Management and Prevention IV
AcS 605	(1 credit)	Issues in Primary Care Medicine
DAC 7103	(3 Credits)	Biomedical Diagnostics: Imaging Studies and Laboratory Values

*6 additional credits fulfilled by Anatomy & Physiology I & II

Clinical Training (32 credits)

AcS 551	(1.5 credits)	Clinical Observation I
AcS 552	(1.5 credits)	Clinical Observation II
AcS 553	(0.5 credits)	Clinical Observation III
AcS 554	(1.5 credits)	Clinical Observation IV
AcS 641	(2 credits)	Clinical Skills / Mentor Group I
AcS 642	(2 credits)	Clinical Skills / Mentor Group II
AcS 651	(4 credits)	Clinical Internship I
AcS 652	(6 credits)	Clinical Internship II
AcS 653	(6 credits)	Clinical Internship III
AcS 654	(4 credits)	Clinical Internship IV
DAC 7302	(3 Credits)	East meets West: Clinical Collaboration and Cooperation**

**DAC 7302 is 2 credits clinical and 1 credit didactic

Ethics & Practice Management (18 credits)

AcS 673	(2 credits)	Medical Ethics
AcS 682	(3 credits)	Practice Management I
AcS 684	(2 credits)	Practice Management II
CC 591	(2 credit)	Mental Health: Special Topics
DAC 7101	(3 Credits)	Leadership in Integrative Medicine
DAC 7201	(3 Credits)	Career and Professional Development: Advancement & Options
DAC 7202	(3 Credits)	Healthcare Systems and Systems-Based Practice

Research (9 credits)

AcS 515	(3 credits)	Research in Acupuncture Medical Theory
DAC 7102	(3 Credits)	Medical Research Methodology
DAC 7303	(3 Credits)	Research Proposals: From Creation to Publication

Chinese Medical Language (1 credit)

AcS 505	(1 credit)	Chinese Medical Language
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Sequential Curriculum

Year One***Term 1***

AcS 501	(4 credits)	Acupuncture Medical Theory I
AcS 515	(3 credits)	Research in Acupuncture Medical Theory
AcS 545	(2.5 credits)	Point Location and Energetics I
AcS 545L	(1.5 credits)	Point Location and Energetics I LAB
AcS 551	(1.5 credits)	Clinical Observation I
AcS 590	(3 credits)	Physiological Medicine I
CC 510	(0.5 credits)	Moving Meditation I

Term 2

AcS 502	(4 credits)	Acupuncture Medical Theory II
AcS 546	(2.5 credits)	Point Location II
AcS 546L	(1.5 credits)	Point Location and Energetics I LAB
AcS 552	(1.5 credits)	Clinical Observation II
AcS 591	(3 credits)	Physiological Medicine II
CC 551	(0.5 credits)	Sitting Meditation

Term 3

AcS 503	(4 credits)	Acupuncture Medical Theory III
AcS 553	(0.5 credits)	Clinical Observation III
AcS 565	(1 credit)	Asian Bodywork Therapy I

AcS 592	(3 credits)	Physiological Medicine III
AcS 600	(2 credits)	Integrative Physiological Medicine

Year Two***Term 1***

AcS 500	(2 credits)	Nutrition & Food Energetics
AcS 511	(4 credits)	Differentiation of Disease I
AcS 530	(3 credits)	Diagnostic Techniques (Tongue, Pulse)
AcS 532	(1 credit)	Needle Technique Practicum I
AcS 554	(1.5 credits)	Clinical Observation IV
AcS 601	(3 credits)	Disease Management and Prevention I
AcS 641	(2 credits)	Clinical Skills / Mentor Group I
CC 520	(0.5 credits)	Moving Meditation II

Term 2

AcS 512	(4 credits)	Differentiation of Disease II
AcS 547	(2 credits)	Five Element Point Energetics and Treatment Planning
AcS 602	(3 credits)	Disease Management and Prevention II
AcS 632	(1 credits)	Needle Technique Practicum II
AcS 642	(2 credits)	Clinical Skills / Mentor Group II
AcS 690	(4 credits)	Acupuncture Medical Theory IV
CC 571	(0.5 credits)	Sitting Meditation

Term 3

AcS 505	(1 credit)	Chinese Medical Language
AcS 603	(3 credits)	Disease Management and Prevention III
AcS 651	(4 credits)	Clinical Internship I
AcS 673	(2 credit)	Medical Ethics
CC 590	(1 credit)	Listening Skills for Health Care Providers

As Available

AcS 504	(non-credit)	Cardiopulmonary Resuscitation (CPR)**
AcS 531	(non-credit)	Clean Needle Technique (CCAHM CNT)**
Elective	(3 credits)	WBS, CC Elective, or, AcS 688 Research Project***

Year Three***Term 1***

AcS 604	(3 credits)	Disease Management and Prevention IV
AcS 652	(6 credits)	Clinical Internship II
AcS 691	(3.5 credits)	Acupuncture Medical Specialties I
CC 521	(0.5 credits)	Moving Meditation III

Term 2

AcS 653	(6 credits)	Clinical Internship III
AcS 665	(2 credits)	Asian Bodywork Therapy II (Advanced Tuina)
AcS 682	(3 credits)	Practice Management I
AcS 692	(3.5 credits)	Acupuncture Medical Specialties II
CC 581	(0.5 credits)	Sitting Meditation

Term 3

AcS 605	(1 credit)	Issues in Primary Care Medicine
AcS 654	(4 credits)	Clinical Internship IV
AcS 684	(2 credits)	Practice Management II
CC 591	(2 credits)	Mental Health: Special Topics

Year Four (Completion Track Year)***Term 1***

DAC 7101	(3 Credits)	Leadership in Integrative Medicine
DAC 7102	(3 Credits)	Medical Research Methodology
DAC 7103	(3 Credits)	Biomedical Diagnostics: Imaging Studies and Laboratory Values

Term 2

DAC 7301	(3 Credits)	Nourishing Life: Integrative Medicine for Community Health and Wellness
DAC 7302	(3 Credits)	East meets West: Clinical Collaboration and Cooperation - 75 hours****
DAC 7303	(3 Credits)	Research Proposals: From Creation to Publication

Term 3

DAC 7201	(3 Credits)	Career and Professional Development: Advancement & Options
DAC 7202	(3 Credits)	Healthcare Systems and Systems-Based Practice

**These courses are not part of the curriculum and must be taken off-site at some additional cost.

***Electives may be taken in the student's preferred term, as offered. Most students take their elective in Year 2.

****Course DAC 7302 consists of one didactic credit and 2 clinical credits.

Faculty

Full Time

Benjamin W. Griffith II, MAc, LAc, Dipl. Ac, Chair, Assistant Professor
MAc, Maryland University of Integrative Health

BA, Gettysburg College

After earning a BA from Gettysburg College, a MAc from Maryland University of Integrative Health in Laurel, MD, and also being both state and nationally board certified, Ben began a private practice in 1997 in Media, PA. He has practiced in the Crozer Keystone Health System since 2001. First running a Ryan White program in their Community Division treating individuals with HIV until 2016 and now treating in their Detox and inpatient Rehab program, First Steps Treatment Center. Also, as a strong advocate for greater public access to acupuncture in the state of Pennsylvania, he served as Director of Legislative Affairs, President, and Government Liaison for the Association for Professional Acupuncture in Pennsylvania between 1997 and 2016. During that time, he was chief strategist and advocate for four Pennsylvania legislative bills becoming state law. These monumental changes have affected the day-to-day practice of Acupuncture in the state and have allowed for schools of Acupuncture and East Asian Medicine to open in Pennsylvania. After having been a faculty member at the Won Institute of Graduate Studies since 2007, he was named Acupuncture Department Chair in August 2016. Ben completed a certification program in Traditional Korean Medicine at the Wonkwang University in Iksan, South Korea and is currently pursuing his Doctor of Acupuncture degree from the Won Institute.

Doreen Lafferty, MAc, LAc, Dipl. Ac, OTR/L, LMT, Director of Clinical Education and Services.

Certificate in Chinese Herbal Medicine, Won Institute of Graduate Studies
MAc, Won Institute of Graduate Studies
BS Occupational Therapy, Temple University

Doreen Lafferty serves as the Director of Clinical Education and Services. She is a graduate of the Won Institute where she was granted a Master in Acupuncture in 2008, and a Certificate of Chinese Herbal Medicine in 2015. She graduated from Temple University with a Bachelor of Science in Occupational Therapy in 1988. Doreen is also a licensed Occupational Therapist, Massage Therapist, and is a certified Acudetox specialist. Doreen is currently pursuing her Doctor of Occupational Therapy degree from Salus University.

Janet Leidy, DHSc, DAc, MAc, LAc, LOM, Dipl. OM, BCTMB, LMT

Doctor of Acupuncture Program Director, Associate Professor

Dipl. OM (NCCAOM)

BCTMB (NCBTMB)

Doctor of Health Science (DHSc), Nova Southeastern University

Doctor of Acupuncture (DAc), Won Institute of Graduate Studies

Master of Acupuncture (MAc), Won Institute of Graduate Studies

Bachelor of Arts (BA), Rowan University

Certificate in Chinese Herbal Medicine, Won Institute of Graduate Studies

Certificate in Traditional Korean Medicine, WonKwang University, Iksan, South Korea

Massage Therapy Diploma: PA Institute of Massage Therapy

Dr. Janet Leidy serves as the Director of the Doctor of Acupuncture Program and also serves as Associate Professor in both the Doctor of Acupuncture and Acupuncture Studies Programs. She

served as Chair of the Acupuncture Studies department from 2011 to 2016. She is a licensed acupuncturist (L.Ac.) and a licensed practitioner of Oriental Medicine (L.OM.) who is board certified with the NCCAOM. She is also a licensed massage therapist and is board certified with the NCBTMB. She has an extensive background in both the teaching and practice of Bodywork and the Healing Sciences. In 2002, she founded the National Academy of Massage Therapy & Healing Sciences where she served as Campus Director and Director of Massage Therapy Education from 2002 to 2010. She sold the school to the Lansdale School of Business, but remained on as department chair until 2011. Dr. Leidy received a Doctor of Health Science from Nova Southeastern University, a Doctor of Acupuncture from the Won Institute of Graduate Studies, and a Masters in Acupuncture from the Won Institute of Graduate Studies where she graduated as valedictorian of her class. She also completed the Chinese Herbal Medicine Program at the Won Institute. Dr. Leidy completed a certification program in Traditional Korean Medicine at the Wonkwang University in Iksan, South Korea. She operates her private practice, Acupuncture For Life, in Lansdale, PA.

Lynn Mitchell, RN, LAc, Dipl. Ac, Professor Emerita

Lic. Ac, College of Traditional Chinese Acupuncture (UK)

PhD, California Institute of Integral Studies in Philosophy and Religion

Dipl. Ac (NCCAOM)

BSN, University of Delaware

Dr. Lynn Mitchell's diverse healing career and decades-long contribution to the flourishing of acupuncture in America began with intensive study of Five Element Acupuncture in the early 1980's while working as a medical-surgical and psychiatric nurse. She then served as President of the Pennsylvania Acupuncture Association and pioneered the passage of legislation to legalize acupuncture for non-physicians in Pennsylvania and became among the first practitioner in the country to receive licensure in Pennsylvania and New Jersey, as well as achieving national Diplomate Status by the mid 1980's. She maintained a private acupuncture practice, began raising three sons, and pursued extensive study in cross-cultural healing, meditational feng shui, and researching ancient and contemporary women's contributions to the evolution of our global culture. In the early 2000's, she turned her attention to fostering educational excellence in the training of future acupuncturists and served as a national evaluator for the Accreditation Commission for Acupuncture and Oriental Medicine, and Dean of Clinical Studies at the Eastern School of Acupuncture and Oriental Medicine.

Dr. Mitchell joined the Won Institute in 2005, and dedicated her career in service to the educational flourishing of the Institute as full-time Associate Professor, Clinic Director, Acupuncture Studies Chair (leading the department to full accreditation by 2010), Chief Academic Officer, ACAHM consultant, and Chair of the Academic and Student Affairs Committee of the Board of Trustees. She also completed her doctoral degree in Philosophy and Religion with a concentration in Women's Spirituality in 2015. In the Board of Trustees Resolution of May 2017, it was declared "... her willingness to advocate for faculty, students, and alumni and to share her wisdom and expertise with the Board and with the President has resulted in a stronger Institute and has earned her the nickname--Heart of the Institute." In 2019, the President appointed her the first Professor Emerita in recognition of her many years of

distinguished service, and she looks forward to continuing to support the Institute with great joy and inspiration in this new mentoring role.

Seung H. Song, MA, MSAOM, Assistant Professor

DAc., Won Institute of Graduate Studies, Glenside, PA

MS, Acupuncture and Oriental Medicine, South Baylo University

MA, Won Buddhist Meditation, Wonkwang University

BA, Won Buddhism, Wonkwang University

BA, Yoga Meditation, Wonkwang Digital University

Seung H. Song was ordained as a Won Buddhist minister in 2001. Rev. Song was fortunate to spend his early meditation training with the Venerable Master Daesan (Third Head Dharma Master of Won Buddhism), which allowed him to serve as a Buddhist Chaplain in the Korean Army from 1991 to 1993. He has won awards in International Martial Arts competitions and has taught in Korea, China and the USA. He has practiced the external martial arts of Taekwondo and Hapkido and his sincere study of internal martial arts of Tai Chi, Baguazhang, as well as the healing Qigong and Yoga for over 30 years. Rev. Song is endeavoring to develop programs for sitting and moving meditation as well as the healing and living meditation for daily life. He has created “Warm Heart Supple Body,” “ShipSang Meditation,” “Buddha’s Mudra Meditation,” and more. He has guided retreat groups in moving and sitting meditation across the country and Internationally. He has learned Korean Hwa (Harmonizing) Acupuncture, Saam (Four Needle) Acupuncture, and Sasang medicine (Four constitution).

Adjunct

Ann-Marie Anderson, DAc, LAc, NCCAOM Dipl Ac.

Ann-Marie received her Bachelor of Arts in Psychology and Women’s Studies from Rutgers University in New Jersey and her Master’s and Doctor of Acupuncture with distinction from Won Institute of Graduate Studies in Pennsylvania. Her study of acupuncture and its other modalities have taken her to Iksan, South Korea where she studied at the Won Kwang University. Dr. Anderson believes in creating a healthcare partnership with her patients. She provides individualized, health-affirming treatment plans which invite the body to balance and heal. Her professional affiliations include the APA, the NJAOM, the ASA, the Society for Integrative Oncology, and the Institute for Functional Medicine. She is a certified social worker and a certified Empowered Relief™ educator. She practices in NJ and PA.

Ryan Collins, MAc, Dipl. Ac, LAc

A graduate of the Won Institute, Ryan is nationally certified by the NCCAOM as a diplomate of acupuncture. Utilizing Traditional Chinese Medicine, Five Element Acupuncture, and channel theory, he uses cupping, e-stim, moxibustion, and gua sha to serve clients on their journeys toward wholeness. Ryan practices at Blue Lotus Acupuncture in Doylestown, Pennsylvania, where he has a particular focus on resolving trauma in the body.

Ashley Davis-Anthony, MS

MS, University of South Carolina
BS, College of Charleston

Ashley Davis-Anthony has been an instructor in higher education since 2013, and is currently focusing on teaching Anatomy and Physiology. She is committed to assisting students achieve their dreams of becoming proud members of the medical community. She currently resides in Kentucky with her family.

Doren Day, LAc, Dipl. Ac, CZB

Trained under J.R. Worsley's daughter, Hilary Skellon, at the Institute of Taoist Education in Colorado, in practice since 2004. After completing Teacher Training with the Worsley Institute I joined the faculty at ITEA for 6 years, teaching in the classroom and supervising in the student clinic. I am a certified Zero Balancer and have also trained in other ancient traditions and modalities including acupuncture, Medical Qi Gong, meditation and energy moving exercises like Tai Chi and Qi Gong. Nationally certified Diplomate in Acupuncture (NCCAOM) and licensed by the States of Pennsylvania and Colorado, also a member of the Association for Professional Acupuncture and the Zero Balancing Association. Whether it's through teaching or treating clients directly, I am happiest when I am fulfilling my purpose - helping people find healing and balance.

Monica Fauble

MAc, Won Institute of Graduate Studies
 MA, University of Maine
 BA, University of North Carolina at Asheville

Monica Fauble received her Masters Degree in Acupuncture from the Won Institute of Graduate Studies. She also holds a MA in English from the University of Maine and a BA in English & Creative Writing from the University of North Carolina at Asheville. A lifetime member of the Worsley Institute, Monica practices Five-Element Acupuncture and has a particular focus on helping women who feel overwhelmed by ongoing health issues. She is in private practice in Philadelphia with offices in West Philly and Center City.

Lisa M. Graham, MAc, LAc, DiplAc

Dipl. Ac, NCCAOM
 DAc and MAc, Won Institute of Graduate Studies
 Certified Provider of Hospice and Palliative Care Acupuncture
 MS Quality Assurance/Regulatory Affairs, Temple University
 MSA Health Services Administration, Central Michigan University
 BS Biology, Delaware Valley University

Lisa, who has both a Doctor of Acupuncture degree (DAc) and a Master of Acupuncture degree (MAc) was inspired to become an acupuncturist after personally experiencing the positive benefits of acupuncture on physical, emotional, and spiritual levels. Leaving a lengthy career in the research and biotechnology field, she returned to the classroom because she was amazed at the power of this medicine and what it has to offer and wanted to share this gift with the

community Since graduating, she's experienced working in various settings, serving as an instructor, student clinic supervisor, and clinician working with a diverse range of conditions and people at different stages of health. She has continued to expand her clinical skills through specialized studies in hospice and palliative care and stroke rehabilitation. Her treatment philosophy is to treat the whole person, addressing all aspects of the patients' lives. She is committed to change people's lives sustainably by giving them the tools they need to become informed about their health and participate in the journey of healthy living.

Carol A Goldman, DACM, Dipl. Ac, LOM, MS

DACM, Pacific College of Oriental Medicine

MSTOM, Pacific College of Oriental Medicine

Carol became an acupuncturist and a certified herbalist after her first acupuncture treatment successfully put her on the road to healing after a prolonged post H1N1 infection. There in the acupuncturists office at the foothills of the Sierra Madre mountains in Mexico, Carol knew she needed to add Acupuncture and Chinese herbal medicine to her established psychotherapy practice. Carol combines her acupuncture treatments with clinical counseling through the use of drum and tonal sounds to enhance the healing process. Notable experiences include - NYU Langone Labor and Delivery, NY VA Medical Center, Kamwo Meridian Pharmacy and Clinic, Columbia University Integrative Medicine. Carol completed her Doctorate in Chinese and Herbal medicine at The Pacific College of Health and Science, NY. She obtained her Master's in Clinical Psychology from Chestnut Hill College, and her undergraduate degree is from Jefferson University. Truly a Philadelphia native, Carol practices in Narberth, PA.

Charles B Illingworth, IV, MA, MAc, LAc, Dipl. Ac

Certificate in Chinese Herbal Medicine, Won Institute of Graduate Studies

Dipl. Ac (NCCAOM)

DAc, Won Institute of Graduate Studies

MAc, Won Institute of Graduate Studies

MA Theater, Villanova University

BA Theater Arts and English, Arcadia University

Charles B Illingworth IV, obtained both his Doctor of Acupuncture and his Master of Acupuncture from the Won Institute of Graduate Studies. He then went on to complete the Chinese Herbal Medicine Program. Charles is the current Vice President of the Association for Professional Acupuncturists, as well as the Chair of the Membership Committee. He has served with the Board of Directors since 2017, when he started as the Student Representative to the Board. Charles has a passion for the profession of acupuncture, how it is taught and subsequently learned, and how it is represented in society as a whole.

Rachel Kriger, MAc, LAc, Dipl. Ac

Dipl. Ac (NCCAOM)

MAc, Maryland University of Integrative Health

Rachel has been in private practice since 2009 treating children and adults with Five Element and other styles of acupuncture. Prior to attending Tai Sophia Acupuncture School, she was an

organic farmer. She is highly attuned to the ways in which humans are part of nature's cycles and seasons. She specializes in treating people who experience anxiety and helps them learn from nature and their body's wisdom.

Lorna Lee, MS Ac, LAc, Dipl. OM

Dipl. OM (NCCAOM)

MS Ac, New England School of Acupuncture

BS Psychology, University of Illinois

Lorna Lee studied both Chinese and Japanese styles of treatment while earning her Master of Science Degree in Acupuncture, and completed her postgraduate Chinese herbology training with Ted Kaptchuk in 1996. In 1997, she completed a one-month clinical internship at the Heilongjiang University of Traditional Chinese Medicine in Harbin, China. In her 16 years of practice in both Philadelphia and Wilmington, DE, she has utilized a wide variety of methods including the Nambudripad Allergy Elimination Technique. She served on the Board of the Acupuncture Society of Pennsylvania for two years. In 1998 and 1999, she taught diagnostic acupuncture techniques at Delaware County Community College. She has participated in several acupuncture research studies at the University of Pennsylvania. Most recently she helped pass legislation to license Oriental Medicine in the state of Delaware.

Vito Leva, MSA, LAc

Vito is a licensed acupuncturist with an interest in bridging the practices and theories of Eastern and Western beliefs on health and well being. Vito began his course of study at Temple University with a focus on Kinesiology, and received his Masters of Science from the prestigious Tri-State College of Acupuncture in NYC. With an incredibly patient and kind approach to his treatments, Vito is dedicated to helping people improve their health by applying a wide range of techniques such as Tui Na, which is a form of Chinese medical massage, Cupping, Gua-sha and acupuncture.

Elizabeth Liddell, LOM

Dipl. OM, Dipl. Ac (NCCAOM)

MSOM, Southwest Acupuncture College

BA, Bucknell University

Elizabeth Liddell is a licensed acupuncturist, a graduate of Bucknell University and Southwest Acupuncture College, with NCCAOM board-certifications in both acupuncture and Chinese herbal medicine. Born and raised in Philadelphia, she did her acupuncture training in Boulder, Colorado, where she had access to a wonderful community of educators. Her training is TCM-based, and she provides TCM-style herbal prescriptions while incorporating TCM, Japanese and meridian based styles into her acupuncture treatments. As an adjunct faculty member at the WON Institute in Glenside, Elizabeth enjoys teaching the growing numbers of enthusiastic acupuncture and herbal students in PA.

Pam Milask, LOM, Dipl. Ac

Dipl. Ac (NCCAOM)

Pam is a licensed practitioner of Oriental Medicine, both acupuncture and Chinese Herbal Medicine in Pennsylvania. She is a graduate of Eastern School of Acupuncture & Traditional Medicine in Montclair, New Jersey. Her technique has been strongly influenced by 11 years of study with Master Kiiko Matsumoto, a world-renowned Japanese style teacher and practitioner. She also incorporates TCM and Five Element strategies into her practice. Pam studied Macrobiotics at the Kushi Institute in Brookline, Massachusetts and subsequently developed a program in Chinese Dietary Therapy. In 1991, she began a two-year course in Chinese Herbal Pharmacology with Ted Kaptchuk, author of *The Web That Has No Weaver*, a foundational text used in American acupuncture schools. Pam continues her herbal studies with leading herbal educators and includes Reiki and Colorpuncture among her therapeutic offerings at her acupuncture and nutrition practice.

Chris Nutting

DC, University of Western States
 MSc Nutrition, Huntington University of Health Sciences
 ROHP, Global Integrative Medicine Academy
 CFMP, Functional Medicine University
 BSc, University of Alberta

Chris Nutting is a board certified chiropractor in Edmonton, Alberta, Canada. He is the owner and operator of a multi-disciplinary clinic with one other chiropractor, two registered massage therapists, and one TCM acupuncturist. He has a strong interest in sports injuries and nutrition. He received his Masters of Science in Nutrition in 2013, a diploma in orthomolecular nutrition in 2011, and a certificate in functional medicine in 2018. He is married and has three wonderful children. He is passionate about teaching and educating learners to think critically.

