



2015 - 2016 COURSE CATALOG



WON INSTITUTE
OF GRADUATE STUDIES



WON INSTITUTE
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The Won Institute of Graduate Studies reserves the right to change without prior notice any programs, policies, requirements, dates, fees, and/or regulations that are published in this manual. The Won Institute reserves the right to cancel or modify courses listed herein and to change academic calendar dates, course instructors, and other details of the curriculum and academic programs. Curriculum is subject to change at any time, at the sole discretion of the Institute's administration.

TABLE OF CONTENTS

THE WON INSTITUTE OF GRADUATE STUDIES	10
Letter from the President	10
Policy of Non-Discrimination & Affirmative Action	11
Mission & Goals	11
Philosophy of Education	12
Accreditation	12
Campus	12
Directions	13
Governance & Administration	13
THE ACUPUNCTURE STUDIES PROGRAM	18
Program Goals	18
Educational Objectives	19
Acupuncture Studies Required Courses	20
Required Acupuncture Courses by Year	21
Acupuncture Studies Course Descriptions	23
Acupuncture Studies Faculty	32
THE CHINESE HERBAL MEDICINE PROGRAM	44
Program Goals	45
Educational Objectives	45
Gainful Employment Information	46
Chinese Herbal Medicine Required Courses	46
Chinese Herbal Medicine Course Descriptions	47
Chinese Herbal Medicine Faculty	50
THE APPLIED MEDITATION STUDIES PROGRAM	54
Student Knowledge & Skill-Based Objectives	55
Curriculum Content	55
Master's Program Required Courses	56
Applied Meditation Studies Certificate	57
Certificate Program Required Courses	57
Applied Meditation Studies Course Descriptions	58
Applied Meditation Studies Faculty	61
THE WON BUDDHIST STUDIES PROGRAM	66
Master of Won Buddhist Studies	66
Preparatory Won Buddhist Studies	66
Prerequisites	67
Qualifying Exams	67
Student Knowledge-Based Objectives	67
Student Skill-Based Objectives	68
Won Buddhist Studies Required Courses	68
Preparatory Won Buddhist Studies Program	70
Won Buddhist Studies Course Descriptions	70
Preparatory Won Buddhist Studies Course Descriptions	73
Won Buddhist Studies Faculty	75

THE MASTER OF DIVINITY PROGRAM	80
Master of Divinity	80
CPE Curricular Integration	81
Prerequisites	81
Learning Objectives	81
COMMON COURSES	84
ADMISSIONS REQUIREMENTS	88
Application Components	92
Procedures for International Students	93
New Student Matriculation Fee	93
Auditing & Non-Matriculated Student Policy	93
Transfer Credits	94
FINANCIAL POLICY	100
Tuition & Fees	100
Financial Aid	103
ACADEMIC POLICY	108
Program Overviews	108
Academic Year	109
Grading System	110
Grade Descriptions	111
Attendance Policy	112
Satisfactory Academic Progress (SAP)	113
Student Advisement	114
Continuous Enrollment	114
Readmission Policy	114
Graduation Requirements	115
Student Records	117
Transcripts	118
Student Conduct	118
Grievance Procedure	119
STUDENT SERVICES	122
Counseling Services	122
Library	122
Computer Use	123
Won Institute Events	123
International Students	123
Student Communication & Feedback	123
Student Council	123
ACADEMIC CALENDAR	128



WON INSTITUTE
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The image shows a purple sign with the text 'WON INSTITUTE OF GRADUATE STUDIES' in blue. The sign is mounted on a building facade with classical architectural details, including a circular medallion with the letters 'WON' and a carved face above it. The sign is illuminated from below by a golden, perforated light fixture.

**WON
INSTITUTE**

THE WON INSTITUTE OF GRADUATE STUDIES

LETTER FROM THE PRESIDENT

Dear Students,

I am writing this at the beginning of the New Year, a traditional time to think of new beginnings and to reflect on past accomplishments. I would like to welcome the new students as you begin your own personal journey and I hope that you will join us as partners in the journey of the Won Institute of Graduate Studies. I want to ask the returning students to remember the excitement you felt when you joined the Institute. This excitement led to a commitment to continue to persevere and build on your past year's accomplishments. May this year bear fruit for both new and old in your personal development and professional achievement.

To help you achieve your goals, the Institute is committed to academic excellence and will work hard to ensure programs that meet the needs of all of our students. We see endless possibilities to make a real contribution to higher education and to society.

We want to create a sustainable environment of openness, sharing, and opportunities for faculty and students to develop in personal as well as professional terms – growing in strength, wisdom and leadership qualities as well as in knowledge and skills. In keeping with our mission and our philosophy of integrative education we offer you room for stillness and quietude, which helps to cultivate clarity and discernment. We would hope that you enjoy the beauty of critical discernment as well as that of appreciative and positive thinking.

I invite each and every one of you to become an active part of the Won Institute community, working together to realize our future goals and to contribute to the dream of peace and harmony in America and the world. My office door is open to anyone who would like to join in the conversation.