Aaron Sebastian Oberst, DC

Doctor of Chiropractic, New York Chiropractic College
 MS Human Anatomy and Physiology Instruction, New York Chiropractic College
 BA Professional Studies, New York Chiropractic College

Dr. Oberst has a Master of Science in Human Anatomy & Physiology Instruction and a Doctorate of Chiropractic from New York Chiropractic College. After chiropractic college, Dr. Oberst was of a select group of individuals to be awarded an internship with the U.S. Navy. and was sent to his old duty station, Camp Lejeune, NC to treat military personnel and take part in rounds with doctors across health disciplines. This internship was a tremendous experience, which diversified his knowledge as a physician. It was also a great opportunity for him to revisit his Marine Corps heritage. After the internship, he took a position as an associate in a large, multidisciplinary clinic in Pennsylvania. Working at this state-of-the-art facility allowed him to hone his clinical skills. In short order, he earned the position of senior doctor, and later, Clinic Manager. Working with a multidisciplinary team to coordinate care for hundreds of patients on a weekly basis. After working in this position for approximately one year, he then decided in 2005 to open up his own facility, using the knowledge and experience gleaned.

Sheila M. Papa, DAc, MAc, LOM

DAC, Won Institute of Graduate Studies
 MAc, Maryland University of Integrative Health
 Dipl. OM (NCCAOM)

Sheila is a NCCAOM certified diplomate in Oriental Medicine, and is licensed in the states of Pennsylvania, Delaware, and Maryland. She received her Doctorate of Acupuncture degree and her Chinese Herbal Medicine Certificate from the Won Institute of Graduate Studies, located in Glenside, PA. She received her Masters of Acupuncture degree from the Maryland University for Integrative Health located in Laurel, MD. In addition, she studied at the Institute for Integrative Nutrition in New York City where she received her Holistic Health Counselor Certification. Sheila's clinical experience includes extensive work in various community health settings as well as humanitarian acupuncture mission work abroad.

Holly Prescott, LAc, Dipl. Ac

MAc, Won Institute of Graduate Studies
 BA, University of Pennsylvania

Holly Prescott received her Master's degree in Acupuncture Studies in 2015 from the Won Institute of Graduate Studies, graduating with distinction as valedictorian of her class, and then continued her studies there, completing the Chinese Herbal Program in 2017. She received her Bachelor's degree from the University of Pennsylvania in 2000, dual majoring in Biology and Germanic Studies. After college, she worked in several labs, including researching oncogenes at Crozer Chester Medical Center and co-authoring articles in multiple cancer research journals. She traveled to China in 2006 for martial arts training and spent time at a TCM hospital in Beijing, sparking her passion for East Asian Medicine. She has done intensive qigong training and has multiple qigong certifications. Holly currently works in both community and private practice in Philadelphia.

Bobbie Jo (B.J.) Putnam, MAc, DAC, LOM, Dipl. OM.

DAC, Won Institute of Graduate Studies
 MAc, Won Institute of Graduate Studies

Bobbie Jo (B.J.) Putnam, obtained her Master of Acupuncture and Doctor of Acupuncture degrees from the Won Institute for Graduate Studies in Glenside, PA. She has also completed the Chinese Herbal Medicine Program from the Won and is licensed to practice Acupuncture and Herbal Medicine in PA. BJ is a member of the Association for Professional Acupuncturists, and has been on the Board of Directors since 2012. She has served as the head of the education committee, webmaster, and Vice President and has been heavily involved in organizing many acupuncture and oriental medicine seminars in this state. Before moving to Pennsylvania, B.J. was a massage therapist. She graduated from Irene's Myomassology Institute (IMI) in Southfield, MI. in 1998. She served as a research coordinator for the complementary and alternative medicine program at Henry Ford Health System in Detroit, MI. Her first faculty position was as an apprentice instructor at IMI, afterwards becoming a full instructor of massage therapy at Everest Institute in Detroit. B.J.'s love of learning has evolved into a love of teaching and she finds that her students and patients are often her most profound teachers.

Mary Ellen Scheckenbach, MAc, LOM

MAc, Traditional Acupuncture Institute
 BA, George Washington University
 Dipl. Ac (NCCAOM)

Mary Ellen Scheckenbach is a licensed acupuncturist with 25 years' experience in 5 Element and TCM acupuncture and Chinese Herbology. She holds a Diplomate in Acupuncture, NCCAOM. For most years from 1992-2003 she held the various offices of President, Vice President, Treasurer and Secretary of the Acupuncture Society of Pennsylvania. Her clinical practice at Hidden River: a Centre for Health in Philadelphia combines needle and non-needle energy modalities. She was formerly with the Center for Integrative Medicine at the Thomas Jefferson University. She has published in peer-reviewed journals, including the Current Review of Complementary Medicine in Current Medicine. Ms. Scheckenbach has presented numerous lectures to medical schools, universities, and community health groups and has been on the faculty of the Won Institute for many years.

Adam Schreiber LOM, MAOM, Dipl. OM
 MAOM, New England School of Acupuncture
 BA, Washington University in St. Louis

Adam is an acupuncturist and Chinese herbalist licensed by the PA Board of Medicine and certified in Oriental Medicine by the NCCAOM. He graduated with a Masters in Acupuncture and Oriental Medicine from the New England School of Acupuncture. Adam has completed extensive advanced study in Sports Medicine and Orthopedic acupuncture techniques. He was the chief editor of "Sports Medicine Acupuncture," a landmark text on the acupuncture treatment of orthopedic conditions. He has also worked on four clinical trials at the University of PA, all of which were related to acupuncture and cancer symptoms. Adam has a BA in Psychology from Washington Univ. in St. Louis. You might see him hiking or biking on the trails of the Wissahickon, where he loves to hang out!

Heather Shultz, LAc, MAc, DAc, Dipl. Ac
 Dipl. Ac (NCCAOM)

Dr. Heather Shultz received her Doctor of Acupuncture from the Pacific College of Oriental Medicine. Additionally, she received her Master of Acupuncture from the Won Institute of Graduate Studies and earned her Bachelor of Science in biomedical science at Drexel University. Heather practices acupuncture at Heather Shultz Acupuncture, her private practice in Marlton, NJ. Heather formerly practiced in center city Philadelphia at Open City Healing Arts, the East West Clinic at Hahnemann University Hospital, and the Veterans Clinic at the Won Institute. She specializes in treating sports injuries, pain and autoimmune diseases. Her enjoyment of cycling, yoga and backpacking helps her understand the challenges that arise when active people become injured. Heather volunteers her time for the advancement of Acupuncture in Pennsylvania through the Association of Professional Acupuncture in PA. Heather serves as the association President, legislative liaison, and as a representative to a national council of state acupuncture associations. She looks forward to the day that acupuncture is a basic component of standard treatment and rehabilitation in the United States.

Tracy M. Walker, MEd, PhD

PhD, Virginia Commonwealth University

Tracy Walker received her Master of Education in Counselor Education and Doctor of Philosophy in Education with a focus on research and program evaluation from Virginia Commonwealth University. She is currently the Project Director for a federal grant at CodeRVA Regional High School, a computer science magnet high school in Richmond, VA. In her previous work as an Associate Professor of Education, Tracy has taught courses in research methods, quantitative methods, qualitative methods, measurement and assessment, and educational statistics, in addition to serving as a dissertation chair. Tracy has taught hybrid and online courses as an adjunct instructor at both the community college and university levels. She has served on higher education accreditation committees and on IRB committees at two separate institutions. In her previous K-12 experience, Tracy worked as a secondary school counselor, counseling department director, and district-level assessment specialist. She is a past-president and past research committee chair of the Virginia Educational Research Association. Tracy's published work and professional presentations have focused on professional development and STEM education.

Maria Wansacz, ND, LAc

BS Biology, Wilkes University

ND, Bastyr University

MAc, Tri State College of Acupuncture

Dr. Maria Wansacz is a board-certified Naturopathic Doctor and licensed Acupuncturist. She is a member of the American Association of Naturopathic Physicians, the Pennsylvania Association of Naturopathic Physicians, the Association for Professional Acupuncture in Pennsylvania and NCCAOM certified. Dr. Wansacz has over 15 years experience as a Naturopathic Doctor and Acupuncturist. She uses trigger point and motor point acupuncture methods in addition to TCM and cosmetic acupuncture treatments. Dr. Wansacz believes in treating the whole person and educating her patients. She incorporates her naturopathic knowledge into her acupuncture treatments by discussing nutrition, lifestyle changes, vitamins and supplements.

WON BUDDHIST STUDIES PROGRAM



The Won Buddhist Studies Department of the Won Institute of Graduate Studies offers degree and certificate programs in Won Buddhism to students interested in learning about Won Buddhism and Buddhism in general. It also prepares prospective Won Buddhist ministers for ordination and educates lay leaders.

Master of Won Buddhist Studies

The 36-credit program in Won Buddhist Studies leads to a Master of Won Buddhist Studies (MWBS) degree. There are two tracks in the program: ordination track and general track.

The Won Buddhist Studies ordination track provides a professional education to students preparing for ordination as Won Buddhist ministers (*kyomus*). The WBS program prepares ordination-track students for the Won Buddhism Master's Thesis or comprehensive ordination exam. Ordination-track students who have not completed an undergraduate degree in Won Buddhism must complete 18 credits of prerequisite coursework (PWBS) that cover the basic teachings and practices of Won Buddhism. This prerequisite coursework is designed to be completed through one year of full-time study during the fall and spring academic terms. Those wishing to enter the ordination track must meet with the Dharma Chaplain, as ordination requirements are subject to review by the Won Buddhist Order.

Students who are interested in gaining a deeper understanding of Won Buddhism, or lay leaders without the intention to become ordained ministers, are invited to enroll in the MWBS general track. This track provides students an opportunity to integrate spiritual awakening and active service into their area of work or personal practice. General-track students complete a Master's Degree Project. General-track students who have not completed an undergraduate degree in Won Buddhism must complete 6 credits of prerequisite coursework (PWBS) that cover the basic teachings and practices of Won Buddhism.

Qualifying Exams

PWBS Comprehensive Exam

For ordination-track students, the Department of Education at the Headquarters of Won Buddhism requires a passing score on a PWBS comprehensive exam in order to continue on the ordination track of the program and to receive approval for seeking ordination. General track students are not required to take this exam.

WBS Ordination Exam or Master's Thesis

For ordination-track students, a comprehensive ordination examination or Master's Thesis must be passed to both graduate from the Won Buddhist Studies Master's program and to receive ordination in the Won Buddhist Order. Qualifying requirements to sit for the ordination examination or Master's Thesis are determined by the Headquarters of Won Buddhism and not by the Won Institute faculty or staff. The student and adviser are responsible to ensure that all requirements to sit for the ordination examination or Master's Thesis are met. Won Institute does not guarantee ordination, and qualifying requirements for ordination are not necessarily subject to the rights accorded by the Won Institute non-discrimination policy or United States law.

Ordination-track students who are not granted approval to sit for the exam or write a thesis may complete a Master's Degree Project to fulfill the general track graduation requirement and earn a Master's of Won Buddhist Studies degree.

Program Goals

- Prepare students to be Won Buddhist ministers, lay leaders, and scholars
- Understanding Won Buddhist thought through the lens of a new religious ethics of beneficence, social justice, and the threefold practice (*samadhi, prajna, sila*)
- Fluency in the Won Buddhist Canon
- Understanding the history and development of Won Buddhism
- Instruction in the rituals, homiletics, liturgy and the role of clergy in the Won Buddhist community, including the youth ministry
- Instruction in the full range of practices including: chanting, journaling, seated and moving meditation and their psychophysical effects on the well-being of the individual
- Prepare students to deliver to American audiences the teachings, practices, and rituals of Won Buddhism. Expand understanding of contemporary spirituality in the U.S.

Educational Objectives

Graduates will have demonstrated skills in:

- Critical thinking and textual analysis
- Graduate-level academic research and writing
- Knowledge of the critical issues facing contemporary Won Buddhism
- Practicing inter-religious dialogue and ecumenism
- Ministerial work and leadership as a spiritual mentor or counselor
- Designing and delivering a training model based on the teachings of Won Buddhism
- Providing ongoing consultation regarding Buddhist and Won Buddhist meditation
- Applying Won Buddhist teachings in America

Master's Program Required Courses

Won Buddhism (12 credits)

9 credits from the three courses listed:

WBS 531	(3 credits)	Heart of Awakening
WBS 536	(3 credits)	Cultivating the Mind
WBS 541	(3 credits)	Ground of Won Buddhist Ethics

1 three-credit course from the following courses:

WBS 650	(3 credits)	Won Buddhist Homiletics and Liturgy*
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WBS 660 (3 credits) Master's Degree Project**

*required for ordination-track students

**required for general-track students

Practice (10 credits)

9 credits from the following courses:

WBS 520	(3 credits)	Buddhist Meditation*
WBS 560	(3 credits)	Basics of Meditation Facilitation
WBS 585	(3 credits)	Survey of Contemplative Practice
WBS 610	(3 credits)	Buddhist Pastoral Counseling
CC 570	(3 credits)	Theory and Practice of Vital Energy I**
CC 575	(3 credits)	Theory and Practice of Vital Energy II

1 credit earned by completing two of the following courses:

CC 510	(0.5 credit)	Moving Meditation I
CC 520	(0.5 credit)	Moving Meditation II
CC 521	(0.5 credit)	Moving Meditation III

*required for ordination-track students

**required for ordination-track students

Note: Students can fulfill one of the three-credit course requirements with WBS 675 Independent Study in a Practice-related topic with the permission of the WBS Department Chair.

Theory/Application (12 credits)

3 credits from the following required course:

WBS 500	(3 credits)	Critical Thinking and writing research papers
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9 credits from the following courses:

WBS 505	(3 credits)	Basic Buddhist Teachings
WBS 515	(3 credits)	Issues in Interfaith Dialogue
WBS 545	(3 credits)	Buddhism and Modernity
WBS 570	(3 credits)	Applications of Meditation for the Individual & Society
WBS 580	(3 credits)	Buddhist Psychology
WBS 620	(3 credits)	History of Buddhist Philosophy and Practice**
WBS 625	(3 credits)	Won Buddhism Encounters the West
WBS 640	(3 credits)	Future Development of Won Buddhism
WBS 645	(3 credits)	The Science of Meditation

WBS 655	(3 credits)	Won Buddhist Temple Management*
WBS 675	(3 credits)	Independent Study
CC 590	(2 credits)	Listening Skills for Health Care Providers
CC 591	(1 credit)	Mental Health: Special Topics

Note: Students can fulfill 3 credits by a CC 3-credit course not listed above or by an Acupuncture Studies course with the permission of the department chairs.

Practica (2 credits)

WBS 550	(1 credit)	Practicum I*
WBS 680	(1 credit)	Practicum II *

*required for ordination-track students

**required for general-track students

Preparatory Won Buddhist Studies Required Courses

18 credits Total

PWB 500	(3 credits)	Won Buddhist Canon I*
PWB 510	(3 credits)	Won Buddhist Canon II*
PWB 520	(3 credits)	History of Won Buddhism
PWB 530	(3 credits)	The Discourses of Master Sot'aesan
PWB 536	(3 credits)	The Dharma Words of Master Chongsan
PWB 540	(3 credits)	Buddhist Sutras

*required for general-track students

Certificate in Won Buddhist Studies

The Certificate in Won Buddhist Studies (CWBS) is an 18-credit program for students wishing to further their understanding of Won Buddhism in the context of other Buddhist and religious traditions. Students can tailor their course of study to satisfy their individual interests and development goals. Certificate students enroll in the Master's degree program in Won Buddhist Studies and may choose at any time to apply their certificate courses toward the Master's degree.

This is an advanced course of study designed to:

- Deepen acquaintance with Buddhist and Won Buddhist doctrine
- Foster a personal contemplative practice
- Create new, or broaden existing, career options
- Enhance or develop new contemplative skills as part of the life-long process of learning.

Prerequisites

Certificate students who have not completed an undergraduate degree in Won Buddhism must complete 3 credits of prerequisite coursework (PWBS) that cover the basic teachings and practices of Won Buddhism (PWB500 Canon I or PWB510 Canon II). This prerequisite coursework is designed to be completed in one academic term.

Certificate Program Curriculum

Required Courses in Won Buddhism (9 credits)

WBS 531	(3 credits)	Heart of Awakening
WBS 536	(3 credits)	Cultivating the Mind
WBS 541	(3 credits)	Ground of Won Buddhist Ethics

Elective Courses (minimum of 9 credits)

Theory and Application

WBS 505	(3 credits)	Basic Buddhist Teachings
WBS 520	(3 credits)	Buddhist Meditation
WBS 545	(3 credits)	Buddhism and Modernity
WBS 560	(3 credits)	Basics of Meditation Facilitation
WBS 570	(3 credits)	Applications of Meditation for the Individual and Society
WBS 580	(3 credits)	Buddhist Psychology
WBS 585	(3 credits)	Survey of Contemplative Practices
WBS 620	(3 credits)	History of Buddhist Philosophy and Practice
WBS 645	(3 credits)	The Science of Meditation
WBS 675	(3 credits)	Independent Study
CC 570	(3 credits)	Theory and Practice of Vital Energy I
CC 575	(3 credits)	Theory and Practice of Vital Energy II
CC 590	(2 credits)	Listening Skills for Health Care Providers
CC 591	(1 credit)	Mental Health: Special Topics

Practice

WBC 600	(1 credit)	Intensive Retreat I
WBS 610	(3 credits)	Buddhist Pastoral Counseling
CC 510	(0.5 credits)	Moving Meditation I
CC 520	(0.5 credits)	Moving Meditation II
CC 551	(0.5 credits)	Sitting Meditation I
CC 571	(0.5 credits)	Sitting Meditation II

Faculty

Full Time

Chung Nam Ha, PhD, Associate Professor

PhD Won Buddhism, Wonkwang University
 MA Comparative Religious Studies, Western Michigan University
 MA Won Buddhist Studies, Wonkwang University
 BA Won Buddhist Studies, Wonkwang University

Chung Nam Ha is a Won Buddhist minister and scholar. She taught at Youngsan University of Sŏn Studies for over twenty years. She has done extensive research on comparative religion and spirituality as a visiting professor at Union Theological Seminary (2001-2003) and at the University of Delhi, India (2006-2007). She is the author of several books on religious thought, feminism, and eco-feminism. She has published numerous articles and given presentations on gender-related issues and women's spirituality. Dr. Ha served as Director of the Women's Studies Center at Youngsan University and founded Young Kwang Women's Hotline.

Hye Sung (Hojin) Park, PhD, Dharma Chaplain, Assistant Professor

PhD Pastoral Counseling, Loyola University Maryland
 MS Pastoral Counseling, Loyola University Maryland
 MAMS Applied Meditation Studies, Won Institute of Graduate Studies
 MA Won Buddhist Studies, Wonkwang University
 BA Won Buddhist Studies, Wonkwang University

Hye Sung Park is a Won Buddhist minister and the Won Institute Dharma Chaplain. She obtained her doctoral degree in Pastoral Counseling at Loyola University in Maryland and her Masters in Applied Meditation Studies at the Won Institute. Rev. Park has taught Counseling, Won Buddhist Scripture, and Won Buddhist History to students in the Won Buddhist Studies Program. She is also working as a Buddhist student spiritual advisor at Swarthmore College and University of Pennsylvania.

Grace (Sangjin) Song, PhD, Chair, Assistant Professor

Executive Certificate in Faith and Social Impact Strategies, University of Pennsylvania
 PhD Won Buddhism, Wonkwang University
 MA Oriental Philosophy, Seoul National University
 MA Won Buddhist Studies, Won Institute of Graduate Studies
 BA Religion, University of Toronto

Grace Song is an ordained Won Buddhist Kyomunim, meditation teacher, and advocate of interfaith dialogue. In 2020, Grace became a member of the Philadelphia Mayor's Commission on Faith-Based and Interfaith Affairs and recently joined the Steering Committee of Won Buddhism at the United Nations Office. She serves on the Advisory Committee for the GenX Buddhist Teachers Sangha and on the Presence Collective board, a community dedicated to personal transformation, social justice, and collective liberation. She leads monthly meditation

sessions for The Institute of Korean Studies at Penn State University and meditation retreats at the Won Dharma Center, Claverack, NY.

Her research interests include contemplative practices in higher education, Buddhism and social justice, and she's currently working on a project that examines the impact of mindfulness and mindful inclusion on the retention of the underrepresented population in STEM higher education. Her writings and online teachings have been featured in Buddhistdoor Global and Tricycle, The Buddhist Review Magazine. She is committed to embodying the truth of interconnection and invests her time practicing her belief that renewing society starts with renewing our inner lives.

Adjunct

Bongkil Chung, PhD

PhD Philosophy, Michigan State University

Bokin Chung is Professor Emeritus of Philosophy at Florida International University. He received a PhD from Michigan State University in 1979. His doctoral dissertation was entitled “The Ethics of Won Buddhism: A Conceptual Analysis of the Moral System of Won Buddhism.” The courses he has taught include Metaphysics, Ethics, 20th Century Analytic Philosophy, Philosophy of Buddhism, Zen Buddhism, Chinese Philosophy, and Indian Philosophy. His publications include *The Scriptures of Won Buddhism: A Translation of the Wŏnbulgyo Kyojŏn with Introduction*, *The Dharma Words of Master Chŏngsan (Chŏngsan Chongsa Pŏbŏ)*, and *The Dharma Master Chŏngsan of Won Buddhism: Analects and Writings*.

Carole Craven, PhD

PhD Philosophy, Temple University

BA Philosophy, Georgia State University

Carole Craven has taught philosophy part-time at Temple University, Villanova University, and Community College of Philadelphia. She began writing and publishing in the areas of philosophy and telecommunications in 1978, with publications on the aesthetic theory of dance and dance reviews. She has had a fifteen-year career in publishing and consulting. Dr. Craven has been a Won Buddhist lay practitioner since 1981, when she was part of the first efforts to establish a Won Buddhist temple in the Philadelphia area. She has undertaken lifelong, extensive self-study in the areas of metaphysics, spirituality, and the transactionalism of John Dewey.

Lennell R. Dade, PhD

PhD Social Psychology, Howard University

MA Won Buddhist Studies, Won Institute of Graduate Studies

MA Clinical Psychology, Indiana University of Pennsylvania

BS Psychology, Lincoln University

Lennell R. Dade is chair and professor in the Department of Psychology and Human Services at Lincoln University. She counts herself among the psychologists who are working to return the

“psyche” to psychology. A great deal of her work has involved studying African philosophical and spiritual systems as the underpinnings to African/Black psychology. She began attending a Won Buddhist Temple in 2008 and completed the Masters of Won Buddhist Studies in August 2018. She has participated as a group leader and co-facilitator for several of the Won Buddhism Interaction Youngsan Stays in South Korea. Her current interests include exploring the relationship between the fields of Black psychology/philosophy and Won Buddhism.

Bokin Kim, PhD, President

PhD Religious Studies, Temple University
MA Religious Studies, Temple University
BA Won Buddhist Studies, Wonkwang University

Bokin Kim is the president of the Won Institute of Graduate Studies. Dr. Kim is an ordained Won Buddhist minister and one of the founding members of the Won Buddhist Temple of Philadelphia. She is an expert on Won Buddhism and author of *Concerns and Issues in Won Buddhism*, which is one of the few English-language books that provides an extensive overview of Won Buddhism.

John Luetzow, PhD

MA Religious Studies, Temple University
MA Marriage and Family Therapy, La Salle University
PhD Religion and Psychology, Temple University

John Luetzow has pursued the interface of religion, spirituality, and psychology for over forty years. He is on the faculty of Arcadia University in the Philosophy/Religion where he teaches two courses entitled Altered States of Consciousness and Death, Dying and Beyond. He has an active practice in Psychotherapy in Glenside, PA.

Ellen Murphey, MA

MFA Creative Writing, Vermont College
MA Asian Studies, University of Michigan
BA East Asian Studies, Wesleyan University

Ellen Murphey has tutored and taught English as a Second Language since 1998, at Widener University, Bryn Mawr College, and Arcadia University. She has an MA in Asian Studies from the University of Michigan and an MFA in Creative Writing from Vermont College of the Arts. Her entire professional life has been devoted to teaching students at all levels, from elementary through high school to undergraduate and now graduate-level students. She has a deep interest in contemplative religious traditions and tries to maintain her own meditation practice amidst teaching, parenting, and caring for her household.

Chong-nyue Park, MA, LAc, Dipl. Ac

DAc Doctor of Acupuncture, Won Institute of Graduate Studies

MAc Acupuncture Studies, Won Institute of Graduate Studies
MA Religious Studies, Florida International University
BA Sociology, Queens College, New York

BA Won Buddhist Studies, Wonkwang University

Chong-nyue Park is a Won Buddhist minister and is currently the Director of Administration at the Won Institute of Graduate Studies. Since being ordained in 1991, Rev. Park has taught meditation and led youth groups at Won Buddhist temples in Chicago, New York, Miami, Richmond, and Manhattan. She is currently enrolled in the Doctor of Acupuncture program at the Institute. She has taught Won Buddhist Ritual and Liturgy in the Won Buddhist Studies program since 2003.

COURSE DESCRIPTIONS



Acupuncture Studies (AcS)

AcS 500 (2 credits) Nutrition and Food Energetics

This course is meant to support student understanding and application of nutritional therapies according to the principles of traditional Acupuncture Medicine. Properties of food are discussed as they relate to Yin/Yang, Five Phase, and Eight Principle theory. This course will introduce students to nutritional strategies commonly employed in both eastern and western traditions.

AcS 501 (4 credits) Acupuncture Medical Theory I

The first section of this course introduces students to the history and philosophy of Acupuncture Medicine. It includes the historical development of Acupuncture Medicine in China, Korea, Japan, and the West. An introduction to Confucian, Taoist, and Buddhist philosophical traditions provides context as students learn the basic theories of Acupuncture Medicine. In the subsequent sections of this course, major concepts and theories of Acupuncture Medicine are introduced, including Yin/Yang theory, Five Phase, Chinese Organ Physiology, and the causes of disease.

AcS 502 (4 credits) Acupuncture Medical Theory II

Prerequisite: AcS 501

This course introduces students to the various theories and methods of diagnosis and pattern identification. Students study the four diagnostic methods, the Eight Principles, and Qi, Blood, and Body fluid patterns, as well as Five Element diagnostic techniques. Zang-fu theory and patterns also are explored. In this course, students build upon the cause of disease theory covered in AcS 501 with more detailed diagnosis theory. Further, students learn to define appropriate treatment principles in both TCM and Five Element styles.

AcS 503 (4 credits) Acupuncture Medical Theory III

Prerequisite: AcS 501/502

This course will deepen students' knowledge of Five Element diagnosis. Students will study the primary energetic blocks to treatment in Five Element theory, review the criteria for diagnosis, and practice taking histories and analyzing cases. Students will also examine acupuncture point classification and treatment as presented in classical texts. Treatment planning theory will be introduced, though the course will center on the diagnostic interview, physical diagnosis, and case analysis.

AcS 504 (non-credit) Cardiopulmonary Resuscitation (CPR)

This course is a CPR class following the American Red Cross Model for healthcare providers. Certification is required for students to enroll in Clinical Internship courses. Though sometimes offered on-site, this course typically is completed through another organization. The cost of this course is approximately \$60-\$75, and is not included in tuition.

AcS 505 (1 credit) Chinese Medical Language

This course functions as an introduction to Chinese language for English-speaking Chinese Medical students. Students familiarize themselves with Chinese characters, common terms used in Chinese Medicine, and basic character configuration. This course enables students to consult a Chinese medical dictionary and locate relevant characters. Students also may expand their

knowledge of Chinese names for points, herbs and formulas. Students collaborate to translate a medical journal article from the original Chinese.

AcS 511 (4 credits) Differentiation of Disease I

Prerequisite: Successful completion of all first-year AcS courses.

The first course in a two-part series provides students with an introduction to the general principles of treatment and the methods of differentiating the main diseases categorized in Acupuncture Medicine into discrete patterns. Commonly encountered disorders are discussed, including common cold, cough, stomach pain, diarrhea, constipation, edema, insomnia, headache, and low back pain, among others. Traditional Chinese Medical pattern differentiation of these diseases is discussed according to clinical manifestations, tongue, and pulse. In addition to acupuncture, other clinically-effective modalities are explored. Students develop the knowledge necessary to deconstruct diseases into Chinese Medical disease diagnoses in order to clarify pattern discrimination and treatment.

AcS 512 (4 credits) Differentiation of Disease II

Prerequisite: AcS 511

The second course in a two-part series provides students with the methods of differentiating into discrete patterns the primary diseases categorized in Acupuncture Medicine. Commonly encountered disorders are discussed. Traditional Chinese Medical pattern differentiation is discussed in relation to symptoms, tongue, and pulse. In addition to acupuncture, other clinically-effective modalities are explored. Theory and practice of treatment according to the Eight Extraordinary Meridians is covered along with clinical diagnostic and treatment protocols.

AcS 515 (3 credits) Research in Acupuncture Medical Theory

The theoretical basis of Acupuncture Medicine has been formulated through generations of empirical observations. In recent years, however, modern scientific research methods have been applied to Acupuncture Medical techniques, and many studies have been published and translated to English. In this course, students learn to examine and critically appraise published research from the Western medical literature and engage in comparative analysis. Informational literacy training and research skill development form the crux of this course. Students complete a group research project in which they develop their own study with the option of executing the study in the third year of the program.

AcS 530 (2 credits) Diagnostic Techniques (Tongue, Pulse, CSOE)

Prerequisite: Successful completion of all first-year AcS courses.

This course provides theoretical instruction and adds hands-on training in the Four Examinations: inspection, auscultation, olfaction, and palpation. Students discuss and practice these techniques in class. In addition to tongue and pulse examination and Mu and Shu point palpation, abdominal palpation theory is introduced. Color, Sound, Odor, and Emotion (CSOE) assessments are discussed in depth. Each method of diagnosis is integrated into initial intake discussions. These diagnostic techniques are presented in historical context and in relation to relevant classical texts. Zang-fu and Five Element theory are reviewed from this vantage point.

AcS 531 (non-credit) Clean Needle Technique

Prerequisite: AcS 532

This course teaches the appropriate sterilization and sanitation procedures for the practice of acupuncture. Students learn clean and safe needle techniques and take the national examinations in clean needle technique sponsored by the Council of Colleges in Acupuncture & Herbal Medicine (CCAAM). This course is regularly available through outside institutions and the cost is additional, approx \$150-200.

AcS 532 (1 credit) Needle Technique Practicum I

Prerequisite: Successful completion of all first-year AcS courses.

This course has didactic, demonstration and practical components. Didactic topics included Clean Needle Technique best practice for acupuncture, moxibustion, gua sha, cupping and heat lamps. Assembling a Clean Needle travel kit in preparation for the Clean Needle Exam and needling points on the four extremities, back and abdomen is demonstrated and practiced.

AcS 545 (2.5 credits) Point Location and Energetics I

This first of two courses provides students with an overview of seven of the main meridians, plus the Governing and Conception Vessels, including their internal pathways. Students are expected to memorize the location of the points on all of the meridians, be able to locate them on another person, know their associated contraindications, and the functions of the major points.

AcS 545L (1.5 credits) Point Location and Energetics I LAB

This first of two lab courses provides students with an overview of manually locating seven of the main meridians, plus the Governing and Conception Vessels, including their internal pathways. Students are expected to memorize the location of the points on all of the meridians, be able to locate them on another person, know their associated contraindications, and the functions of the major points.

AcS 546 (2.5 credits) Point Location and Energetics II

Prerequisite: AcS 545

This second of two courses provides students with an overview of the remaining five meridians, including their internal pathways and the Extra Points. Students are expected to memorize the location of the points on all of the meridians, be able to locate them on another person, know their associated contraindications, and know the functions of the major points.

AcS 546L (1.5 credits) Point Location and Energetics II LAB

Prerequisite: AcS 545

This second of two lab courses provides students with an overview of manually locating the remaining five meridians, including their internal pathways and the Extra Points. Students are expected to memorize the location of the points on all of the meridians, be able to locate them on another person, know their associated contraindications, and know the functions of the major points.

AcS 547 (2 credits) Five Element Point Energetics in Treatment Planning

This course will focus on point energetics as utilized in Five Element Acupuncture treatment planning. Specific point names, points functions and spirit of the points will be taught. We will look at the difference between curing and healing, and emphasize how to use rapport and deep listening to provide treatments that heal most effectively. Guidelines will be provided for how to

use the Five Element understanding of Causative Factor along with spirits of the points to create a framework for the healing process, which may also include other treatment strategies. We will use case studies, as well as class participation and engagement to discuss treatment plans.

AcS 551 (1.5 credits) Clinical Observation I

This is the first phase of the students' clinical education, consisting of one clinical shift. Students observe a senior practitioner in a treatment setting, take notes during the treatment and participate in group discussion after the treatment. This course enables students to begin the synthesis of theory and practice in their understanding of acupuncture. Guidelines for behavior, safety issues and ethical communication in clinical settings are introduced. This course introduces patient intake procedures, record-keeping, and privacy issues. Students learn to measure and record vital signs including blood pressure, respiratory rate, and pulse rates.

AcS 552 (1.5 credits) Clinical Observation II

Prerequisite: AcS 551

This course continues the observation phase of clinical education. Students observe a senior practitioner in a treatment setting, take notes during the treatment and participate in group discussion after the treatment. This course enables students to begin the synthesis of theory and practice in their understanding of acupuncture. This second observation course teaches students to recognize high-risk patients in a clinical setting and make appropriate referrals. The student practices basic skills such as taking pulses, observing tongues, and recording patient notes.

AcS 553 (0.5 credits) Clinical Observation III

Prerequisite: AcS 551/552

This course continues the observation phase of clinical education. Students observe a senior practitioner in a treatment setting, take notes during the treatment and participate in group discussion after the treatment. This course enables students to continue the synthesis of theory and practice in their understanding of acupuncture. The student refines basic skills such as taking pulses and observing tongues, and recording patient notes. The student may begin assisting the more senior student or clinical supervisor doing indirect moxa, mechanical cupping, gua sha, or plum blossom. During this third term of observation, students continue to acquire skills of assessment and referral and begin to create treatment plans. Students may broaden their scope of observation by fulfilling some hours in the faculty or student clinic.

AcS 554 (1.5 credits) Clinical Observation IV

Prerequisite: AcS 551/552/553

This course continues the observation phase of the students' clinical education. Students observe a senior practitioner in a treatment setting, taking notes during the treatment and participating in group discussion after the treatment. The student may assist the more senior student or clinical supervisor doing indirect moxa, mechanical cupping, gua sha, or plum blossom. This course enables students to begin the synthesis of theory and practice in their understanding of acupuncture. During this fourth term of observation, students are expected to offer diagnoses, suggest treatment techniques, and propose treatment plans. Students may fulfill some hours at the student clinic, faculty clinic, and other off-site clinical settings.

AcS 565 (1 credit) Asian Bodywork Therapy I (Tuina)

This entry level course instructs students in basic hand techniques of Tuina. In addition, students will learn QiGong exercises to regulate their body's qi and to develop hand strength. By the end of the course students will be proficient in performing a full body regulatory treatment using Tuina Techniques. Students are expected to conduct extensive in-class and after-class practice.

AcS 580 (1.5 credits) Surface Anatomy I

This course explores human anatomy through sight and palpation. Knowledge of anatomical landmarks and tissue differentiation is essential for understanding the structure and function of the human body and brings a deeper understanding of acupuncture points, both their location and their effect. Students will practice palpation skills to develop their ability to differentiate muscles, tendons, fascia, and bones while beginning their path to understanding patient rapport, consent, and the effects of physical touch on another. This class has key elements needed for the study of Physical Medicine and Point Location & Energetics.

AcS 581 (1.5 credits) Surface Anatomy II

Prerequisite: AcS 580

This course continues the exploration of human anatomy through sight and palpation. Students will continue to learn the remainder of the anatomy and function of the musculoskeletal (MSK) system by practicing on areas of the body not covered in Surface Anatomy I. Emphasis will remain on locating and differentiating between different palpable structures to deepen student's understanding of the MSK system and its relationship to acupuncture points. The skills that are necessary to develop patient rapport and consent, along with understanding the effects of physical touch, will be built upon from the previous class.

AcS 590 (2 credits) Introduction to Physiological Medicine I

This course will provide students with information about human physiology and the physiological basis of disease. Students will develop a sound understanding of health and disease from biomedical and holistic perspectives. The course emphasizes clinical application of human anatomy and physiology. Topics include medical terminology, and the respiratory, cardiac, digestive, reproductive, and urogenital systems. Muscle palpation also is introduced.

AcS 591 (2 credits) Introduction to Physiological Medicine II

Prerequisite: AcS 590

This course provides students with further information about human physiology and the physiological basis of disease. Students will gain a sound understanding of health and disease from Eastern and Western medical perspectives. The emphasis is on clinical application of human physiology, and further integration of concepts learned in AcS 590. Topics include the nervous, endocrine, immune, and lymphatic systems. Several classes focus on muscle palpation.

AcS 592 (2 credits) Introduction to Physiological Medicine III

Prerequisite: AcS 590/591

This course provides students with deepening understanding about human physiology and the physiological basis of disease. The emphasis is on clinical application of human physiology, and further integration of concepts learned in AcS 590 and 591. More sophisticated diagnostic palpation techniques are taught and practiced.

AcS 600 (2 credits) Integrative Physiological Medicine**Prerequisite: AcS 501/502, 590/591**

This course guides students as they integrate knowledge of human physiology gained in their Acupuncture Medical Theory and western biomedical courses. Students will develop a deeper understanding of human physiology and disease from these two perspectives as well as their applications to healing.

AcS 601 (3 credits) Disease Management and Prevention I**Prerequisite: Successful completion of all AcS first-year courses.**

This course provides students with information about disease management and prevention from the conventional medical perspective. Students become familiar with terminology and ideas employed in the conventional diagnosis and treatment approach. This course helps students converse with healthcare providers of conventional medicine, and know when it is prudent to refer a patient to them. This term's focus is on pathophysiological processes that lead to disease conditions in the heart, lung, liver, gastrointestinal tract, and blood vessels. Students learn the broad classes of pharmaceuticals used to treat these diseases.

AcS 602 (3 credits) Disease Management and Prevention II**Prerequisite: AcS 601**

This course provides students with information about disease management and prevention from the conventional medical perspective. Students become familiar with terminology and ideas employed in the conventional diagnosis and general treatment approach. This course helps students converse with healthcare providers of conventional medicine, and know when it is prudent to refer a patient to them. This term's focus is on pathophysiological processes of allergic reactions, infectious diseases, immune and non-immune mediated musculoskeletal diseases, headaches, peripheral neuropathy, renal, metabolic, and endocrine diseases. Students learn broad classes of pharmaceuticals used to treat these diseases.

AcS 603 (3 credits) Disease Management and Prevention III**Prerequisite: AcS 601/602**

This course provides students with information about disease management and prevention from the conventional medical perspective. Students become familiar with terminologies and ideas employed in the conventional diagnosis and general treatment approach. Through this course, students are equipped to converse with healthcare providers of conventional medicine, and know when it is prudent to refer to them. This term's focus is on functional and organic nervous system disorders, physical and substance abuse, traumatic musculoskeletal joint disease and trauma (with or without motor impairment), and tools of proper assessment of these injuries. Students learn the broad classes of pharmaceuticals used to treat these diseases. Students will learn to identify issues of behavioral health, domestic violence of children and adults, and sexual abuse of children and will learn their requirements as a mandatory reporter.

AcS 604 (3 credits) Disease Management and Prevention IV**Prerequisite: AcS 601/602/603**

This course provides students with information about disease management and prevention from the conventional medical perspective. Students become familiar with medical terminology and ideas employed in conventional diagnosis and general treatment approach. Through this course,

students are equipped to converse with healthcare providers of conventional medicine, and know when it is prudent to refer to them. This term's areas of focus include women's health issues, musculoskeletal and skin disorders, and common problems of eyes, ears, nose, throat, and oral cavity. Common surgical problems also will be reviewed. Advanced miscellaneous topics will be surveyed.

AcS 605 (1 credit) Issues in Primary Care Medicine

Prerequisite: AcS 604

This course will focus on communication, collaboration, and integration between practitioners of acupuncture and healthcare providers of biomedicine. The students will review current literature, research, and models of integrative medicine to better understand the issues of communication and collaboration in primary care medicine.

AcS 632 (1 credit) Needle Technique Practicum II

Prerequisite: AcS 532

In this course, the students review and build upon the skills they learned in AcS 532 Needle Technique Practicum I. Techniques practiced include Clean Needle Technique, Aggressive Energy clearing, Japanese Akabane testing and treatment, bleeding and wet cupping, electric stimulation, plum blossom needling, NADA protocol, needling points on the chest, scalp and with difficult-to-needle locations.

AcS 641 (2 credits) Clinical Skills/Mentor Group I

Prerequisite: Successful completion of all AcS first-year courses.

This course trains students to embody the art and science of acupuncture. This course serves as a dress rehearsal for entering the student clinic, and as a bridge between diagnostic skills classes and student internship. With feedback and mentorship from the instructor, students will practice being the clinician, and model the instructor's demonstrations. Students may be utilizing each other as "the patient" or guest patients may also be in attendance, according to class needs. The focus will be on the entire acupuncture treatment process, and a sharpening of diagnostic and treatment implementation skills. Following each clinical encounter the class will share perspectives on the diagnosis, treatment principles and treatment plans by utilizing diagnostic information and theoretical knowledge.

AcS 642 (2 credits) Clinical Skills/Mentor Group II

Prerequisite: AcS 641

This course provides students with the opportunity to develop accurate case history workups, diagnoses, treatment principles, point selection, and treatment plans within the framework of Acupuncture Medicine. Diagnoses, treatment principles, and treatment plans utilizing frameworks such as Five Element, the Extraordinary vessels, the secondary vessels, the Four Stages, and the Six Divisions also are explored. Students present cases in front of the class or see patients, followed by small-group discussions in which students formulate diagnosis and treatment plans. Follow-up treatments and discussions allow students to review their diagnoses and modify treatment plans. A review of meridian point location and supplementary clinical techniques are included.

AcS 651 (4 credits) Clinical Internship I

Prerequisites: The successful completion of all course work from the first five terms as well as the Pre-Clinical Skills Checklist.

These first two clinic internship courses begin the patient care and treatment phase of the students' clinical education. Students will perform treatment under the direct supervision of the attending practitioner. Students will apply assessment, diagnosis, treatment principles, and actual treatment according to both the TCM/Eight Principles and Five Element paradigms. In addition to point selection, students will appropriately choose other modalities such as gua sha, cupping, moxa, and trigger points. Added technical responsibilities are expected of the student as well as practice management and patient recruitment.

AcS 652 (6 credits) Clinical Internship II

Prerequisite: AcS 651

During these clinic internship courses, interns continue to assume patient care and treatment responsibilities under supervision. In this term, interns will refine the skills of color, sound, odor, and emotion as they learn to diagnose and treat patients with both the TCM/Eight Principle and the Five Element Acupuncture paradigms. Added technical responsibilities are expected of the intern as well as practice management and patient recruitment.

AcS 653 (6 credits) Clinical Internship III

Prerequisite: AcS 651/652

During this clinic internship course, interns continue to assume patient care and treatment responsibilities under supervision. The focus of this term will be the integration of TCM and Five Element paradigms. Interns are now responsible for more complete patient care under supervision. The supervising practitioner confirms the diagnosis, approves the treatment plan, and reviews the execution of procedures, making appropriate choices using a variety of techniques. Greater competence is expected in terms of actual treatment, diagnostic, technical, patient recruitment, practice management, and rapport skills.

AcS 654 (4 credits) Clinical Internship IV

Prerequisite: AcS 651/652/653

During this clinic internship course, interns continue to assume patient care and treatment responsibilities under supervision. Interns will perform treatment under the direct supervision of the attending practitioner. Added technical responsibilities as well as practice management and patient recruitment skills are expected. Interns will learn to work toward independence as practitioners and effectively use two or more styles of acupuncture. By the end of term, interns will be expected to perform an assessment and formulate a treatment plan for returning patients within twenty minutes. Until interns have graduated and gained licensure, they continue to work under the direct supervision of faculty.

AcS 665 (2 credit) Asian Bodywork Therapy II (Advanced Tuina)

Prerequisite: AcS 565

This class will instruct students in advanced Tuina techniques for specific upper and lower limb conditions. Students will also learn to combine needling skills with Tuina techniques. Qigong for self development is integral to this class. Students are expected to conduct extensive in-class and after-class practice.

AcS 673 (2 credits) Medical Ethics

This course explores some of the most common and difficult issues that arise in the practice of acupuncture in terms of patient-practitioner interaction and in the context of the medical community at large. Specific skills and techniques for managing these issues in a clinical setting are discussed along with general topics pertaining to medical ethics.

AcS 682 (3 credits) Practice Management I

This course provides students with the information they need to develop an acupuncture practice in a professional business setting. The emphasis in this first course is on outlining the information and professional skills necessary to provide acupuncture health care to diverse patient populations in a variety of clinical settings. Students explore professional options, begin to define their professional direction, and identify resources to support future business planning.

AcS 684 (2 credits) Practice Management II**Prerequisite: AcS 682**

This second part of the Practice Management sequence continues the task of providing students with the information necessary to translate their acupuncture training into a thriving practice. The emphasis of this second course is on the practical application of the tools and skills learned in AcS 682. Students create a business plan using resources from legal, insurance, and other auxiliary professionals.

AcS 688 (3 credits) Acupuncture Research Project Elective**Prerequisite: AcS 515 and all prerequisites for entering Clinical Internship.**

This elective course allows the student to design and implement an acupuncture research project to be carried out under faculty supervision within the Student Clinic setting during their Clinical Internship year. Students will build upon research skills gained in AcS 515 and the body of knowledge developed over the first two years of the program to create a viable short-term project. The process will include meeting with the faculty supervisor in the summer term of Year Two to plan and design the project; submitting the project to the Won Institutional Review Board (IRB) for approval before executing the study in the Fall or Spring term of Year Three in the Student Clinic; completion of the project utilizing assessment, critique, and formal write-up of data suitable for publication prior to graduation. Alternate research topics may be offered periodically. This course fulfills the three-credit elective requirement of the program meaning that any student who completes the course need not take a CC elective course.

AcS 690 (4 credits) Acupuncture Medical Theory IV**Prerequisite: AcS 501/502/503**

This course continues instruction on the various theories and methods of pattern identification, with an emphasis on Five Phase Theory, Channel and Network Theory, Six Stages, Four Levels, and Triple Burner discrimination.

AcS 691 (3 credits) Acupuncture Medical Specialties I**Prerequisite: AcS 501/502/503/690**

This course introduces students to specialties within Acupuncture Medicine, including the treatment of women, children, and the elderly. The special considerations that arise when treating specific patient populations are explored. Internal medicine is surveyed with an emphasis on

neurology, pediatrics, ent, ob-gyn, cardiology, and dermatology. To advance their diagnostic skills, students examine case histories in view of the theory they learned over the course of the sequence. Students' advanced knowledge aids them in refining treatment principles and treatment plans in their Clinical Rounds.

AcS 692 (3 credits) Acupuncture Medical Specialties II

Prerequisite: AcS 691

This course further exposes students to specialties within Acupuncture Medicine. The special considerations that arise when treating specific patient populations are explored. Internal medicine will be surveyed with an emphasis on the collection and differentiation of information using the Four Exams. Specialty areas covered include pain control, gastroenterology, urology, psychology, rheumatology, and palliative care for cancer. Case histories and theoretical application of OMT theory hone student diagnoses and treatment skills. Students' advanced knowledge aids them in refining treatment principles and treatment plans for their patients.

AcS 695 (2 Credits or 4 Credits) Traditional Korean Medicine Elective

In this study abroad course, students learn and experience the inner workings of Traditional Korean Medicine and South Korean Culture. On a 10 day trip to Wonkwang University, Won Institute's sister school, students attend lectures on Traditional Korean Medicine given by university faculty members. They also go on excursions to tour Wonkwang Hospitals in other regions of South Korea. Seoul is the last stop on the tour before returning to the US.

AcS 5001 (3 credits) Human Anatomy and Physiology I

Anatomy and Physiology is based on structure and function of the human body on the following levels of organization: chemical, biochemical, cell, tissue, organ systems, muscular system, nervous system, and special senses. This course is a prerequisite for the Acupuncture program, and must be completed prior to Year 1 classes (see Admissions Requirements). It is typically offered in the summer before Year 1. The cost for the course is \$283 per credit and is not included in tuition.

AcS 5002 (3 credits) Human Anatomy and Physiology II

Anatomy and Physiology is based on structure and function of the human body on the following levels of organization: cardiovascular system; the immune system; respiratory; digestive and urinary systems; fluid and electrolyte balance; and reproduction. This course is a prerequisite for the Acupuncture program, and must be completed prior to Year 1 classes (see Admissions Requirements). It is typically offered in the summer before Year 1. The cost for the course is \$283 per credit and is not included in tuition.

Chinese Herbal Medicine (CHP)

CHP 515 (15 clock hours) Clinical Skills & Observation I

Students will be introduced to case analysis of an herbal consult with clinician feedback. Guidelines for behavior, safety issues, and ethical communication in a clinical setting are introduced. Students are also expected to observe case presenting, charting, dispensary procedures and clinical interaction with patients in the student clinic and herbal dispensary.

CHP 525 (15 clock hours) Clinical Skills & Observation II

Students will continue case analysis of an herbal consult with clinician feedback. Guidelines for behavior, safety issues, and ethical communication in a clinical setting are introduced. Students are also expected to observe case presenting, charting, dispensary procedures and clinical interaction with patients in the student clinic and herbal dispensary. Students will be prepared for their first clinical internship via a clinical orientation workshop that includes discussion of privacy policies and blood-borne pathogens.

CHP 535 (15 clock hours) Clinical Internship I

This first clinical internship begins the patient care and treatment phase of the students' clinical education. Students will formulate herbal recommendations under the direct supervision of a licensed oriental medicine practitioner.

CHP 545 (60 clock hours) Clinical Internship II

During this continued clinical phase of learning, students continue to assume patient care and treatment responsibilities under supervision. Students will continue to apply and hone the skills of "slow diagnosis" to form assessments, diagnoses, treatment principles, and actual treatments. Students will also integrate their knowledge of Chinese dietary therapy and herbal preparations as needed. Added technical responsibilities are expected of the student as well as practice management and patient recruitment.

CHP 555 (60 clock hours) Clinical Internship III

During this continued clinical phase of learning, students continue to assume patient care and treatment responsibilities under supervision. Students are now responsible for more complete patient care under supervision. Greater competence is expected in terms of actual treatment, diagnosis, and formula recommendation.

CHP 565 (45 clock hours) Clinical Internship IV

This is the student's final clinical internship. Students will continue to assume patient care and treatment responsibilities under supervision. Students will learn to work toward independence as practitioners and effectively formulate herbal recommendations using multiple schools of thought. By the end of term, students will be expected to perform an assessment and formulate a treatment plan for returning patients within thirty minutes. Until students have graduated and gained licensure, they continue to work under the direct supervision of faculty.

CHP 610 (45 clock hours) Chinese Herbs & Formulas I

This course introduces fundamental principles of Chinese herbal medicine. Names, properties, identification and usage of individual substances in Chinese herbal medicine will be covered as well as their appropriate dosages, contraindications and preparation methods. Dui Yaos and classical formulas are utilized to reinforce important theoretical concepts.

CHP 611 (45 clock hours) Classical Chinese Medicine I

Traces the history of Chinese herbal medicine from pre-Han shamanic practices through the Jin-Yuan dynasty. Focus will be on important historical doctors, the development of foundational theories, and major theoretical currents.

CHP 621 (45 clock hours) Classical Chinese Medicine II

Traces the history of Chinese herbal medicine through the Qing dynasty. Focus will be on important historical doctors, the development of foundational theories, and major theoretical currents.

CHP 620 (45 clock hours) Chinese Herbs & Formulas II

This course continues instruction on fundamental principles of Chinese herbal medicine. Names, properties, identification and usage of individual substances in Chinese herbal medicine will be covered as well as their appropriate dosages, contraindications and preparation methods. Dui Yaos and classical formulas are utilized to reinforce important theoretical concepts.

CHP 630 (45 clock hours) Chinese Herbs & Formulas III

Students will learn classical formulas and their modifications. Instruction will emphasize the ability to choose and modify appropriate formulas based on traditional practice and patient assessment.

CHP 633 (15 clock hours) Intro to Botany

This course is an introduction to the science of botany, with a particular focus on systematic and taxonomic approaches, and field identification skills based on plant morphology.

CHP 632 (45 clock hours) Biochemistry of Plants

This course introduces students to the relationship between the science of plant chemistry and herbal medicine. Students learn the introductory concepts of plant nutraceuticals with an emphasis on safety and research. Topics explored include cannabinoids and pain management, essential oil chemistry and healing, and the chemical compounds in plants that act as medicinal agents.

CHP 640 (45 clock hours) Chinese Herbs & Formulas IV

Students will learn classical formulas and their modifications. Instruction will emphasize the ability to choose and modify appropriate formulas based on traditional practice and patient assessment.

CHP 640A (45 clock hours) Chinese Herbs & Formulas IV Seminar

This course is meant to accompany a categorical education of Chinese herbs and formulas. Instruction will emphasize the utilization of these formulas for modern and common pathologies a practitioner would expect to treat in practice. Focus will be on smaller modular formulas and dui yao pairings.

CHP 650 (30 clock hours) Chinese Herbs & Formulas V

Students will learn patent and prepared formulas and their modifications. Instruction will emphasize the ability to choose and modify appropriate formulas based on traditional practice and patient assessment.

CHP 650A (45 clock hours) Chinese Herbs & Formulas V Seminar

This course is meant to accompany a categorical education of Chinese herbs and formulas. Instruction will emphasize the utilization of these formulas for modern and common pathologies

a practitioner would expect to treat in practice. Focus will be on smaller modular formulas and dui yao pairings.

CHP 660 (15 clock hours) Chinese Herbs & Formulas VI

Students will review herbs and formulas in preparation for their NCCAOM board exam.

CHP 660A (45 clock hours) Chinese Herbs & Formulas VI Seminar

This course is meant to accompany a categorical education of Chinese herbs and formulas. Instruction will emphasize the utilization of these formulas for modern and common pathologies a practitioner would expect to treat in practice. Focus will be on smaller modular formulas and dui yao pairings.

Common Courses (CC)

CC 510 (0.5 credit) Moving Meditation I

This course will examine various moving meditation techniques in a manner designed to promote mind-body integration, improve meditation ability, and enhance one's sense of physical and mental well-being. Knowledge will be gained through movement, voice, listening, observation, and kinesthetic assignments, as well as through lecture, film, and guest speakers. In this course students will be introduced to the basic Yang Style tai chi chuan form.

CC 520 (0.5 credit) Moving Meditation II

Prerequisite: CC 510 or Instructor Approval

This course will examine various moving meditation techniques in a manner designed to promote mind-body integration, improve meditation ability, and enhance one's sense of physical and mental well-being. Knowledge will be gained through movement, voice, listening, observation, and kinesthetic assignments, as well as through lecture, film, and guest speakers. In this course students will be introduced to Shisang Meditation.

CC 521 (0.5 credit) Moving Meditation III

Prerequisite: CC 510/520 or Instructor Approval

This course will examine various moving meditation techniques in a manner designed to promote mind-body integration, improve meditation ability, and enhance one's sense of physical and mental well-being. Knowledge will be gained through movement, voice, listening, observation, and kinesthetic assignments, as well as through lecture, film, and guest speakers.

CC 551/571/581 (0.5 credit) Sitting Meditation

The aim of this course is to provide the student with the structure and instruction necessary for the development of his/her sitting meditation practice.

CC 560 (0.5 credits) Moving Meditation Practice

This course will examine various moving meditation techniques in a manner designed to promote mind-body integration, improve meditation ability, and enhance one's sense of physical and mental well-being. Knowledge will be gained through movement, voice, listening, observation, and kinesthetic assignments, as well as through lecture, film, and guest speakers.

This course is of value to anyone who is open to new ideas and alternative methods of enhancing and improving his or her quality of body, mind, and spirit.

CC 570 (3 credits) Theory and Practice of Vital Energy I

This course introduces students to Qi and the practice of “One Circle Living Meditation” (Buddhist and healing Qigong) and “18-posture Qigong” (Daoist and martial art Qigong). Qigong is not merely for the body’s health and strength, but for understanding human nature and its interaction with the environment as a whole. Students will become aware of the Qi energy in everyday life.

CC 575 (3 credits) Theory and Practice of Vital Energy II

This course continues with extensive practice of proper technique as presented in CC 570 and will practice more traditional Qigong. This course also explores the healing aspects of Qigong. Intermediate tai chi will also be taught. Students will gain a deeper understanding of the human body and mind.

CC 591 (2 credit) Mental Health: Special Topics

Students will discuss special topics in mental health which may arise in the treatment of patients in the clinic. Topics may include post-traumatic stress disorder, abuse, issues relevant to special populations, as well as reporting requirements. In addition, students will be introduced to common diagnoses, and methods for assessment. They will also learn the basis for appropriate referrals.

Doctor of Acupuncture (DAc)

DAc 7101 (3 credits) Leadership in Integrative Medicine

Professional leadership skills can impact patient outcomes, employee satisfaction, work productivity, and profitability in an acupuncture office. This course explores the importance of integrative medicine leadership in the healthcare setting. Critical analysis of the components of effective leadership is studied and the need for developing a strong leadership plan is explored. The student will gain knowledge of the various types of medical leadership systems including collegial, practice and employee, and patient leadership methods.

DAc 7102 (3 credits) Medical Research Methodology

Research methodology including conception, design, execution, analysis, publication, and reporting of research is an essential component of the doctorally prepared acupuncturist’s training. This course enables understanding of research methods and results of various types of study designs from observational to experimental. Methods such as formulating research study objectives, assessing researchability, creating a research question and hypothesis, project planning, data collection and analysis, presentation, and publication are presented. Ethical challenges in research are also discussed. Additionally, the assessment of medical research and the challenges in evaluating acupuncture and East Asian medical practices are examined.

DAc 7103 (3 credits) Biomedical Diagnostics: Imaging Studies and Laboratory Values

The doctorally prepared acupuncturist or East Asian medicine clinician must have the ability to interpret Western biomedical laboratory values and imaging study reports for improved patient

outcomes. This course presents the clinical selection and application of biomedical assessment and diagnostic testing methods. Imaging studies, biomedical laboratory values, and health screening methods are discussed. Clinical interpretation and assessment of written diagnostic reports including the range of values that distinguish normal from abnormal findings and testing limitations are reviewed. Appropriate and effective communication with other health care providers regarding the results of diagnostic studies is stressed.

DAc 7201 (3 credits) Career and Professional Development: Advancement & Options

Professional development, including practice-based learning (PBL), is a critical aspect of a clinician's professional experience. In this course, sources of ongoing professional development are explored including continuing education, teaching, training, language translation, research, business leadership, herbal and acupuncture supply and equipment sales, health coach consulting, and medical writing. Engagement of healthcare informatics and emerging technology systems for information access and management is discussed. Additionally, the course explores the life-long skills of assessing professional development needs and utilizing professional development resources to allow the student to respond to changes in the local, state, regional, and national health care environment.

DAc 7202 (3 credits) Healthcare Systems and Systems-Based Practice

The World Health Organization defines a healthcare system as one that "consists of all organizations, people and actions whose primary intent is to promote, restore or maintain health". This course explores the systems-based role of the AHM professional within a multitude of healthcare settings. Practitioners of acupuncture, East Asian medicine, and integrative healthcare are expected to utilize systems-based practice (SBP) methodology. These methods promote the delivery of patient care that is safe, optimal, and high in quality. Students will obtain a comprehensive understanding of the U.S. healthcare systems and SBP methodology from an AHM perspective with an emphasis on understanding impact on patient care.

DAc 7301 (3 credits) Nourishing Life: Integrative Medicine for Community Health and Wellness

Yang sheng, or nourishing life, is an ancient natural health promotion concept in Chinese medicine. Conversely, the Western biomedical practice of public health promotion emerged in the 18th century. Both traditions seek to promote health and both seek to increase a healthy lifespan and longevity. This course explores the core ideas of Western public health and Chinese Yang Sheng, seeking both contrasts and similarities. The student will also gain an appreciation of the U.S. public health system in relation to how nourishing life has been promoted through Western medicine as well as through complementary and alternative medicine methods.

DAc 7302 (3 credits) East Meets West: Clinical Collaboration and Cooperation
(1 didactic credit for 15 hours and 2 clinical credits for 60 hours)

Can acupuncturists work collaboratively and effectively with Western physicians and medical professionals? Yes they can! This course creates the opportunity for the student to learn solid collaboration, communication, and cooperation skills that promote collegiality with Western medical professionals. Students will share clinical time and observation with either licensed biomedical professionals (e.g. MD, NP, PA, or Nurse Clinicians) and complementary or allied healthcare professionals (OT, PT, Midwife, Naturopath, or Chiropractor) over a 60-hour time period. The student will prepare case studies and patient narratives that discuss patient cases from both a Western and an Eastern perspective within the context of evidence-based medicine

and evidence-informed practice. Students will participate in asynchronous peer discussions during the period of clinical observation.

DAc 7303 (3 credits) Research Proposals: From Creation to Publication

Prerequisite: DAc 7102

Through the creation of an actual research proposal, this course provides students with a working knowledge of professional development through research, evidence based medicine (EBM), and evidence informed practice. Students learn the skills necessary to create, evaluate, and apply evidence to solving clinical problems in acupuncture and AOM practice. Critically appraised topics, randomized control trials (RCT), systematic reviews, meta-analyses, and real-life case reports will be used as the backbone of this course to assist the student in analyzing information and data to justify the treatments used in clinical practice. Basic statistical research methods are identified and discussed. The understanding and application of statistics and data mining is reviewed.

Preparatory Won Buddhist Studies (PWB)

PWB 500 (3 credits) Won Buddhist Canon I

This course introduces students to the basic intent and doctrines of Won Buddhism, as expressed in the first two parts of The Principal Book of Won Buddhism: General Introduction and Doctrine. Students become familiar with the historical and philosophical context of Won Buddhism. Students analyze and understand the tenets of Won Buddhism as the basis of a firm faith and practice and as the basis for inquiring further into the teachings.

PWB 510 (3 credits) Won Buddhist Canon II

This course prepares students to develop confidence in their personal practice based on the Practice section of The Principal Book of Won Buddhism. Students explore the characteristics of Won Buddhist practice and how they differ from those of traditional Buddhism. The course explains the two ways of training: training in rest (sitting meditation, chanting, etc.) and training in action. As practitioners, students will gain insight into the relationship between faith and practice and how they lead one to a deeper contemplation of the teachings.

PWB 520 (3 credits) History of Won Buddhism

This course examines how Won Buddhism was founded and how it has progressed over the past hundred years. Students will learn how Won Buddhist teachings and the organization have been clarified and defined through the successors of Founding MasterSot'aesan (1891-1943), namely MasterChongsan (1900-1962), the second Prime Dharma Master, and Master Daesan (1914-1998), the third Prime Dharma Master. Students gain an understanding of the socio-historical context of the development of Won Buddhism.

PWB 530 (3 credits) The Discourses of Master Sot'aesan

The Scripture of the Founding Master, is a collection of Master Sot'aesan's formal and informal discourses, primarily through conversations with his disciples regarding the application of the basic principles of The Principal Book of Won Buddhism to daily life and practice. This course explicates Sot'aesan's teachings and how each chapter of the discourses is related to the Principal

Book, providing insights into the meaning of the doctrine. Students become familiar with the historical background of the formulation and editing of the discourses.

PWB 536 (3 credits) The Dharma Words of Master Chongsan

The Dharma Discourses of Cardinal Master Chongsan consists of two parts: the Canon of Secular Life and the Dharma Discourses. The Canon of Secular Life suggests truthful paths for a human being for a wholesome and harmonious life. The Dharma Discourses explicates the teachings of Master Sot'aesan and other religious/spiritual traditions with special emphasis on Buddhism. Master Chongsan's creative and contextualized hermeneutics also exemplify how students can understand and apply Dharma in contemporary society.

PWB 540 (3 credits) Buddhist Sutras

This course introduces the basics of the Buddha's teachings and explicates the teaching of emptiness in particular, which is the essence of Mahayana Buddhism. Students have firsthand experience and explanations of classical sutras. Sutras to be covered each year will be chosen from among the Diamond Sutra, the Heart Sutra, the Sutra of Forty-two Sections, Chinul's Secrets on Cultivating the Mind, and others. Students become familiar with important traditional Buddhist concepts and terms and have an opportunity to compare traditional Buddhism with the doctrines of Won Buddhism.

PWB 560 (non-credit) Practicum of Visiting the Sacred Places in Korea

This 8-week practicum gives students an opportunity to experience first-hand and understand directly the spirit and Dharma lineage of Won Buddhism by staying at the sacred places associated with its history. Students will learn the history of Won Buddhism through visits to the memorial museum of Founding Master Sot'aesan, Won Buddhist educational institutions, the birthplace of the founder at Sambat Peak, Youngsan, the place of Master Sot'aesan's enlightenment at Norumok, and the site of the embankment project. Students will meet the current Prime Dharma Master and have an opportunity to express their motivation, awakenings, and specific goals in life. They will have time to ask questions and get appraisal from the Head Dharma Master.

Won Buddhist Studies (WBS)

WBC 600 (1 credit) Intensive Retreat I

Students in the Won Buddhism Certificate program may receive one credit for participation in a meditation retreat at the Won Dharma Center or a Won Buddhist temple. The retreat must meet the minimum requirement of 30 hours of formal sitting and/or moving meditation practice. For completion of the retreat, the student submits a letter of completion from the retreat's sponsor or leader together with a written reflection essay, and a WBS faculty member interviews the student about the student's learning and experience from the retreat.

WBS 500 (3 credits) Critical Thinking and Writing Research Papers

This course focuses on developing skills in research and analysis. Primary emphasis is on critical thinking and reading; clarity in thinking, listening, and speaking; evaluating evidence and questioning assumptions; responding thoughtfully and bringing one's own insights to bear on a

topic; and structuring a presentation or essay. This course also guides students in developing the skills needed to compose graduate-level research papers.

WBS 505 (3 credits) Basic Buddhist Teachings

The goal of this course is to explore the central teachings of Buddhism. The basis of our examination are the foundational dialogues, or *suttas*, of classical Buddhism. Later *sutra* and *tantra* material may also be included. The course also allows the student to actively cultivate skills such as close reading, critical reception, and engaged dialogue.

WBS 515 (3 credits) Issues in Interfaith Dialogue

In this course, students examine the reasons for religious conflicts through understanding the main teachings of world religions and study possible solutions. Students examine trends in contemporary American spirituality including the variety and character of individual Americans' spiritual quests, the attraction of Islam for the African-American community, and the influence of the religious "right" in American social and political life. Students will consider the effect of diverse religious perspectives on social and ethical issues.

WBS 520 (3 credits) Buddhist Meditation

This course introduces the student to principles of classical Buddhist meditation practice and theory. The primary source for the course is typically the *Anapanasati Sutta*, *Satipattna Sutta*, and *The Platform Sutra*. These texts delineate comprehensive meditation training programs extending from the earliest days of Buddhism to Chan Buddhism. Students will learn the essential character of Buddhist meditation by studying core texts on meditation practiced in Theravada and Mahayana. Buddhism originated with Buddha's enlightenment; Buddhist meditation is the essential method to achieve enlightenment or nirvana. Since Buddhism has spread beyond India to Tibet, China, Korea, Japan, etc, the various techniques of meditation have been developed. Especially, Buddhist meditation was developed and specialized by Chan Buddhism in Eastern Asia. Through this course students will understand the continuity and discontinuity of Buddhist meditation techniques and find the essential character of Buddhist meditation.

WBS 531 (3 credits) Heart of Awakening

Prerequisites: PWB 500 Canon I or PWB 510 Canon II.

This course investigates the content of the awakening of Master Sot'aesan as elaborated in the Canon of Won Buddhism. Beginning with the Four Great Principles as the four pillars of the teachings, this course explicates the fundamental teachings with contextual enrichment from various Won Buddhist scriptures. Students reflect on the Founding Motive of the Teaching and Outline of the Teaching, the Truth of Il Won Sang, Faith in Il Won Sang, Vow to Il Won Sang, the Dharma Words of Il Won Sang, and Transmission Verse as the foundation to understand Master Sot'aesan's Awakened Truth. Using readings from the *Scripture of the Founding Master* and *Dharma Discourses of Cardinal Master Chongsan*, students contemplate the fuller meaning of the fundamental teachings through Master Sotaesan's own sermons and conversations with his disciples. To aid students in developing a fuller appreciation of the place of Won Buddhism in the world, the course provides a critical analysis of the Canon from textual and historical perspectives and comparisons with the doctrines of Mahayana Buddhism as well as practical application of Master Sot'aesan's teaching in our daily life.

WBS 536 (3 credits) Cultivating the Mind**Prerequisites:** PWB 500 Canon I or PWB 510 Canon II.

This course is to deepen understanding of Won Buddhist practice and its significance and relevance to the contemporary world through a close reading of relevant parts of the Canon and other Won Buddhist scriptures. Beginning with the Essential Dharmas of Daily Practice as an overarching statement, the course particularly focuses on the Threefold Study. Students also analyze and reflect on the methods and meaning of Won Buddhist mindfulness practice, the training system of Won Buddhism, and timeless meditation. Readings from relevant parts of the *Principal Book of Won Buddhism*, *Scripture of the Founding Master*, and *Dharma Discourses of Cardinal Master Chongsan* provide the deeper context and meaning of the practices. The course also unfolds the significance within Won Buddhist practice of the Eight Articles, Prayer, Repentance, the Precepts, the Wholeness of Spirit and Flesh and the Stages of Dharma Status. For further contextualization, the course investigates the relationship of Won Buddhist practices with Buddhism, Taoism and Confucianism.

WBS 541 (3 Credits) Ground of Won Buddhist Ethics**Prerequisites:** PWB 500 Canon I or PWB 520 Canon II.

The doctrine of the Fourfold Grace, which expresses the interconnected relationship of all beings, is the foundation of Won Buddhist ethics. This course is to broaden students' perspectives on the ethical implications of Won Buddhist teachings by critically analyzing the Won Buddhist metaphysics of morals and methods of moral improvement. Through close readings of the Canon chapters on the Fourfold Grace, the Four Essentials, and other key moral teachings, illuminated by the commentaries of Master Sot'aesan and Master Chongsan in their respective Discourses, students research the reality of Master Sot'aesan's teachings and relate them to the moral challenges of modern American life.

WBS 545 (3 credits) Buddhism and Modernity

This course explores the multiple ways in which the upheavals of modernity have impacted Buddhism and the ways in which Buddhist institutions, practices, and values have responded, with special reference to Won-Buddhism. We will also examine a variety of ways in which Buddhist thinkers and scientists offered new ways of thinking about and restructuring their Buddhist faith that enabled Buddhist thought and culture to survive and continue to be meaningful within their culture and beyond. The mindfulness movement is one example of how thinkers were able to integrate science with contemplative practices and wisdom traditions.

WBS 550 (1 credit) Practicum I

For pre-minister students, this course is to develop the student's abilities as a temple minister (*kyomu*) to care for and guide Korean and American members, for example, through teaching meditation, explaining the teachings in terms that are suitable to the American audience, developing an American community of practitioners with an awareness of their special needs and an understanding of the diversity of the religious and cultural backgrounds of Americans. The course fosters the ability to balance the demands of acculturation with the need to maintain the authenticity of Won Buddhist practice. For non-minister track students, the practicum design is determined in accordance with the needs and interests of the student, in consultation with the faculty practicum supervisor.

WBS 560 (3 credits) Basics in Meditation Facilitation

This course covers the basics of facilitating meditation and provides support and supervision to students wishing to incorporate meditation into various settings. The course is a combination of theory, modern science, philosophy combined with the practicalities of being an instructor in this modern world. Students will gain knowledge and confidence as facilitators of meditation each with their own style and voice. They will also learn how to structure classes and create spaces that encourage inclusion, creativity, curiosity and wellbeing.

WBS 570 (3 credits) Application of Meditation for the Individual and Society

In this course, students examine the application of meditation and mindfulness practice in settings such as schools, prisons, hospices, hospitals, and businesses, in other religious denominations, and to enhance human services. The appropriateness of meditative practice for diverse settings is explored. Learning takes place through a combination of lecture, discussion, and readings. During the course, students observe the application of meditation in one of the settings listed above. This course also examines techniques for the design and delivery of meditation training.

WBS 580 (3 credits) Buddhist Psychology

This course introduces students to the field of psychology and explores its relationship to Buddhism, with a special concentration on Won Buddhism. Students will explore Buddhism as a religion, philosophy and way of being in relation to psychological theory, practice, and research. Attention will also be given to the incongruences that exist between Buddhism and psychology and the potential challenges these incongruences present in relating the two. Students will consider the possibility that Won Buddhism presents towards the rediscovery and forwarding of a sacred science. Essential to the class will be an emphasis on mind study and practice.

WBS 585 (3 credits) Survey of Contemplative Practices

This course presents the diverse faces of contemplative practice from various secular disciplines and religious traditions. Topics may include material from a broad range of Buddhist traditions as well as from disciplines and traditions such as psychoanalysis, the creative arts, radical theology, philosophy, and literature.

WBS 610 (3 credit) Buddhist Pastoral Counseling

This course is designed to help students develop basic pastoral counseling skills based on Buddhist teachings. It provides an introduction to the integration of contemplative Buddhist wisdom and clinical psychology. Students will work with each other to practice compassion and mindfulness-awareness in a counseling relationship. Both general-track and ordination-track students are eligible for this course.

WBS 620 (3 credits) History of Buddhist Philosophy and Practice

This course focuses on understanding the continuity and discontinuity of Buddhist philosophy and practice. This course will help students understand Won teaching in the context of Buddhism's evolution through different ages and countries and to develop their capacity to apply Won teaching to contemporary American cultural and spiritual life.

WBS 625 (3 credits) Won Buddhism Encounters the West

This course gives students a greater awareness of some of the major American religious traditions and the cultural, religious, and spiritual issues facing contemporary American society. In this course, students will consider the core teachings of the Won Buddhist Canon in the light of contemporary issues and learn to apply the teachings of the Canon to those issues in a way both relevant and adequate to their complexity.

WBS 640 (3 credits) Future Development of Won Buddhism

This course focuses on understanding the history of Won Buddhism and its future development. The course examines how Won Buddhist teaching has been explained and interpreted through the successors of Master Sot'aesan (1891-1943), namely Master Chongsan (1900-1962), the second Prime Dharma Master, and Master Daesan (1914-1998), the third Prime Dharma Master. Students think through ways to apply the wisdom of the teachings to the future development of Won Buddhism on American soil and around the world.

WBS 645 (3 credits) The Science of Meditation

In this course, students analyze scientific research on meditative practice, focusing on the physiological, psychological, and neural correlates of meditation. This study provides the necessary foundation for students to interpret and critically evaluate studies of meditation and its effects. Topics include psychophysical components of meditation, and how practice modulates major domains of cognition (sensation, perception, attention, memory, creativity, and self- and emotion regulation). Identifying methodological and conceptual challenges in the scientific study of meditation, and promising future directions, will be emphasized.

WBS 650 (3 credits) Won Buddhist Homiletics and Liturgy

Liturgical portion of the course: This course will expose students to the liturgical rites and rituals of the Won Buddhist ministry as practices in Won Buddhist temples in America. Students will visit and interview current temple ministers in the area to gain exposure to the liturgies being practised. Homiletics Portion: Students will explore the variety of roles and perspectives encompassing the homiletical task of the minister. Emphasis will be on finding one's voice as a minister in the midst of preparation and delivery of homilies.

WBS 655 (3 credits) Won Buddhist Temple Management

This course is to prepare a WBS student to effectively manage a Won Buddhist temple in the U.S. The scope of Won Buddhist temple management may include organizing and managing edification groups, leading a Won Buddhist ceremony, managing temple finances, planning and running events and projects in the temple.

WBS 660 (3 credits) Master's Degree Project

A candidate for the Master of Won Buddhist Studies (MWBS) is required to submit a final project, which is an opportunity for the student to fashion a fitting and unique culmination to his/her studies. A main advisor and second reader selected by the student will oversee the project. As such, the master's project may take the form of a traditional thesis (historical research, textual study, doctrinal or discourse analysis, etc.), an application program, case study analysis, theory, memoir, or creative writing. Students should obtain a copy of the Masters Project Manual for further information.

WBS 675 (3 credits) Independent Study

Students seeking to do an Independent Study should work out the details with the Won Institute faculty member who will supervise the study. The student and faculty member present a proposal to the WBS Chair, who has final approval of the Independent Study.

WBS 680 (1 credit) Practicum II

This course continues the Practicum I development of the student's abilities as a temple kyomu (minister) or as a lay practitioner and teacher, such as teaching meditation and other Won Buddhist practices. The student has the opportunity to achieve a growing depth and clarity in explaining Won Buddhist doctrine and practice, and delivering the original meaning in English. This is to include the ability to compare and contrast Won Buddhist terms and concepts with similar ones from the American religious background. The student will develop an awareness of American cultural sensitivities and social norms.

ADMISSIONS



Admissions Requirements

Each individual program at the Won Institute has its own admissions requirements, as outlined below.

Master of Acupuncture Studies Program

The Master of Acupuncture Studies Program is open to applicants with a Bachelor's Degree in any subject area. Individuals may apply prior to completing a Bachelor's Degree; however, they must complete a Bachelor's Degree prior to beginning the program. Students must provide proof of completion (official transcripts) in order to register for the respective term.

Master of Acupuncture Studies applicants must complete six credits of Anatomy and Physiology prior to enrolling in the program. Students must provide proof of completion (official transcripts) prior to the first day of classes at the Won Institute. The prerequisites must be completed at a college or university with regional accreditation or a college or university that has programmatic accreditation and approval from the Department of Education. If the college or university does not have regional accreditation, the course content must be reviewed by the Acupuncture Studies Chair for approval. A minimum grade of 2.0 is required. Online Anatomy and Physiology courses are offered at the Won Institute during the summer.

The Master of Acupuncture Studies Program only admits students into the fall term. Applications for the program are due prior to July 1. In the case of a wait list, priority will be given to applications received before March 1.

To apply to this program, applicants must complete the application form and submit two letters of recommendation, the letter of intent, the application fee, and official copies of their transcripts from all post-secondary institutions. The application fee will be waived for those who attend an information session. Transcripts must be received in a sealed envelope sent directly from the Registrar's office of the issuing school. The Won Institute also accepts official electronic transcripts sent via the National Student Clearinghouse, Parchment and other approved digital transcript services.

Applicants to the Master of Acupuncture Studies program are required to meet the following technical standards. Technical Standards are the abilities necessary to succeed in the course of study and to perform as a professional acupuncturist. These abilities are based on those defined by the Department of Labor, which can be found at:

<http://www.onetonline.org/link/summary/29-1199.01>

The following technical standards must be met with or without reasonable accommodations:

- The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events).
- The ability to apply general rules to specific problems to produce answers that make sense.

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to see details at close range (within a few feet of the observer).
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to identify and understand the speech of another person.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- The ability to concentrate on a task over a period of time without being distracted.
- The emotional health required for the full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.
- The ability to adapt to change, to display flexibility and to learn to function in the face of uncertainties and stressful situations. Empathy, integrity, concern for others, interpersonal skills, interest, and motivation.

All of these requirements will be assessed during the admissions and educational processes.

Acupuncture Consent Policy

The Acupuncture Studies program requires that all students participate in the giving and receiving of acupuncture and other treatment techniques by both licensed faculty members and supervised student practitioners. The treatment techniques performed in the program include but are not limited to acupuncture, gua-sha, tuina, cupping, moxibustion, and electro-stimulation. There are certain risks associated with acupuncture, including slight pain or discomfort at the site of needle insertion, infection, bruises, weakness, fainting, nausea, and aggravation of problematic systems existing prior to treatment.

National Criminal Clearance

It is required for all Acupuncture and Chinese Herbal Medicine students in Pennsylvania to obtain a National Criminal Background check in order to pursue licensure. A student with a Felony or a Misdemeanor II charge may not be able to obtain a license to practice in Pennsylvania. For questions on criminal clearance requirements in other states, please contact your state licensing bureau.

Certificate in Chinese Herbal Medicine Program

In order to apply to the Won Institute's Certificate in Chinese Herbal Medicine Program, applicants must hold a Bachelor's Degree.

Applicants must also meet one of the following conditions:

1. Graduate of a Master's level ACAHM-accredited Acupuncture program
2. Second or third year student currently enrolled in a Master's level ACAHM-accredited Acupuncture program

All applicants to this program must complete the application form and submit two letters of recommendation, official transcripts, a letter of intent, and the application fee. Current Won Institute students in the Acupuncture program that are dual-enrolling in the Chinese Herbal Medicine program will have their application fee waived. Completed applications must be received by July 1 for consideration. In the case of a wait list, priority will be given to applications received before March 1.

The Chinese Herbal Medicine program only admits students into the fall term.

Dual-Enrolled Students

Students currently enrolled in the Acupuncture Studies program at the Won Institute who are seeking dual-enrollment in the Chinese Herbal Medicine program may do so only during their third year of the Acupuncture Studies program. All applicants currently enrolled in an acupuncture program must have at least one of their letters of recommendation completed by current faculty at their institution and must have a minimum GPA of 3.0.

Doctor of Acupuncture Program

Doctor of Acupuncture

The Doctor of Acupuncture program is open to all applicants with a Bachelor's Degree in any subject area. The student must have completed a baccalaureate degree from an accredited institution recognized by the U.S. Department of Education or international equivalent.

Applicants must have successfully completed coursework in Psychology, Chemistry, Biology, Anatomy & Physiology I and Anatomy & Physiology II. Each course must be at least 3 credits.

Psychology, Biology and Chemistry can be completed concurrently with the program however both Anatomy & Physiology courses must be completed prior to the start of the program.

Individuals may apply prior to completing the prerequisite requirements; however, Anatomy & Physiology must be completed prior to beginning the program. Students must provide proof of (expected) completion for these courses in order to register for the respective term. For all prerequisites, a minimum grade of 2.0 is required. If the college or university where prerequisite courses were taken does not have regional accreditation, the course content must be reviewed by the Director of the Doctor of Acupuncture Program for approval.

The Doctor of Acupuncture program only admits students into the fall term. Applications for the Doctor of Acupuncture program are due prior to July 1. In the case of a wait list, priority will be given to applications received before March 1. To apply to this program, applicants must

complete the application form and submit two letters of recommendation, the letter of intent, the application fee, writing sample, resume/CV and official copies of their transcripts from all post-secondary institutions. The application fee will be waived for those who attend an information session. Transcripts must be received in a sealed envelope sent directly from the Registrar's office of the issuing school. The Won Institute also accepts official electronic transcripts sent via the National Student Clearinghouse, Parchment and other approved digital transcript services. International applicants please see the International Student section for deadlines.

Applicants to the Doctor of Acupuncture program are required to meet the following technical standards. Technical Standards are the abilities necessary to succeed in the course of study and to perform as a professional acupuncturist. These abilities are based on those defined by the Department of Labor, which can be found in detail at:
<http://www.onetonline.org/link/summary/29-1199.01>

Candidates for the Doctor of Acupuncture program must meet the following technical standards, with or without reasonable accommodations:

- The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events).
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to see details at close range (within a few feet of the observer).
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to identify and understand the speech of another person.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- The ability to concentrate on a task over a period of time without being distracted.
- The emotional health required for the full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.
- The ability to adapt to change, display flexibility, and learn to function in the face of uncertainties and stressful situations. Empathy, integrity, concern for others, interpersonal skills, interest, and motivation.

****All of these requirements will be assessed during the admissions and educational processes. International applicants please see the International Student section for deadlines.**

Acupuncture Consent Policy: The Doctor of Acupuncture program requires that all students participate in the giving and receiving of acupuncture and other treatment techniques by both licensed faculty members and supervised student practitioners. The treatment techniques performed in the program include but are not limited to acupuncture, gua-sha, tuina, cupping, moxibustion, and electro-stimulation. There are certain risks associated with acupuncture, including slight pain or discomfort at the site of needle insertion, infection, bruises, weakness, fainting, nausea, and aggravation of problematic systems existing prior to treatment. With this knowledge, you voluntarily consent to the above procedures.

National Criminal Clearance: It is required for all Doctor of Acupuncture students in Pennsylvania to obtain a National Criminal Background check in order to pursue licensure. A student with a Felony or a Misdemeanor II charge may not be able to obtain a license to practice in Pennsylvania. For questions on criminal clearance requirements in other states, please contact your state licensing bureau.

Doctor of Acupuncture Program Completion Track

Applicants to the Doctor of Acupuncture Program Completion Track must be a graduate of an ACAHM accredited (or an institution in candidate status) MAC or MAOM program. Acupuncture and Herbal medicine programs accredited by ACAHM are considered Master's level even if the award was a diploma or a certificate. Applicants without a Master's level AOM education are not eligible for admission into the DAc Program completion track. Applicants must also have completed a Bachelor's degree recognized by the U.S. Department of Education accrediting agency or international equivalent. Additionally, applicants must have completed coursework in Psychology, Chemistry in Biology.

In addition to meeting the admissions requirements outlined above, all applicants to the Doctor of Acupuncture Program Completion Track who are not Won Institute alumni must undergo a comprehensive transcript evaluation to ensure their prior master's degree curriculum is comparable to Won Institute's program, including total clinical training hours, total program hours, and Western clinical science hours. Any outstanding requirements will be assigned as corequisites, and must be completed prior to graduation from the Doctor of Acupuncture program.

The Doctor of Acupuncture Program Completion Track admits students into both fall and spring terms. Applications are due by July 1 for fall term, and by November 15 for spring term. In the case of a wait list, priority will be given to applications received before March 1 for fall term enrollment.

To apply to this program, applicants must complete the application form and submit two letters of recommendation, the letter of intent, a writing sample resume/CV, the application fee, and official copies of their transcripts from all post-secondary institutions. Transcripts must be received in a sealed envelope sent directly from the Registrar's office of the issuing school. The

Won Institute also accepts official electronic transcripts sent via the National Student Clearinghouse, Parchment and other approved digital transcript services

Won Buddhist Studies Program

There are two tracks in the program: ordination track and general track.

For ordination-track students, there are two modes of entrance into the program:

1. The first requires a Bachelor's Degree in Won Buddhist Studies (offered only in select universities in South Korea). No prerequisites are required for students holding a Bachelor's Degree in Won Buddhist Studies.
2. The second mode requires any Bachelor's Degree and completion of two Preparatory Won Buddhist Studies (PWBS) courses (PWB500 Canon I and PWB510 Canon II). Upon completion of the two courses, the second-mode ordination-track students may enroll in WBS courses concurrently with the remaining PWBS courses.
 - a. Ordination-track students must complete 18 credits of PWBS courses (outlined in the program description above) before completing the WBS program. Exceptions to these cases may be granted with the approval of the department chair.

General track students who do not have a Bachelor's degree in Won Buddhist Studies may also apply for enrollment in the WBS Master's program, but they must complete two prerequisite courses (PWB500 Canon I and PWB510 Canon II) in order to enroll in certain master-level Won Buddhist courses.

All applicants to this program must complete the admissions application and submit two letters of recommendation, a letter of intent, official transcripts, and the application fee.

For ordination-track applicants from Korea, one of the letters of recommendation should be from the Won Buddhist Dormitory Advisor or the Secretary of the Department of Education of the Won Buddhist headquarters. For ordination-track applicants from the United States, one of the two recommendation letters must be from a Won Buddhist minister at an affiliated temple. For international ordination-track applicants (other than Korea), one letter of recommendation must be from the Won Buddhist minister of the regional temple in the applicant's country of origin.

The Won Buddhist Studies program admits students in both the fall and spring terms. Applications may be submitted any time during the year. Applications must be submitted in full by August 1 for the fall term or November 15 for the spring term. Priority will be given to applications received before March 1 for fall term enrollment. International applicants please see the International Student section for deadlines.

Certificate in Won Buddhist Studies

There are no separate prerequisites for admission to the WBS Certificate program beyond those for admission to the Won Institute. However, students who have not completed an undergraduate degree in Won Buddhism must take two prerequisites (PWB500 Canon I and PWB510 Canon II)

in order to enroll in master-level Won Buddhist scripture courses (WBS 531 Heart of Awakening, WBS 536 Cultivating the Mind, and WBS 541 Ground of Won Buddhist Ethics).

Application Components

Transcripts

All applicants are required to submit official transcripts from all post-secondary institutions. Additional transcripts may be requested if deemed necessary by the admissions committee. Transcripts must be received directly from the Registrar's office of the issuing institution in a sealed envelope. The Won Institute also accepts official electronic transcripts sent via Parchment, National Student Clearinghouse, and other approved services.

Letter of Intent

The letter of intent should be a 300-500 word essay that describes the applicant's interest in attending the Won Institute and his or her motivation for enrolling in a specific program. Additionally, applicants to the Acupuncture Studies program, Chinese Herbal Medicine program and Doctor of Acupuncture program should outline a brief time management plan to determine how they will manage the rigors of the program with his or her other personal and professional responsibilities.

Letters of Recommendation

Letters of recommendation are to be provided by professors familiar with an applicant's academic work or by professional supervisors or colleagues who are familiar with an applicant's professional work. Applicants must use the recommendation form which is found within the online application. Additional instructions for letters of recommendation for individual programs can be found on the online application forms. Recommendation letters are received and maintained in confidence by the Won Institute of Graduate Studies for admission consideration. Applicants are given the option to waive access to the recommendation letters submitted on their behalf under the Family Educational Rights and Privacy Act of 1974 and other laws, regulations, or policies.

Writing Sample

Applicants to the Doctor of Acupuncture Program and the Doctor of Acupuncture Program completion track are required to submit writing samples. All writing samples must be formatted in APA/MLA style with references and citations. For those applying to the full Doctor of Acupuncture Program, the writing sample can be either a previous academic paper from their undergraduate program, or another writing sample relevant to their field of work. For completion track applicants, the writing sample must be either a previous research paper submitted during their Master's level program, or another professional writing sample relevant to the field of Acupuncture and Chinese Medicine.

Application Fees

Applicants to all programs are required to submit a \$100 application fee. Application fees are waived for Acupuncture Studies applicants who attend an information session. Fees are also waived for current Won Institute students applying to another academic program.

New Student Matriculation Deposit

Upon acceptance into a program at the Won Institute, the incoming student must submit a one-time non-refundable new student matriculation Deposit to secure a space in the program. This fee will be collected in place of the term fee and technology fee, which is rendered each term thereafter. Third year acupuncture students who are dual-enrolling in CHP will not be charged a matriculation fee.

Deferral of Enrollment

Accepted students may choose to defer their enrollment for up to one academic year. In order to defer enrollment, students must first pay their matriculation deposit, and then select the deferral option on the online matriculation form..

Financial Hardship Fee Waivers

Applicants may request waiver of the application or matriculation fee due to a significant financial hardship. To request a waiver due to financial hardship, applicants must submit a request in writing including any documentation supporting the financial hardship (Ex: proof of income, public assistance, subsidized public housing, etc), that shows that the application fee or matriculation deposit would present a barrier to enrollment.

Appeal Process for Admissions Decisions

Applicants denied admission to any program at the Won Institute of Graduate Studies have the right to appeal their admissions decision. The applicant must submit a formal appeal letter addressed to the Admissions Committee within 30 days of the initial admissions decision. Every denied application has gone through extensive reviews. Therefore, for an appeal to have merit it must bring to light new academic and personal information, as well as information pertaining to extenuating circumstances, that had not been present in the application—information that clearly shows the student to be stronger than had been earlier evidenced. Notification of the Committee's decision will be sent in writing within 5-10 business days of the review meeting.

Right to Rescind Admission

Won Institute reserves the right to rescind admission or enrollment whether occurring during the application process, or after the admissions decision has been made if the Won Institute finds that:

1. An applicant's academic performance has declined since the time of application. For example, a student in the last year of an undergraduate degree program was in good

academic standing at the time of application, but then failed course finals or all courses for the last term;

2. An applicant misrepresented or falsified information provided on their application;
3. An applicant exhibits behaviors or is party to official disciplinary actions that place in question the future student's suitability for the program;
4. Conditions of acceptance outlined in a conditional or provisional acceptance letter were not met, or not met by the deadline set by the committee.

Procedure for International Students

The Institute is authorized under federal law to enroll international students with appropriate nonimmigrant student visas. International applicants must submit a complete Declaration of Finances form to the International Student Advisor before a Form I-20 (Application for an F-1 student visa) will be issued. At this time the Won Institute is unable to provide or transfer existing F-1 visas for Chinese Herbal Medicine Program applicants.

English language competency is required of all students seeking admission to the Won Institute. This must be demonstrated by one of the following means:

1. The student must have completed a Bachelor's degree at an English-based institution accredited by an agency recognized by the U.S. Secretary of Education, or in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. In all cases, English must have been both the language of instruction and the language of the curriculum used;
2. Submit Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) or International English Language Testing System (IELTS) scores.

The minimum required scores are listed in the table below:

Acupuncture Studies, Doctor of Acupuncture and Chinese Herbal Medicine::

	TOEFL- Internet Based (iBT)	IELTS
Minimum Overall Score or <i>MyBest</i> ™ Score	80	6.5

Master of Won Buddhist Studies and Certificate of Won Buddhist Studies:

	TOEFL- Internet Based (iBT)	IELTS
Minimum Overall Score or <i>MyBest</i> ™ Score	79	6.0

Scores for the *TOEFL* and IELTS must be submitted to the Won Institute within two years of the applicant's test administration date. Scores for the *TOEFL* should be forwarded electronically by Educational Testing Service. Scores for the IELTS should be forwarded in an official score report

by IELTS. No photocopies of score reports for a test of academic English will be accepted from applicants.

Official scores must be mailed directly from the Educational Testing Service. Won Institute's institution code is 4576.

The TOEFL or IELTS score report is required only if the applicant has not completed a baccalaureate degree, or higher, taught in English at an institution accredited by an agency recognized by the U.S. Secretary of Education (or from an equivalent English language institution in another country) or if the student's admissions essay or interview show serious deficiencies in their written, listening, or speaking English skills.

Applicants who hold degrees or have earned credits from non-U.S. institutions (not study abroad programs) must have a course-by-course evaluation and translation done by an evaluation services agency approved by the National Association of Credential Evaluation Services (NACES). Won Institute recommends World Education Services (WES).

International students must complete their applications by June 1 for admission into the fall term and by October 1 for admission into the spring term. All international applicants are encouraged to read the International Student Manual for details concerning academic progress, visa retention, and other topics.

Auditing and Non-Matriculated Student Policy

Applicants who wish to take a course but are not seeking a degree may apply as a non-matriculated student. Non-matriculated students may enroll in individual courses and receive credit and a grade for the course, or they may choose to audit the course. Auditing students do not receive credit or a grade, and pay reduced tuition. Students may audit or enroll in selected courses upon interview with the Department Chair, who will then consult with the course instructor. The student must submit official transcripts of their highest earned degree prior to auditing or enrolling in any courses.

The following courses are eligible for auditing and non-matriculated students:

- Limited to Acupuncture Medical Theory I, II and III, and Nutrition and Food Energetics only in the AcS program.
- The courses that comprise the Chinese Herbal Medicine Certificate program are not available to auditing and non-matriculated students. Exceptions may be made at the discretion of the Program Chair.
- All courses in the WBS program except the Practicum.

Other courses may be available to auditing or non-matriculated students at the discretion of the department chair. The cost of auditing a course is two-thirds of the full, per-credit tuition amount for the individual course.

Transfer Credits

For all academic programs, transfer credit evaluation applies to courses taken prior to matriculation only. Additional transfer credits will not be accepted for courses taken at another institution while the student is enrolled at the Won Institute.

Acupuncture Studies Program

Current Students

Upon matriculation, current acupuncture students may request use of exemption/transfer credits for the following courses *only*, based upon expertise in the subject area as demonstrated by credentials equivalent to graduate level training. These courses include:

- AcS 590: Physiological Medicine I
- AcS 591: Physiological Medicine II
- AcS 592: Physiological Medicine III
- AcS 505: Chinese Medical Language
- AcS 601: Disease Management & Prevention I
- AcS 602: Disease Management & Prevention II
- AcS 603: Disease Management & Prevention III
- AcS 605: Issues in Primary Care Medicine
- CC 591: Mental Health: Special Topics
- AcS 565: Asian Bodywork Therapy I (Tuina)
- AcS 665: Asian Bodywork Therapy II (Advanced Tuina)
- AcS 673: Medical Ethics
- AcS 682: Practice Management I
- AcS 684: Practice Management II

To request exemption for any of the above courses, the student must submit a formal letter of request with extensive documentation, such as certifications, course catalogs, syllabi, official transcripts, and supporting letters from other professionals. Additional requirements include a minimum of five years experience managing a health-care practice for AcS 682 and 684; and additional graduate-level or equivalent hours in physiology for AcS 590, 591, and 592 that are above and beyond the transcript hours submitted as prerequisites for admission. In special cases and after careful review, the Department Chair may extend a transfer credit option for other courses not listed above. For current students in flat-rate tuition programs who transfer out of courses, there will be no reduction in tuition.

The student must submit this written request in full to the Acupuncture chair by December 1st of the Year 1 Fall Term. The request will be reviewed by a committee consisting of the Academic Dean, the Clinic Director, the Acupuncture Chair, and the specific course instructor. The

committee will make the decision of acceptance or denial of the student request, and may require a competency exam to award transfer credit.

Transfer Students from accredited ACAHM schools and programs

For the Acupuncture Studies Program, applicants may receive transfer credit for up to 50% of the total program credit requirements for applicable coursework from an institution accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAHM) with approval by the Program Director or Acupuncture Chair in consultation with the Clinic Director and the Admissions Committee. There are no exceptions to our policy that all transfer students must complete the entire four terms of supervised Clinical Internship at the Won Institute.

The minimum acceptable grade for a class to be transferred is a B (3.0). Official transcripts must be received by the Won Institute directly from the issuing institutions. Upon receipt of the material, the Chair of the Acupuncture Studies Program will review the course work in question to determine equivalency and the student's level of mastery.

The Won Institute of Graduate Studies offers a unique acupuncture program that relies upon a series of sequential courses. Ideally, we want all of our students to begin their studies with our Year One, Fall Term courses. However, exceptions may be made occasionally at the discretion of the Acupuncture Chair, Clinic Director, and Admissions Committee for students coming from institutions accredited by ACAHM. Such students who have demonstrated sufficient knowledge and preparation for our program may be accepted as transfer students.

For students who wish to enter for Year One, Spring Term, additional Year One courses may be required at the expense of the student, all course materials must be submitted by December 1, and official transcripts by December 30.

For students who wish to enter for Year Two, Fall Term, additional Year One courses may be required at the expense of the student. All course materials must be submitted by August 1.

Professionals with Acupuncture Training

An individual with extensive training in Acupuncture, with rare exception, may receive transfer credit for up to 50% of the total program credit requirements. for prior training should they decide to pursue a Master's Degree. These credits are awarded at the discretion of the Acupuncture Chair and Admissions Committee. There is no reduction in tuition for courses from which the student is exempt.

Chinese Herbal Medicine Program

For the Chinese Herbal Certificate program, up to 50% of hours of applicable academic coursework in Chinese herbal medicine may be transferred with approval of the Program Director. These credits must have been completed at an institution accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAHM). The minimum acceptable grade for class hours transferred is a B (3.0). No clinical hours may be transferred. Applicants must pass a competency exam in Chinese herbal medicine administered by the Won Institute in order to enroll. Official transcripts must be received by the Won Institute directly

from the issuing institution. Upon receipt of the material, the Program Director will review the relevant documentation for the courses in question to determine equivalency. International students on an F-1 Visa are not able to transfer their visa to the Won Institute.

Doctor of Acupuncture Program

Current Students

Upon matriculation, current acupuncture students may request use of exemption/transfer credits for the following courses *only*, based upon expertise in the subject area as demonstrated by credentials equivalent to graduate level training. These courses include:

- AcS 590: Physiological Medicine I
- AcS 591: Physiological Medicine II
- AcS 592: Physiological Medicine III
- AcS 505: Chinese Medical Language
- AcS 601: Disease Management & Prevention I
- AcS 602: Disease Management & Prevention II
- AcS 603: Disease Management & Prevention III
- AcS 605: Issues in Primary Care Medicine
- CC 591: Mental Health: Special Topics
- AcS 565: Asian Bodywork Therapy I (Shiatsu)
- AcS 665: Asian Bodywork Therapy II (Advanced Tuina)
- AcS 673: Medical Ethics
- AcS 682: Practice Management I
- AcS 684: Practice Management II

To request exemption for any of the above courses, the student must submit a formal letter of request with extensive documentation, such as certifications, course catalogs, syllabi, official transcripts, and supporting letters from other professionals. Additional requirements include a minimum of five years' experience managing a health-care practice for AcS 682 and 684; and additional graduate-level or equivalent hours in physiology for AcS 590, 591, and 592 that are above and beyond the transcript hours submitted as prerequisites for admission. In special cases and after careful review, the Program Director or Department Chair may extend a transfer credit option for other courses not listed above. For current students in flat-rate tuition programs who transfer out of courses, there will be no reduction in tuition. The student must submit this written request in full to the Program Director or Acupuncture chair by December 1st of the Year 1 Fall Term. The request will be reviewed by a committee consisting of the Academic Dean, the Director of the Doctor of Acupuncture program, the Clinic Director, the Acupuncture Chair, and the specific course instructor. The committee will make the decision of acceptance or denial of the student request, and may require a competency exam to award transfer credit.

Transfer Students from accredited ACAHM schools and programs

For the Doctor of Acupuncture program, applicants may receive transfer credit for up to 50% of the total program credit requirements for applicable coursework from an institution accredited by

the Accreditation Commission for Acupuncture and Oriental Medicine (ACAHM) with approval by the Program Director or Acupuncture Chair in consultation with the Clinic Director and the Admissions Committee. There are no exceptions to our policy that all transfer students must complete the entire four terms of supervised Clinical Internship at the Won Institute.

The minimum acceptable grade for a class to be transferred is a B (3.0). Transfer courses must have been completed within the last 5 years to be eligible for transfer credit consideration. If the course work was completed longer than 5 years prior, courses will be required to be reviewed by the program director for individual evaluation. Doctor of Acupuncture Completion Track students who place out of a course receive a tuition reduction at the per credit rate, spread equally across the 3 terms.

Official transcripts must be received by the Won Institute directly from the issuing institutions. Upon receipt of the material, the Program Director or Acupuncture Chair of the Acupuncture Studies Program will review the course work in question to determine equivalency and the student's level of mastery.

The Won Institute of Graduate Studies offers a unique acupuncture program that relies upon a series of sequential courses. Ideally, we want all of our students to begin their studies with our Year One, Fall Term courses. However, exceptions may be made occasionally at the discretion of the Won Institute of Graduate Studies, the Program Director, the Acupuncture Chair, Clinic Director, and Admissions Committee for students coming from institutions accredited by ACAHM. Such students who have demonstrated sufficient knowledge and preparation for our program may be accepted as transfer students. For students who wish to enter for Year One, Spring Term, additional Year One courses may be required at the per credit hour rate, all course materials must be submitted by December 1, and official transcripts by December 30. For students who wish to enter for Year Two, Fall Term, additional Year One courses may be required at the expense of the student at the per credit hour rate. All course materials must be submitted by August 1.

Professionals with Acupuncture Training: An individual with extensive training in Acupuncture, with rare exception, may receive transfer credit for up to 50% of the total program credit requirements for prior training should they decide to pursue the DAc program. These credits are awarded at the discretion of the Program Director, the Acupuncture Chair, and Admissions Committee. There is no reduction in tuition for courses from which the student is exempt.

Doctor of Acupuncture Program Completion Track

- Students are able to transfer up to 12 credits from a regionally accredited or ACAHM accredited doctoral level program.
- Upon request for transfer credit, the student must submit a course description, course syllabus, and official transcript for every course they are seeking to transfer.
- The transferred courses must fulfill the learning objectives and standards from the Won Institute's specific Doctor of Acupuncture program course to be considered eligible for transfer.
- Collaborative clinical observation hours will not be accepted for transfer credit.

- Transfer courses must have been completed within the last 5 years to be eligible for transfer credit consideration. If the course work was completed longer than 5 years prior, courses will be required to be reviewed by the program director for individual evaluation.
- All transfer courses must have been issued a grade of B (3.0) or better and must be doctoral level coursework to be eligible for transfer acceptance.

Won Buddhist Studies Program

For the Won Buddhist Studies Program, up to 12 credit hours from graduate programs of Won Buddhism in Wonkwang University or the Graduate School of Won Buddhism located in South Korea may be transferred upon approval by the Won Buddhist Studies department chair. Up to 6 credit hours of applicable class work from other accredited graduate-level institutions may be transferred upon approval by the Won Buddhist Studies department chair. Official transcripts must be provided. The minimum acceptable grade for a class to be transferred is a B (3.0). Upon receipt of the material, the Chair of the Won Buddhist Studies program will review the course work in question to determine equivalency to Won Institute courses and the extent of the student learning outcomes.

Transfer Student Application Deadlines

Transfer students may apply for admission to any term. Transfer students must follow all application submission deadlines including July 1 for fall term, November 15 for spring term, and March 15 for summer term admission.

Readmission Policy

A student who completely withdraws from the Institute must complete a formal withdrawal form to remain in good standing. The refund policy becomes effective on the date the petition to withdraw is received by the Office of the Registrar.

A student who has not enrolled for one calendar year must apply for readmission by submitting a completed application for admission, the application fee, and a statement explaining the reason for their absence and the reasons for returning.

Course work completed at the Institute more than 4 years prior to the time of readmission must be reviewed by the Academic Dean for applicability to current degree requirements. A student that has completed all work with exception of the final project or thesis will be required to pay for a continuing registration fee equivalent to one hour-credit.

Students dismissed from the institute for ethical or behavioral violations of institute policy will not be readmitted. Considerations due to special circumstances such as language and cultural differences can be given by consultation with the Academic Dean and approval of the president. The student needs to follow the grievance procedures in those cases.

FINANCIAL POLICY



Tuition

All tuition and fees are determined yearly and are subject to change. Please consult the Admissions Office for current rates.

Acupuncture Studies

Enrollment in this program is offered on a full-time basis only and tuition is charged by term, not per credit. There is no part-time option.

Tuition is \$21,543 annually, distributed equally across three terms per year.

Tuition for Anatomy and Physiology courses is \$283 per credit. Tuition for Biochemistry of Plants course is \$525 per credit. These courses are offered on a limited basis and are not required for students who have previously completed comparable coursework. See the Transfer Student section for tuition and fee information pertaining to transfer students.

Chinese Herbal Medicine Certificate Program

Enrollment in this program is offered on a full-time basis only and tuition is charged by term, not per credit. The program is offered in six terms over 24 months. There is no part-time option.

Tuition is \$9,837 annually, distributed equally across term terms per year.

Doctor of Acupuncture Program

Enrollment in this program is offered on a full-time basis only and tuition is charged by term, not per credit.

Tuition is \$21,544 annually for the first three years, distributed equally across three terms per year. The fourth year tuition is \$10,995 annually, distributed equally across three terms. DAc students who place out of a course do not receive a tuition reduction.

Tuition for Anatomy and Physiology courses is \$283 per credit. Tuition for Biochemistry of Plants course is \$525 per credit. These courses are offered on a limited basis and are not required for students who have previously completed comparable coursework. See the Transfer Student section for tuition and fee information pertaining to transfer students.

Doctor of Acupuncture Program Completion Track

Enrollment in this program is offered on a full-time basis only and tuition is charged by term, not per credit. The program is offered in 3 terms over 12 months.

Tuition is \$10,995 for the 1-year Doctor of Acupuncture Program Completion Track. Tuition is distributed over the three terms. DAC Completion Track students who place out of a course receive a tuition reduction at the per credit rate, spread equally across the 3 terms.

The Biochemistry of Plants course is \$525 per credit. This course is offered on a limited basis and is not required for students who have previously completed comparable coursework. See the Transfer Student section for tuition and fee information pertaining to transfer students.

Won Buddhist Studies

The tuition is \$453 per credit hour. Full-time and part-time enrollment options are available.

Preparatory Won Buddhist Studies courses are \$283 per credit hour.

Flat Rate Tuition

Students enrolled in a flat rate tuition program (Acupuncture Studies and Chinese Herbal Medicine programs) can take up to one additional WBS or CC course per year, in addition to their required elective, as a part of their flat rate tuition. Any additional electives taken will be charged per credit.

Course Auditing

Auditing students are charged two-thirds of the full, per-credit tuition for their respective courses.

Repeat Courses

Students and alumni who have successfully completed a course for credit may repeat the course as an auditor or observer at no charge, with approval of the instructor. No additional course credit is given.

Payment Due Date

Tuition is due the Friday after the last day of the Add/Drop period. Payments may be made by cash, check, credit card or money order. Credit or debit card payments for tuition and fees incur a 3% convenience fee. All outstanding balances must be paid to the Bursar, or a payment plan created, by this date. Tuition paid after this date will be subject to a monthly late tuition fee until the balance is paid (applies to all tuition and fee payments due). Outstanding balances over 21 days late may lead to disenrollment, subject to review of the Academic Dean.

Payment Plans

A three-installment payment plan is available from the Bursar/Registrar with a setup fee. Payment plans must be established by the Friday after the end of the Add/Drop period. Students

are responsible to meet their scheduled payment due date. Late payments will be subject to a monthly late tuition fee until the balance is paid.

Refund Policy

Students who notify the Won Institute in writing that they are formally taking a leave of absence or withdrawing from a course or a program within the first three weeks of classes will be given a refund of tuition according to the schedule below:

Withdrawal notice within:	Percentage of tuition refunded:
0 to 15 days after term start	100%
16 to 22 days after term start	50%
After 22 days	No refund

Note: The beginning of the period for the withdrawal schedule as shown above always refers to the first day of the *academic term* as published in the Academic Calendar. It does *not* refer to the first meeting day of a given class.

Refunds are calculated based on the date that written notification of withdrawal is received by the Won Institute. The refunding policy applies only to tuition charges; fees are non-refundable. It is the student's responsibility to notify the school in writing that the student is withdrawing from the Won Institute.

Students who find it necessary to take a leave of absence for more than 60 days will be considered terminated for the purposes of Title IV and must reapply for any monies that the school has refunded to the lender on their behalf. Students are encouraged to schedule a meeting with the Financial Aid Officer or Bursar prior to withdrawal or leave of absence in order to clarify all potential financial obligations.

Fees

Term Fee (0.5 credits or greater)	\$150 / term
TKM Elective Fee	\$2,100
Application Fee	\$100
Matriculation Fee (one-time fee paid upon admission in lieu of the initial Term fee)	\$300
Technology Fee	\$100/term
Lab Fee - AcS	\$50/term
Malpractice Insurance - AcS*	\$100 /year
Malpractice Insurance - CHP****	\$20/year

Diploma Processing Fee (charged during the final academic term)	\$100
Diploma Replacement Fee	\$25
Late Registration	\$60
Tuition Deferment Plan	\$30
Stop Payment Fee	\$35
Returned Check Charge*****	\$35 per occurrence
Exam Make-Up Fee (Fee charged to make up a major exam)	\$50
Printer/Copier Usage Fee	10 cents per page
Transcript Fee***	\$10 per transcript
Credit Card Convenience Fee	3% of payment amount
Late Tuition/Fee Payment	\$25 per month until balance is paid (applies to all tuition and fee payments due)
Credit Awarding Fee	\$200/credit

Additional State Licensure Fee** (See the Registrar and Department Chair for details)

*Our malpractice insurance carrier gives each student \$100 credit per year upon graduation when purchasing their own malpractice insurance; applies to Year 2 & 3 AcS only; CHP students charged as needed.

**Some states other than Pennsylvania require additional coursework to achieve state licensure; coursework can be completed in clinic free of charge. Those unable to complete their requirements in clinic must speak to their Department Chair to develop a plan for completion with fee requirements.

***A student cannot obtain an official copy of his or her transcript unless a financial hold is cleared.

****A student who can present proof of malpractice from AAC may be able to have this fee waived.

*****If a tuition payment is returned for insufficient funds there will be an administrative charge to the student's account and the replacement payment should be in certified funds (bank or cashier's check, money order, wire transfer, ACH transfer).

Third Party Expenses

Textbooks	Student responsibility
AcS/CHP Certifications and Licensure	Please consult organizational websites for latest costs
Clean Needle Technique	Approx. \$150
CPR Training/Certification	Varies
NCCAOM Application Fee	NCCAOM Website
NCCAOM Board Examinations	NCCAOM Website
NCCAOM Review Day	\$30-\$50

Black Scrubs & Black Soled Shoes (DAc (4 year)/AcS/CHP)

Student responsibility

Financial Aid

Financial Aid is offered in the form of scholarships and Federal Loans.

Enrollment Status

Students enrolled in 6 or more credits per term are considered full time. Students enrolled for 4 credits per term are considered half time. *Half time* is a financial aid enrollment status that sets the minimum number of credits needed to receive financial aid; *part time* is a registration status for anyone who is not full time in a program (i.e. a student enrolled in 3 credits is part time but not half time).

Scholarships

Song Dok Scholarship

President Emeritus of the Won Institute, Dr. Yoon Suk Koh, established the Song Dok Scholarship in 2007 to honor his mother, Song Dok Kim. The Song Dok Scholarship is specifically designed for current matriculated Won Buddhist ministers who wish to enroll in Won Institute courses in the WBS program, and for American students who are enrolled in the PWBS program and intend to matriculate into the WBS program. The scholarship is offered in the Fall and Spring term. At the department chair's discretion, the scholarship may be made available to American WBS students who are not eligible for other institutional assistance, and for American PWBS students who do not intend to matriculate into the WBS program. These funds are available to help cover the tuition of both full-time and part-time students.

Scholarships are applied to tuition costs at the beginning of the term. Withdrawal from a course prior to the end of the add/drop period will result in a proportional recalculation of the scholarship award.

Institutional Aid Scholarship

The Institutional Aid Scholarship is a merit and need-based scholarship awarded to select members of the incoming class of matriculated students in the Acupuncture Studies, Chinese Herbal Medicine Certificate, and Doctor of Acupuncture programs only. The amount awarded is determined by the Scholarship Committee and is applied to tuition expenses only, across the duration of the student's enrollment. Completed applications must be submitted by August 1 of the year during which students plan to enroll.

Recipients must maintain satisfactory academic progress to continue receiving the award.

Withdrawal or Leave of Absence for Scholarship Recipients

Scholarship recipients who withdraw from the Won Institute prior to the add/drop deadline will forfeit the scholarship. Students who take a leave of absence before the add/drop deadline will have a review of the award amount by the finance office and scholarship committee. In these

cases, the award is subject to reduction or forfeiture. Song Eun and Song Dok recipients who withdraw from individual courses but remain enrolled at the Won Institute will have the scholarship award adjusted by a proportional amount.

Federal Financial Aid

The Won Institute meets the criteria for participation in the Federal Student Financial Aid program.

To qualify for assistance, students must meet the following basic eligibility requirements:

- Demonstrated financial need
- Citizen or eligible non-citizen
- Registered with the Selective Service, if required
- Not in default on a loan, or owing a repayment on Title IV aid received at an institution
- Enrolled at least half-time in an eligible program of study
- Maintain satisfactory academic progress

The first step is to complete an application for financial aid (FAFSA) from the following website: <https://studentaid.gov>. The school code for the Won Institute is G39493. The FAFSA must be completed online at least one month prior to the start of classes, but should be completed as early as possible. Students in graduate school are eligible for two types of federal aid: a Federal Unsubsidized Direct Loan or the Federal Graduate Plus Loan. Information about Direct Loans may be found at <https://studentaid.gov>. Students needing additional financial aid may apply for a Federal Direct Grad Plus Loan. Interest on Federal Direct Loans will accrue as each disbursement is made.

The amount of the loan borrowed, including the Graduate Plus loan, cannot exceed the amount the school determines as the cost of attendance for your program. That cost includes tuition, fees, living expenses, transportation, and other reasonable costs. For further information about your program, contact the financial aid officer or visit the Institute website.

Financial aid levels may be adjusted at any point during the term after consultation with the financial aid officer. Prior to graduation, students who received federal financial aid must complete financial aid exit counseling. Withdrawing students must complete financial aid exit counseling within 7 days of withdrawal.

Refunds of Federal Title IV Financial Aid Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid program eligibility must be recalculated in these situations.

Official withdrawal is determined as the date the student informed the Institute of their desire to leave. The date of withdrawal is based upon the date the student informed the institution of their decision to leave. Unofficial withdrawal is determined by using the last date of academically related activity as determined by the faculty.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date *divided by* the total days in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) *multiplied by* the total amount of aid that could have been disbursed during the payment period or term.

If a student earns less aid than was disbursed, the institution will be required to return a portion of the funds.. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution (see Refund policy). If the R2T4 calculation results in a credit balance on the student's account, it will be refunded to the student within 14 days. Refunds are allocated in the following order:

1. Direct Unsubsidized Loans
2. Graduate Plus Loans

Students considering a Leave of Absence or Withdrawal are encouraged to have a financial consultation meeting with the Director of Financial Aid prior to making an official decision, in order to clarify procedure and any possible obligations.

Post-Withdrawal Disbursement

In the case of a student who fully withdraws from school prior to the disbursement of a Federal loan, a post-withdrawal disbursement will be made for any funds that the student has earned at the time of the withdrawal. The loan disbursement will be made within 30 days. However, the student will be contacted and given the opportunity to accept or decline the funds. Students will be given 15 days to communicate their decision. If the post-withdrawal disbursement results in a credit balance on the student's account, the credit will be refunded within 14 days.

ACADEMIC POLICY



Program Overviews & Graduation Requirements

Acupuncture Studies (AcS)

The Acupuncture Studies program is a 123-credit hour program leading to a Master of Acupuncture (MAc) degree. It is designed as a three-year, nine-term program, which includes summer sessions. This program is offered on a full-time basis only. The program trains competent acupuncturists and prepares students to sit for national certification in acupuncture (NCCAOM). The Acupuncture Studies program courses are given letter grades with the exception of Practice Management, and clinical training which is automatically graded as Pass/Fail. Students may elect to receive a letter grade in their elective course upon permission from the instructor and notification to the Registrar. This request must be made during the Add/Drop period in the beginning of each term.

The Acupuncture Studies Program consists of five foci:

- Acupuncture Medical Theory, Diagnosis and Treatment Technique (57 credits)
- Western Biomedical Clinical Sciences (24 credits)*
- Clinical Training (29 credits)
- Ethics, Practice Management & Counseling (9 credits)
- Chinese Medical Language & Research (4 credits).

*6 additional credits fulfilled by Anatomy & Physiology I and II

The program includes didactic (lecture) classes and clinical work. The degree program is designed to be completed in three years and must be completed within 4.5 years. Students who struggle to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Applicants may receive transfer credit for up to 50% of the total program credit requirements. Students must complete a minimum of four terms (the entire Clinical Internship) at the Won Institute.

Students must complete either a three-credit elective course from the Won Buddhist Studies (WBS) program or Common Course (CC) offerings, or a three-credit research course. Students must pass all required classes, clinics and the above-stated elective. For lecture courses, the student must receive a passing grade of C (2.0) or better in each course. Clinical work is graded on a Pass/Fail basis. The minimum cumulative GPA required for graduation is B- (2.7).

Students must pass a First-year Comprehensive Exam at the end of the first year before proceeding to the second year. Students must complete a preclinical checklist before entering Clinical Internship during the second year.

Students must pass a cumulative Graduation Comprehensive Examination at the end of the ninth term that includes written and practical components. Students who do not pass this exam will not be eligible for graduation, and may be required to complete additional coursework.

Students must settle all financial obligations to the Won Institute before graduation.

Chinese Herbal Medicine Certificate Program (CHP)

The Chinese Herbal Medicine Program is a 720 clock hours certificate program leading to a Certificate of Chinese Herbal Medicine. The program is offered on at least one three-day weekend per month over 6 consecutive terms. Students must complete the program within 3.5 years.

Upon graduation, students may sit for the NCCAOM Chinese Herbology Certification Examination under Route 5: Conversion from Acupuncture and Chinese Herbology Certification to Oriental Medicine, which is available to a Diplomate of Acupuncture (NCCAOM) ® in active status.

Students who do not have Diplomate of Acupuncture status first must gain this status from NCCAOM in order to qualify to sit for the Chinese Herbology board exam through the aforementioned Route 5.

Diplomate status may be an additional step that is not required in every state for licensure. Successful completion of the application and exam allows students to become Diplomates of Oriental Medicine (Dipl.OM).

In the State of Pennsylvania, graduates that pass the exam and already are LAc may convert to LOM. The legal requirements and process for certification and licensure can be found on websites of the PA State Board of Medicine and NCCAOM. Additional information on the process is available upon request from the Registrar or Department Chair.

The Chinese Herbal Medicine Program courses are graded as Pass/Fail. Students who wish to be given letter grades for select CHP courses may elect to do so upon admittance into the program with permission from the Program Director and notification to the Registrar and Instructors. For lecture courses, students must receive a passing grade of C (2.0) or better. Clinical work is graded on a Pass/Fail basis. The minimum cumulative GPA required for graduation is B- (2.7). The student must meet all stated institutional and ACAHM clinic requirements.

Students must settle all financial obligations to the Won Institute before graduation.

Doctor of Acupuncture Program (DAc)

The Doctor of Acupuncture program is a 147-credit hour program leading to a Doctor of Acupuncture (DAc) degree. It is designed as a four-year, twelve-term program, which includes summer sessions. This program is offered on a full-time basis only. The program trains

competent acupuncturists and prepares students to sit for national certification in acupuncture (NCCAOM).

The Acupuncture Studies program courses are given letter grades with the exception of Practice Management, and clinical training which is automatically graded as Pass/Fail. Students may elect to receive a letter grade in their elective course upon permission from the instructor and notification to the Registrar. This request must be made during the Add/Drop period at the beginning of each term.

The Acupuncture Studies Program consists of five foci:

- Acupuncture Medical Theory, Diagnosis and Treatment Technique (60 credits)
- Western Biomedical Clinical Sciences (27 credits)*
- Clinical Training (32 credits)
- Ethics, Practice Management & Counseling (18 credits)
- Chinese Medical Language & Research (10 credits).

*6 additional credits fulfilled by Anatomy & Physiology I and II

The program includes didactic (lecture) classes and clinical work. The degree program is designed to be completed in four years and must be completed within 6 years. Students who struggle to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Applicants may receive transfer credit for up to 50% of the total program credit requirements. Students must complete a minimum of four terms (the entire Clinical Internship) at the Won Institute.

Students must complete either a three-credit elective course from the Won Buddhist Studies (WBS) program or Common Course (CC) offerings, or a three-credit research course. Students must pass all required classes, clinics and the above-stated elective. For lecture courses, the student must receive in each a passing grade of C (2.0) or better. Clinical work is graded on a Pass/Fail basis. The minimum cumulative GPA required for graduation is B- (2.7).

Students must pass a First-year Comprehensive Exam at the end of the first year before proceeding to the second year. Students must complete a preclinical checklist before entering Clinical Internship during the second year.

Students must pass a cumulative Graduation Comprehensive Examination at the end of the ninth term that includes written and practical components. Students who do not pass this exam will not be eligible for graduation, and may be required to complete additional coursework.

Students must settle all financial obligations to the Won Institute before graduation.

Doctor of Acupuncture Program Completion Track

The Doctor of Acupuncture Completion Track is a 24-credit hour program leading to a Doctor of Acupuncture (DAc) degree. The Doctor of Acupuncture Program Completion Track is an online, asynchronous program consisting of eight 3-credit courses (24 credits) to be completed in twelve months for a total of 390 hours.

The degree program is designed to be completed in one year and must be completed within 1.5 years. Students who struggle to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Students must settle all financial obligations to the Won Institute before graduation.

Won Buddhist Studies (WBS)

The Won Buddhist Studies program is a 36-credit hour program leading to a Master of Won Buddhist Studies (MWBS) degree. The program is designed for students intending to enter the ministry as Won Buddhist ministers (ordination track) or lay leaders, and also is available to students who seek a deep knowledge of Won Buddhism (general track). Graduation requirements for these students differ, as detailed below. The program is designed primarily as a two-year program. For students enrolled on a full-time basis (6 or more credits), the degree program must be completed within 3.5 years, and for students enrolled on a part-time basis, the degree program must be completed within 7 years. Students who are unable to complete the program within the allotted time frame will be evaluated to determine if they should continue in the program.

The Won Buddhist Studies program courses are given letter grades, including their electives. Students electing to receive a letter grade from a Pass/Fail course must receive permission from the instructor and provide notification to the Registrar. This request must be made during the Add/Drop period in the beginning of the term. Students may request to receive a Pass/Fail grade in their elective course pending permission from their program chair. Once this permission is granted, the instructor and Registrar must be notified. This request must be made during the Add/Drop period in the beginning of each term.

Ordination-track students who do not hold a Bachelor's Degree in Won Buddhist Studies must complete 18 credits of prerequisites covering the basic teachings and practices of Won Buddhism. Prerequisite coursework is designed to be completed through one year of full-time study and consists of 9 credit hours completed during the fall and spring semesters. Part-time students must complete the prerequisites within four years.

The Department of Education of the Headquarters of Won Buddhism requires a passing score on a PWBS comprehensive exam before students may continue on the ordination track. General-track students or lay leaders do not need to sit for the PWBS comprehensive exam.

For ordination-track students, a comprehensive ordination examination must be passed to both graduate from the Won Buddhist Studies Master's program and to receive ordination in the Won Buddhist Order. Qualifying requirements to sit for the ordination examination are determined by the Headquarters of Won Buddhism and not by the Won Institute faculty or staff. The student and Won Buddhist adviser must ensure that all requirements to sit for the examination are met. The

Won Institute does not guarantee ordination, and qualifying requirements for ordination are not necessarily subject to the rights accorded by the Won Institute non-discrimination policy or United States law. Ordination track students who are not granted approval to sit for the exam instead may complete a Master's thesis or a Master's project in order to fulfill the graduation requirement and earn a Master's of Won Buddhist Studies degree. In this contingency, any additional time or expense related to an extension of the matriculation period is understood to be the full responsibility of the student.

General track students do not sit for the exam and instead must complete either a Master's thesis or a Master's project. Under special circumstances, the WBS Chair can give an exception to a student to take a comprehensive exam provided and graded by WBS faculty.

Students must take at least one course in the Won Buddhism course group during both Fall and Spring terms. Students must receive a passing grade of C (2.0) or better in all required classes and electives. The minimum cumulative GPA required for graduation is B- (2.7).

Students must settle all financial obligations to the Won Institute before graduation.

Certificate in Won Buddhist Studies (CWBS)

The Certificate in Won Buddhist Studies program is an 18-credit hour program designed for students interested in gaining a deeper understanding of Won Buddhism. The certificate requires 18 credits of academic studies in Won Buddhism and Buddhist doctrine and practice for individuals interested in gaining a deeper understanding of Buddhism. Successful completion of the WBC is contingent on the student's:

- Completion of all requirements
- Maintenance of a minimum grade point average (GPA) of 2.7 each term of enrollment
- Oral presentation of the student's WBS Certificate Portfolio

Each student in the WBS Certificate program will prepare a Portfolio of work done throughout the program including, for example, term papers, reflection papers, projects, and summaries of experiential learning activities. As a final step to completion of the program, each student will present the Portfolio contents to the WBS faculty, in the context of a summary presentation of learnings and experiences in the program.

The program must be completed within 1.5 years. Certificate Students enroll in the Master's degree program in Won Buddhist studies and may choose at any time to apply their certificate courses toward the Master's degree.

Students must settle all financial obligations to the Won Institute before graduation.

Academic Year

Acupuncture Studies

The Acupuncture Studies program is trimester-based with two 15-week terms (beginning in August and January) and one 10-week term (beginning in May). New students enter the program only in the fall term as a new cohort.

Each new cohort will have one of two possible class meeting schedules, as follows:

For classes graduating in even-numbered years (e.g. classes of 2020, 2022), classes will usually be held on Wednesday evenings, all day Thursday and Friday. Clinical shifts may also be required on other days as part of Clinical Internship beginning with the summer term of Year Two and throughout Year Three depending on the size of the cohort. Meeting days may also change in the sixth through the ninth term. Being scheduled for clinic shifts only on the cohort days is not guaranteed.

For classes graduating in odd-numbered years (e.g. classes of 2021, 2023), classes will usually be held on Tuesday evenings, all day Wednesday and Thursday. Clinical shifts may also be required on other days as part of Clinical Internship beginning with the summer term of Year Two and throughout Year Three depending on the size of the cohort. Meeting days may also change in the sixth through the ninth term. Being scheduled for clinic shifts only on the cohort days is not guaranteed.

Please note that due to the reduced 10 week summer term, summer classes may extend into the early evening.

Chinese Herbal Medicine Certificate Program

The Chinese Herbal Medicine program is a two-year certificate program with two 15-week terms (beginning in August and January) and one 10-week term (beginning in May). Classes are held at least one weekend per month. During terms three through six, students must complete the clinical internship portion of the program. Students will have a variety of clinical shift options to choose from. New students enter the program only in the fall term.

Doctor of Acupuncture Program

The Doctor of Acupuncture Studies has 3 terms per year, two 15-week terms (beginning in August and January) and one 10-week term (beginning in May). New students enter the program only in the fall term.

Each new cohort will have one of two possible class meeting schedules, as follows:

For classes graduating in even-numbered years (e.g. classes of 2020, 2022), classes will usually be held on Wednesday evenings, all day Thursday and Friday. Clinical shifts may also be required on other days as part of Clinical Internship beginning with the summer term of Year Two and throughout Year Three depending on the size of the cohort. Meeting days may also change in the sixth through the ninth term. Being scheduled for clinic shifts only on the cohort days is not guaranteed.

For classes graduating in odd-numbered years (e.g. classes of 2021, 2023), classes will usually be held on Tuesday evenings, all day Wednesday and Thursday. Clinical shifts may also be required on other days as part of Clinical Internship beginning with the summer term of Year Two and throughout Year Three depending on the size of the cohort. Meeting days may also change in the sixth through the ninth term. Being scheduled for clinic shifts only on the cohort days is not guaranteed.

Year Four is online and asynchronous, consisting of eight 3-credit courses (24 credits) to be completed in twelve months for a total of 390 hours.

Please note that due to the reduced 10 week summer term, summer classes may extend into the early evening.

Doctor of Acupuncture Completion Track

The Doctor of Acupuncture Program Completion Track is an online, asynchronous program consisting of eight 3-credit courses (24 credits) to be completed in twelve months for a total of 390 hours.

Won Buddhist Studies Program

The Won Buddhist Studies program is a two-year master's program with two 15-week terms beginning in August and January.

Certificate in Won Buddhist Studies

The Won Buddhist Studies certificate program is a one year certificate program that requires completion of 18 credits of academic studies.

Health Related Requirements

AcS & CHP Students

AcS and CHP students are expected to be in good general health prior to interacting with patients in a clinical setting. Students who are ill with a potentially communicable disease are encouraged to remain out of the clinical setting until such time as they are not infectious. AcS students are encouraged to have received or to be currently in treatment with a licensed acupuncturist who practices in a way that treats the whole person. AcS students' specific health related and OSHA requirements prior to beginning the needling portion of their clinical training and prior to their Clinical Internship will be specified in the Student Clinic Manual.

Student Advising

Each student will be assigned an academic advisor at the beginning of each academic year, with regular meetings scheduled approximately 6-8 weeks prior to the end of each term. The student should consult with the academic advisor when arranging class schedules and when issues of academic concern arise.

The student must meet with his/her advisor each term in order to complete registration. Once the student and advisor have reached an agreement for the courses for the following term, the advisor will “unlock” the student’s registration abilities in Populi, our course management system. The student then may register him or herself for courses or do so with the assistance of his or her advisor. The student may request to change his/her advisor by contacting the Academic Dean.

Prior to the advising period, the Registrar will send an Advising Checklist to all active advisors which details specific policies, procedures, and updates.

Registration

Registration occurs as listed in the Academic Calendar (available in the Catalog). Students must obtain approval from their academic advisors and are requested to register as soon as possible via our course management software, Populi. Waiting until late registration may limit course selections, and a late registration fee will occur.

Independent Study

If a student wants to take an established course as an independent study, approval must be given by the advisor, instructor, and Department Chair. Students should notify the Registrar before registering on Populi, as both the independent study course number and the actual course number must be accounted for on our course management software.

Students must get approval from the Department Chair to create a new independent study. Once approved, students must work with the Accreditation Liaison Officer to develop an appropriate syllabus. All new independent study courses must have a faculty advisor. Both the Department Chair and the Accreditation Liaison Officer must give final approval of the syllabus before registering for the independent study.

Add/Drop Procedure

During the Add/drop period, students are free to register their choices directly on Populi. Dates for tuition reimbursement can be found on the academic year calendar and online on the Resources for Current Students page of the institute website. For more information, please see the “Refund Policy” in the Financial Policy section of the catalog.

Auditing & Non-Matriculated Student Policy

Non-matriculated students may enroll in individual courses and receive credit and a grade for the course, or they may choose to audit the course. Auditing students do not receive credit or a grade, and pay reduced tuition. Students may audit or enroll in selected courses upon interview

with the Department Chair, who will then consult with the course instructor. The student must submit official transcripts of their highest earned degree prior to auditing or enrolling in any courses.

The following courses are eligible for auditing and non-matriculated students:

- Limited to Acupuncture Medical Theory I, II and III, and Nutrition & Food Energetics only in the AcS program.
- The courses that comprise the Chinese Herbal Medicine Certificate program are not available to auditing and non-matriculated students. Exceptions may be made at the discretion of the Program Director.
- All courses in the WBS program except the Practicum.

Other courses may be available to auditing or non-matriculated students at the discretion of the department chair. The cost of auditing a course is two-thirds of the full, per-credit tuition amount for the individual course.

Attendance

Attendance requirements for each course are noted in the syllabus for that course. Attendance as well as all grades must be tracked by the instructor.

- **Excused absences:** Excused absences are those which are cleared with the instructor prior to the absence.
- **Unexcused absences:** Unexcused absences include those which are not verified with the instructor prior to the absence. Lateness (greater than 15 minutes late or leaving greater than 15 minutes early) is considered to be a partial unexcused absence. 3 partial unexcused absences will require a makeup assignment at the discretion of the Chair.

Didactic Courses

Regular attendance is expected for all classes, but it is understood that absences are sometimes unavoidable. Students must attend at least 85% of required course meetings, however, there may be consequences to missing class such as: participation grades, in-class assignments, or tests.. There are no unexcused absences in the Chinese Herbal Medicine Certificate Program.

If a student is on track to attend less than 85% of required course meetings, without a documented valid excuse, such as a serious medical or family emergency, the course instructor should notify the Registrar, who will issue the student an attendance warning stating that another absence may result in suspension from the course. Students who are suspended because of excessive absence will receive a grade of FN which counts as failure, regardless of work completed or grades already earned in the course.

Clinical Courses

Students must complete all required program hours of clinical courses. Thus no absences are allowed for clinical training courses. These courses include: AcS 551, 552, 553, 554 Clinical Observation 1-4, and AcS 641 and 642, Clinical Skills and Mentor Group 1 and 2. In the Chinese Herbal Medicine Certificate Program these courses include: CHP 515, 525 Clinical Skills and Observation 1-2. Students are required to make up all absences in the Student Clinic as soon as possible in order to accrue the correct amount of clinical hours before entering Student Internship. No other clinic is authorized for students to make up time missed in clinical courses. No absences are permitted for clinical training courses.

Missed clinic shifts must be made up before the end of the term, or the student will receive a grade of Incomplete in the course. The student must make up the required hours in the next term in order to receive a passing grade and credit for the course.

Lateness Policy

Lateness policies appear in the syllabus for each course. Instructors should take attendance at the start of each class. Anyone who arrives more than 15 minutes after class has started should be marked late. If a student is chronically late (more than 3 times), the course instructor should notify the Registrar, who will issue the student a warning that excessive lateness may result in suspension from the course and a failing grade for the course.

Classroom Behavior

If a serious conflict or disagreement occurs, or if behavior is disruptive to the normal conduct of the class, it is best to deal with it in a timely manner. The first step is for the parties involved to discuss the matter and try to arrive at a mutual understanding to resolve the problem. If this initial attempt fails and the problem recurs, the Department Chair or Program Director should be notified for resolution. If the Department Chair or Program Director fails to resolve the matter, the Academic Dean should be consulted for resolution. If the initial problem involves the Department Chair or Program Director, the Academic Dean should be consulted for resolution.

Students and faculty are expected to follow the ethical and behavioral standards of the Won Institute. Please refer to the Student Manual and Faculty Manual for Won Institute ethical and behavioral standards.

Clinical Sanctions (AcS & CHP Students)

A student who has a serious problem in the Clinic – such as failure to adhere to protocol or difficulties relating with patients or other practitioners – may have sanctions imposed by the Clinic Supervisor. Sanctions are typically assignments with deadlines or specific behavior goals over a defined period. The supervisor may limit the student's Clinic activities – treating, partnering, and participating in group work – until the deadline. The Clinic Supervisor notifies the Clinic Director about the sanctions, in writing.

If a Clinic student does not fulfill Clinic sanctions or if additional problems are observed, the student is referred to the Clinic Director. The student enters into a behavioral or educational learning contract with the Clinic Director, who monitors the student's progress in meeting the terms of the contract. A copy of the contract is placed in the student's educational record, and a signed contract is given to the student. The Clinic Director may suspend the student from Clinic or limit the student's Clinic activities until the contract is fulfilled.

Examinations

Make-up Examinations

Students must contact their instructor at the earliest possible opportunity regarding any missed exams, tests, or quizzes. Any retakes are at the instructor's discretion. Make-up exams may incur a fee.

Examinations

Students are generally not allowed to retake a failed quiz, midterm, or final examination. Exception to this policy is at the discretion of the course instructor. Retakes are allowed for the Clinic Entrance Examinations and the Comprehensive Examinations, at the discretion of the Clinic or CHP Director and Department Chair.

Review of Examinations

Students may ask to review examinations they may have failed or received a low grade on. The student may review the examinations only in the teacher's presence. Comprehensive, mid-term and final examinations are considered property of the school and may not be taken off campus.

Grading System

On the first day of class, students are informed of the methods used to evaluate their performance and assign grades. All course grades are recorded as letter symbols with the exception of the following courses, which are graded as Pass/Fail: clinical training and meditation elective courses; practice-based courses in WBS; and other special courses designated by the Academic Dean.

The letter grades and corresponding percentages are as follows:

A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79

C	2.0	70-77
F	0.0	<70/Fail
P	Pass	
AUD	Audit	
I	Incomplete	
W	Withdrawal	
TR	Transfer credit	
FN	Failure due to non-attendance	
NG	No Grade	

(I) Incomplete

Instructors may give an Incomplete to students with a valid, documented reason for not finishing course requirements, providing that the student is otherwise achieving passing work and has satisfactory attendance. Instructors will enter an Incomplete status on Populi, and notify the Registrar of missing work and the date by which the work must be completed. This note may be placed on the student's Activity Feed in Populi. A grade change will be submitted by the Instructor if the missing work is completed within the specified time. (See Grade Change Policy) If the missing work for an Incomplete grade is not completed by the specified date, the outstanding assignment will receive a 0, and the final grade will be computed accordingly.

(W) Withdrawal

Students may officially withdraw from a course after the end of Add/Drop period, but before the seventh week of classes without penalty if they are achieving passing work and have satisfactory attendance. The student must submit a Course Withdrawal Form for the Instructor's approval. If the Academic Dean approves, the final grade will be recorded as W. Students wishing to withdraw more than 7 weeks into the term must have a meeting with their Chair or Program Director and course instructor.

If a student misses a substantial amount of work or has an excessive number of class absences, without the official approval of the Academic Dean, the student is considered to have unofficially withdrawn from the course. Such students are given a grade of F.

(P) Pass

A Pass/Fail grade is given only for supervised clinical training courses in AcS, practice-based courses in WBS, or courses specially designated by the Academic Dean. AcS students may elect to take their required CC elective course with letter grade symbol instead of Pass/Fail grading, as well. Unless otherwise stated in the syllabus, Pass is considered a 70 or above. Other Pass criteria also may be stated in the course syllabus.

(AUD) Audit

A grade of “AUD” is utilized when the student registers as an auditor, meaning that he or she attends class but does not take examinations and does not receive credit.

(F) Failure & Repeat Courses

AcS or CHP students who receive a failing grade must repeat the failed course in its entirety and pay any additional tuition and fees. They are responsible for completing all attendance and course requirements.

(FN) Failure for Non-Attendance

The FN grade indicates that a student has failed a course due to non-attendance. It is calculated as an “F” in the student’s grade point average. For students receiving financial aid, failure for non-attendance may require the student to refund to the Institute all or part of his or her aid. The FN grade will be assigned by the faculty member at any time following the final withdrawal date for the course. Students who are in a failing status because of non-attendance but return to the course prior to the withdrawal date may elect to withdraw from the course.

(NG) No Grade

No Grade (or 'NG') indicates that the instructor has not yet submitted an appropriate grade. An 'NG' grade must be replaced with a letter grade (or P grade) by the end of the succeeding term or the grade will revert to an F. To remove the 'NG' grade from a student’s record, the student will need to contact the instructor who assigned the 'NG' and have them contact the Registrar.

Grade Point Averages (GPA)

The minimum cumulative Grade Point Average (GPA) for all four programs required for graduation is 2.7 (see section on Academic Progress). Courses designated as pass/fail courses are not computed in the GPA. Unless otherwise stated in the syllabus, Pass is considered a 70 or above. An F grade in any credit-bearing course will count as 0 in the grade point average.

Grade Change Policy

Final grades may be changed in the following situations:

- Completion of missing work for a grade of Incomplete
- Clerical or transcription error by instructor or Registrar
- Instructor’s prerogative as result of student’s challenge
- Resolution resulting from grade change appeal or grievance procedures

Incomplete Grade Change

Students with an Incomplete will receive an Completion Agreement from their course instructor or department chair. Completion Agreement includes work to be completed and due dates. If due

dates are not met, the Incomplete will become an F. Once the Completion Agreement is fulfilled the Registrar must be notified by the instructor or department chair.

Grade Change by Instructor

If a student is dissatisfied with a final grade, or believes that an error has been made in recording the grade, the student should discuss the matter with the instructor. This must be done by the second week of the next term. The instructor may review the student's class record and performance, and may change the original grade accordingly by filing with the Academic Dean a Change of Grade Form documenting the reason for the change.

All transcript grade changes must be approved by the Academic Dean. Grade challenges and changes will be recorded on appropriate documents to be signed by the instructor and student and placed in the Registrar's student's file.

Petition for Grade Change

If a student is not satisfied after speaking to the course instructor, they may file a grievance. See the Grievance Policy section in this manual.

Grade Replacement

Occasionally students may choose to repeat a course they have already passed to earn a higher grade. They are responsible for completing all attendance and course requirements. Prior to registering, a student must receive approval from their Program Chair.

Satisfactory Academic Progress for Financial Aid (SAP)

Students must maintain satisfactory academic progress in order to maintain eligibility for Federal student loans.. Satisfactory academic progress. has two components: **Qualitative**, which requires a minimum Grade Point Average (GPA) of 2.7 and **Quantitative**, which requires that 66% of attempted coursework during the enrollment period for which progress is being reviewed be completed. Attempted coursework includes classes from which the student subsequently withdrew. .

Students in a program of study lasting more than one year will be reviewed annually at the end of the academic year which includes the summer term. Students in a program lasting only one year (the Doctor of Acupuncture completion track) will be reviewed for progress at the end of each term. If a student fails to meet either the qualitative or quantitative component , they will be placed on financial aid probation and lose eligibility for aid until the progress standard is met.

Students not making progress will be notified by the Financial Aid Office via email. They will be sent an Appeal Form with the progress notification and asked to respond within two weeks. Circumstances to discuss in the appeal may include chronic medical problems, illness, death in

the family, relocation or employment changes, or personal problems. Documentation, as appropriate, should be submitted with the appeal. Appeals will be reviewed by the Director of Financial Aid. If the appeal is granted, the student will be eligible for aid while on probation for one semester. At the end of the probationary term, the student's progress will again be reviewed. Failure to meet both the 2.7 GPA and 66% credit/clock hour completion rate, will result in a loss of eligibility for aid until the standard is met.

Repeated classes will be calculated in the SAP requirement for the enrollment period in which the repeat is successfully completed with the grade earned in the repeated class replacing the original grade in the GPA. The repeated class will also count towards the quantitative measurement. Incomplete classes will be counted towards SAP after the coursework has been completed and a grade is assigned. However, if aid eligibility has already been lost for a particular semester later course completion cannot retroactively re-establish progress after that semester has ended.

The Chinese Herbal Medicine Program is a Pass/Fail program. For Financial Aid purposes, we are required to track quantitative cumulative grade point average to determine financial aid eligibility. All P grades are assigned a 4.0 and all F grades a 0. Students must maintain at least a 2.7 grade point average to remain eligible for aid. *NOTE: This is not an official academic grade point average. It will not appear on your transcript and cannot be used for employment or future education purposes.* **Time Frame for Completion by Program**

Acupuncture Studies Program

Time Frame: The 123-credit program is designed as a full-time program to be completed in three years and must be completed within 4.5 years. Only full-time enrollment is permitted. Students who struggle to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Credit Hour Completion: Full-time students are expected to complete 66% of credits attempted. If a student falls below this percentage, they will be placed on financial aid academic probation and may risk financial aid status.

Chinese Herbal Medicine Certificate Program

Time Frame: This 720 clock hour professional certificate program is meant to be completed in 24 months and must be completed in 3 years. 510 clock hours cover didactic work while the remaining 210 clock hours cover clinical work. The program is offered on a full-time basis only. Students who struggle to complete their studies within this timetable will be evaluated by the Academic Dean in consultation with the program director, and advised of an appropriate course of action such as discontinuing the program. Students must complete all 720 clock hours in order to sit for their NCCAOM Chinese herbology exam and to graduate.

Credit Hour Completion: Full-time students are expected to complete 66% of clock hours attempted. If a student falls below this percentage, they will be placed on financial aid academic probation and may risk financial aid status.

Doctor of Acupuncture Program

Time Frame: The 147-credit program is designed as a full-time program to be completed in 4 years and must be completed within 6 years. Only full-time enrollment is permitted. Students who struggle to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Credit Hour Completion: Full-time students are expected to complete 66% of credits attempted. If a student falls below this percentage, they will be placed on financial aid academic probation and may risk financial aid status.

Doctor of Acupuncture Completion Track

Time Frame: The 24-credit program is designed as a full-time program to be completed in 1 year and must be completed within 1.5 years. Only full-time enrollment is permitted. Students who struggle to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Credit Hour Completion: Full-time students are expected to complete 66% of credits attempted. If a student falls below this percentage, they will be placed on financial aid academic probation and may risk financial aid status.

Won Buddhist Studies Program

Time Frame: The 36-credit program is designed primarily as a two-year program. For students enrolled on a full-time basis (6 or more credits), the degree program must be completed within 3.5 years, and for students enrolled on a part-time basis, the degree program must be completed within seven years. Students who are unable to complete the program within the allotted time frame will be evaluated to determine whether they should continue with the program.

Credit Hour Completion: Full and half-time students are expected to complete 66% of credits attempted. If a student falls below this percentage, they will be placed on financial aid academic probation and may risk financial aid status.

Certificate in Won Buddhist Studies

Time Frame: The 18-credit certificate program is designed as a full-time one-year program although there is a part-time option with the expectation to complete the program in 1.5 years.

International Students

All international students must maintain full-time status (7.5 credits or more) and make normal progress toward completion of a degree. International students are encouraged to read the

International Student Manual for details concerning academic progress, visa retention, and other related topics.

Honor & Academic Integrity

Students are responsible for maintaining the academic standards established by the Won Institute and by the instructors for each enrolled course. The student must do all required academic work. Instructors, for their part, will encourage honest effort by exercising care in planning and supervising course work. A student who does not comply with the standard of honesty may be subject to appropriate penalties imposed by the instructor, and even to academic probation, suspension, or dismissal.

Students are expected to maintain standards of integrity with respect to their academic and personal behavior. The Won Institute values academic excellence along with a learning environment that honors sharing and growth. Sharing, however, does not imply substitution of another's work for one's own. The following guidelines should be used: All examinations, term papers, theses, oral and written assignments, and class presentations are to be the work of the student presenting the material, unless collaborative effort is specifically required by the instructor.

Plagiarism

Plagiarism is the presentation of someone else's work as your own. Plagiarism is theft, because you are stealing someone else's words or their work and presenting it as your own. Plagiarism in practice means using another person's ideas or work product, whether published or unpublished, without citing the source.

In short, plagiarism is fraud because it entails stealing and then lying about it afterwards.

Ideas can be stolen. According to U.S. law, the expression of original ideas is considered intellectual property and protected by copyright laws. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as in a book or a computer file).

All of the following are considered acts of plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving them due credit
- Failing to put a quotation in quotation marks
- Providing incorrect information about the source of a quotation
- Reproducing so much material from an already existing source that it makes up the majority of your work, whether you give credit or not

Properly citing sources and material is necessary to avoid plagiarism. Acupuncture Studies and Chinese Herbal Medicine follow the citation standard of practice in the *Publication Manual of the American Psychological Association* (APA). For Won Buddhist Studies and Applied

Meditation, either the *Chicago Manual of Style* (CMS) or the *Modern Language Association Style Manual* (MLA) are acceptable. The course instructor may request a specific style. Current academic standards for all style manuals can be found at <https://owl.english.purdue.edu/owl/section/2/>. Please consult the librarian for further assistance.

A faculty or staff member in possession of proof of any violation of the institute's policy concerning academic integrity may take appropriate disciplinary action, including the refusal to grant credit for the assignment. If a faculty member has reason to doubt a student's academic integrity but lacks sufficient proof, the student may be required to submit additional work, revised work, or both. A faculty or staff member will notify the academic dean of all academic integrity violations. Any student who violates the institute policy concerning academic integrity will be subject to probation, suspension, or dismissal.

Academic Probation

The Registrar reviews all student records for academic progress at the end of the fall, spring, and summer terms. Students' academic standing is assessed at the end of the academic year.. Academic standing is determined on the basis of cumulative Grade Point Average, that is, the average grades earned in all courses.

Students with a cumulative GPA of less than 2.7 and greater than or equal to 1.5 who have completed at least 2 courses will be placed on academic probation until the next assessment period. Students who have a cumulative GPA of less than 1.5 who have completed at least 2 courses will be considered for dismissal for a 12-month period; the Academic Dean shall make this decision.

Students on academic probation are required to meet with the Academic Dean for academic advising, to have their program of studies approved, and to create a learning plan to help the student bring up their grades. Students on academic probation will normally be restricted to registering for a maximum of 2 courses. Following the spring or summer term, student records are reassessed.

Students on probation are permitted to continue to register on probation provided their Grade Point Average during the probation year is at least 2.2. Students who achieve a cumulative GPA of 2.7 or higher will be returned to the status of "in good standing." Students on probation who do not achieve a GPA of 2.2 during the probation year will be considered for dismissal for a 12-month period; the Academic Dean shall make this decision.

Academic Alert

If a student's term GPA falls below 2.7 for a given semester but the cumulative GPA is currently 2.7 or higher and the student is not currently on probation, the student will be notified of an Academic Alert on the grade report. It is not an academic standing and is not recorded on the transcript, but warns students that they may be in academic jeopardy if their grades do not improve and academic advising should be sought.

Academic Dismissal

Students on probation whose GPA during the probation year is less than 2.2 will be academically dismissed for a 12-month period. Students whose cumulative GPA is less than 1.5 and who have completed at least two courses will be academically dismissed for a 12-month period.

Continuous Enrollment, Leave of Absence, and Withdrawal

Students admitted to a degree program are expected to enroll without interruption until the program is complete. Students in good standing may request a leave of absence to last no more than one year. For students in the Won Buddhist Studies program, the one-year leave of absence will not count against the students' remaining time allowed for completion of the program. All students should consult with the chair or director of their program regarding the consequences of interrupted enrollment.

If more than said time is needed, students in good standing may petition to withdraw on a temporary basis from the Institute after a meeting with the chair or director of the program and the Academic Dean. The conditions for a student's readmission into the program will be included in the meeting discussion.

Students are expected to complete the graduation requirements for the year in which they first enroll, as stated in the Course Catalog from that academic year. Students may request to graduate using more recent graduation requirements, pending the approval of the program director or chair. Any other needed accommodation will be handled by the Department Chair or Academic Dean.

A student who completely withdraws from the Institute must complete a formal withdrawal form to remain in good standing. The refund policy becomes effective on the date the petition to withdraw is received by the Office of the Registrar. See the *Admissions* section for more information related to readmissions.

Student Records & FERPA

Won Institute of Graduate Studies maintains student education records in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Public Law 93-380, as amended. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is

18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days of the day Won Institute of Graduate Studies receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before Won Institute of Graduate Studies discloses personally identifiable information (PII) from the student's education records, except to the extent FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Won Institute of Graduate Studies to comply with the requirements of FERPA.

Release of Directory Information

Won Institute of Graduate Studies may disclose directory information without prior written consent unless notified in writing to the contrary. Won Institute of Graduate Studies is not responsible for directory information released prior to a directory hold being placed.

Directory Information includes: name, address, telephone number, date of birth, e-mail address, dates of attendance, major field of study, name of most recent previous school attended, participation in officially recognized activities, photograph, awards, honors, degrees conferred, date of graduation, full or part-time status.

Currently enrolled students have the opportunity to withhold disclosure of all categories above under the Family Educational Rights and Privacy Act of 1974. Won Institute of Graduate Studies will not partially withhold this information, so students are advised to think carefully before withholding disclosure. To withhold disclosures, written notification must be delivered to the Registrar's Office.

Transcripts

For official transcripts, students are required to submit a Transcript Request Form, with payment of a transcript fee, to the Registrar. Students should allow two weeks for official transcript processing before the institution can send records to designated off-campus persons, agencies, or institutions. All students are entitled to unofficial transcripts which can be accessed through Populi or by contacting the Registrar.

Retention of Records

The registrar's office maintains and retains records according to the recommendations set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Please contact the Office of the Registrar for more information.

STUDENT SERVICES



Counseling Services

The Won Institute of Graduate Studies provides counseling referral services for students who would like personal support. Students interested in a referral may speak with Dharma Chaplain Hojin Park, PhD. The Equity Resolution Team maintains a list of counseling and legal services for many federally protected groups that fall under the protection of the Department of Education's Office of Civil Rights. For serious academic support, students should request a meeting with the program chair or director; if more assistance is needed, students may contact the academic dean.

Rev. Hojin Park, PhD

Dharma Chaplain

dharma.chaplain@woninstitute.edu

Equity Resolution Team

equity.resolution@woninstitute.edu

Students with Disabilities

Won Institute is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal, state, and local laws and regulations pertaining to individuals with disabilities.

Won Institute will provide qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of Won Institute.

All accommodations are made on an individualized basis. A student requesting any accommodation should contact the ADA Administrator, who coordinates services for students with disabilities.

ADA Administrator

800 Jacksonville Road

Warminster, PA 18974

ada@woninstitute.edu

Students seeking accommodations should submit a letter that requests a specific accommodation, which must include documentation from a health practitioner. The ADA Administrator reviews documentation provided by the student and, in consultation with appropriate staff, determines which accommodations are appropriate for the student's particular needs and academic program in accordance with Won Institute's applicable policies.

Won Institute's full *Policy on Disability Discrimination and Accommodation* is found in the *Equity Resolution Policy and Procedures*, which is available online or from the Title IX Coordinator. The Title IX Coordinator has been designated as Won Institute's ADA/504 Coordinator responsible for overseeing efforts to comply with disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability. Consult with any member of the Equity Resolution Team for complaints about access and questions about policy.

Veterans Affairs

Won Institute is compliant with Title 38 United States Code Section 3679(e). All "covered individuals" may attend or participate in the course of education during the period beginning on the date on which the individual provides a "certificate of eligibility" for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Won Institute will not impose any penalty (ie. late fee, denial of access to classes, requiring covered individuals to borrow additional funds) due to the delayed disbursement funding from VA under chapter 31 or 33.

For students who wish to use VA Benefits, Won Institute requires the following steps to be taken:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education to the Registrar (registrar@woninstitute.edu).
2. Submit a written request to use such entitlement to the Registrar.
3. Provide additional information necessary to the proper certification of enrollment by Won Institute.

The covered individual is responsible for the difference between their financial obligation and the VA education benefit disbursement.

Grievance and Complaint Procedure

A detailed explanation of the grievance and complaint policy is located in the Student Manual. Students may leave an anonymous electronic message in the [Virtual Suggestion Box](#), located in the Students section of the Won Institute website. Students in the Acupuncture Studies program may express their grievances to the Accreditation Commission for Acupuncture and Oriental Medicine at the following address:

ACAHM
8941 Aztec Drive
Eden Prairie, MN 55347
Phone: (952) 212-2434

Fax: (952) 657-7068

Any complaint regarding equal opportunity, harassment, or nondiscrimination should be directed to the Equity Resolution Team. The full policy and contact information are available on the [website](#).

Library

The Won Institute library provides academic resources and instructional material for the Acupuncture Studies, Won Buddhist Studies, and Chinese Herbal Medicine programs. The Won Library has a physical collection of classic and contemporary books on a variety of subjects including but not limited to meditation, religion, history, and literature. The library also has a growing physical collection of classic and contemporary books covering acupuncture medicine.

The library has a wide selection of both print and online journals that are relevant to the Institute's programs, as well as subscriptions to the altHealth Watch, ProQuest Religion, and more than 70 additional databases. There is a small collection of audio visual materials, materials in Korean, as well as a number of ESL resources.

The library catalog is automated and may be accessed online via Populi. A valid Won Institute identification card is necessary to check out library books and materials.

Won Institute is a member of the Tri-State College Library Consortium. Through this consortium, students and staff have access to and library borrowing privileges at approximately 35 area academic and special libraries. Students and staff may obtain a form from the librarian to take advantage of the consortium privileges. Won Institute also has an independent reciprocal borrowing policy with Temple University libraries and participates in OCLC's interlibrary loan service through TIPASA.

Library policies and procedures can be found on the library page on Populi.

The library is open when the Won Institute building is open. The librarian hours vary and are posted on the library page on Populi. The librarian can always be reached at librarian@woninstitute.edu.

International Students

The International Student Adviser is available to help with visa regulations and other requirements to maintain good standing, as well as cultural and adjustment. International students are encouraged to read the International Student Manual for complete details of legal and academic requirements

Student Council

The Won Institute student council is a group of students from each academic program and program year who join on a self-selected, volunteer basis. These students are the representatives for their given program/program year. The student council meets the second Thursday of every month to discuss relevant topics that are focused on strengthening and supporting the Won Institute. Meetings include a student council facilitator, who is a Won Institute staff member responsible for supporting and facilitating student council meetings and events. The facilitator also provides communication between the student council and institutional staff, which includes reporting any relevant information to the monthly General Assembly meeting (held the first Tuesday of every month).

The mission of the student council is to support the enrichment of academic, personal, and professional development of students. The student council works to increase institutional communication and collaboration among students, faculty, and staff by advocating for the student population, providing feedback and peer support, promoting unity within the institution and the outside community, and facilitating institutional activities and public service events.

Student Council By-Laws

1. Student council representatives must support the institutional mission statement by manifesting mindfulness, wisdom, and compassion toward peers, faculty, staff, and the community.
2. Student council representatives must practice confidentiality both within and outside of the council meetings. Any information shared within the council meeting is considered private information. At no point should information be discussed or shared outside of the meetings unless the information is relevant, supportive, and appropriate for the institute.
3. Student council representatives should be easily accessible and available to their peers and be willing to provide support when needed. Student council representatives should be open and responsive to the concerns, feedback, and suggestions of other students, enabling students to feel comfortable turning to the student council.
4. Student council representatives should respect and support the personal, academic, and professional development of students, staff, and faculty.
5. Student council representatives act as representatives for the institute and should uphold professional and responsible behavior both inside and outside of the academic classroom.
6. Student council representatives should attend meetings regularly. If a member is unable to make a meeting, they should give notice to the staff facilitator.
7. Student council representatives are responsible for the planning and promotion of events/activities established by the council to increase the engagement and integration of students, staff, faculty, and community when appropriate.
8. Student council representatives must positively support each other and be open to council member ideas shared within the meeting.

PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION



Professional Development and Continuing Education

Won Institute provides a variety of courses, workshops and certificates for those seeking personal development, professional achievement, enhancement of skills, an expansion of knowledge, and furthering educational interest. Courses, workshops and certificates are offered in several formats including weekends, low residence retreats and evening offerings. Visit the website for a complete list of offerings and more information.

ACADEMIC CALENDAR



FALL 2022

New Student Orientation	August 18
Term Start	August 22
Labor Day (School CLOSED)	September 5
Withdrawal Deadline / Full Refund	September 6
Financial Aid Disbursement	September 7
Tuition Due	September 9
Course Withdrawal Period (begins)	September 6
Withdrawal Deadline / Half Refund	September 13
Course Withdrawal Period (ends)	October 17
Advising (Begins)	November 7
Thanksgiving break (No Classes) (Begins)	November 21
Thanksgiving Holiday	November 24
Thanksgiving break (No Classes) (Ends)	November 27
Advising (Ends)	November 27
Won Buddhism Day of Remembrance	November 25 (actual day is December 1)
Year End Winter Party	December 1
Final Classes/Exams (begins)	December 5
Faculty Council/Program Assessment Meetings	December 9
Final Classes/Exams (ends)	December 12
Grades Due	December 19
Winter Break (Begins)	December 25
Winter Break (Ends)	January 1

SPRING 2023

Term Start	January 2
Martin Luther King, Jr. Day (School CLOSED)	January 16
Withdrawal Deadline / Full Refund	January 17
Financial Aid Disbursement	January 18
Tuition Due	January 20
Course Withdrawal Period (Begins)	January 20
Withdrawal Deadline / Half Refund	January 24
Course Withdrawal Period (Ends)	February 15
Advising (Begins)	March 20

Spring Break (No Classes) (Begins)	March 20
Spring Break (No Classes) (Ends)	March 26
Advising (Ends)	April 9
Faculty Council/Program Assessment Meetings	April 14
Won Buddhism Founder's Day (School CLOSED)	April 24 (actual day is April 28)
Final Classes/Exams (Begins)	April 17
Final Classes/Exams (Ends)	April 24
Grades Due	April 28

SUMMER 2023

Term Start	May 1
Withdrawal Deadline / Full Refund	May 16
Course Withdrawal Period (Begins)	May 16
Financial Aid Disbursement	May 17
Tuition Due	May 19
Withdrawal Deadline / Half Refund	May 23
Course Withdrawal Period (Ends)	June 9
Advising (Begins)	June 12
Memorial Day (School CLOSED)	May 29
Juneteenth Day (School CLOSED)	June 19
AcS/CHP Program Assessment Meeting	June 23
Advising (Ends)	July 2
Independence Day (School CLOSED)	July 4
Final Classes/Exams (Begins)	July 3
Final Classes/Exams (Ends)	July 10
Grades Due	July 14
Final Day of Clinic Internship	July 22
Graduation	August 3

SCHOLARSHIP DEADLINES

Institutional Aid Scholarship	August 1
Song Eun & Song Dok Scholarship (Fall Term)	August 1

Song Eun & Song Dok Scholarship (Spring Term) December 7

Disclaimer Notice

The Won Institute reserves the right to cancel or modify courses listed herein and to change academic calendar dates, course instructors, details of the curriculum and academic programs, and policies. Curriculum is subject to change at any time, at the sole discretion of the Institute's administration.

This catalog does not constitute a contract between the Institute and the student. The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, the Institute reserves the right to make changes to the catalog and policies at any time without prior notice. The Institute provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

Revisions History

Revisions to the Won Institute 2022-2023 Catalog made during the catalog year:

July 2022- Promotion of Ben Griffith to Associate Professor reflected in faculty bio