Bokin Kim, Ph.D.
President, Won Institute of Graduate Studies

POLICY OF NON-DISCRIMINATION & AFFIRMATIVE ACTION

The Won Institute of Graduate Studies admits students of any race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, military status, veteran's status, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students. It shall not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, 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.

The Affirmative Action policy of the Won Institute is that all educational, admission, and employment practices reflect the statements in the Policy of Non-Discrimination.

MISSION & 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 study area: Acupuncture Studies from a health and healing perspective; Applied Meditation Studies from an experiential meditative 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 and inspire 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 Institute 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 multi-disciplinary. 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

The Won Institute of Graduate Studies is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Administration.

Acupuncture Program

The Master of Acupuncture program of the Won Institute of Graduate Studies is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347. Phone: (952) 212-2434. Fax: (952) 657-7068.

CAMPUS

The Won Institute of Graduate Studies is located in Glenside, Pennsylvania, a suburb of Philadelphia. Our building, Samsung Hall, is located at 137 S. Easton Road and is easily accessible by SEPTA bus route, Regional Rail, and car. Street and municipal parking are available in the vicinity. Samsung Hall includes a meditation hall, library, computer area, classrooms, clinics, administration and faculty offices. Incoming students should note that the Institute is actively searching for a new campus, which may impact location as early as fall 2016.

DIRECTIONS

By Train:

Take the SEPTA Regional Rail to Glenside Station and then walk south on Easton Road for one block. We are located on the left at 137 South Easton Road at the intersection of South Easton Road and Wesley Avenue. Visit SEPTA.org for the latest train maps, schedules, and information.

By Bus:

Visit SEPTA.org for the latest bus maps, schedules, and information.

By car from Downtown Philadelphia:

Take Route 676 West (Vine Street Expressway) to Route 76 West (Schuylkill Expressway). Take Lincoln Drive exit (#32); follow Lincoln Drive to Mt. Pleasant Avenue. Turn right on Mt. Pleasant and continue until it dead-ends at Cheltenham Avenue. Turn left onto Cheltenham Avenue and continue to the second traffic light. (Wadsworth/Easton Road). Turn right onto Easton Road and continue about 1½ mile to Wesley Avenue. We are located on the right at 137 S. Easton Road.

By car from Southern New Jersey via Walt Whitman Bridge:

Cross Walt Whitman Bridge and follow signs for Route 76 West (Schuylkill Expressway). Take Lincoln Drive exit (#32); follow Lincoln Drive to Mt. Pleasant Avenue. Turn right on Mt. Pleasant and continue until it dead ends at Cheltenham Avenue. Turn left onto Cheltenham Avenue and continue to the second traffic light. (Wadsworth/Easton Road). Turn right onto Easton Road and continue about 1 mile to Wesley Avenue. We are located on the right at 137 S. Easton Road.

By car from Northern New Jersey:

Take New Jersey Turnpike to the Pennsylvania Turnpike exit (#6). Go west on the Pennsylvania Turnpike to the Fort Washington exit (#26). Proceed south on Route 309 to the Glenside exit. Turn left at the exit and follow Easton Road. We are located on right after about 1.5 miles of travel at 137 S. Easton Road.

By car from the Pennsylvania Turnpike:

Take the Fort Washington exit (#26). Follow above directions from there.

GOVERNANCE & ADMINISTRATION

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ACUPUNCTURE STUDIES

THE ACUPUNCTURE STUDIES PROGRAM

The program in Acupuncture Studies leads to a Master of Acupuncture (M.Ac.) 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 including Traditional Chinese Medicine and Five Element 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 (L.Ac) in many states including Pennsylvania. The scope of the program is acupuncture only, and does not include training for licensure in oriental medicine (L.OM). Any additional legal requirements and procedures for licensure 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 state(s) 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: 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 Oriental 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/or to 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 competency 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 Oriental 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/or to 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 certification examination in acupuncture and qualify for licensure in Pennsylvania.
- Comprehend scope and methods of acupuncture research.

ACUPUNCTURE STUDIES REQUIRED COURSES

Course credit assignments adhere to regulations set by the Pennsylvania Department of Education and for clinical courses by the Accrediting Commission for Acupuncture and Oriental Medicine.

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

AcS 500	(2 credits)	Oriental Nutritional Therapy
AcS 501	(4 credits)	Oriental Medical Theory I
AcS 502	(4 credits)	Oriental Medical Theory II
AcS 503	(4 credits)	Oriental Medical Theory III
AcS 511	(4 credits)	Differentiation of Disease I
AcS 512	(4 credits)	Differentiation of Disease II
AcS 530	(4 credits)	Diagnostic Techniques (Tongue, Pulse)
AcS 531	(non-credit)	Clean Needle Technique (CCAOM CNT)
AcS 532	(1 credit)	Needle Technique Practicum I
AcS 540	(3 credits)	Point Location I
AcS 541	(3 credits)	Point Location II
AcS 542	(2 credits)	Point Energetics in Treatment Planning
AcS 565	(1 credit)	Oriental Physical Therapy I (Shiatsu)
AcS 632	(1 credit)	Needle Technique Practicum II
AcS 665	(2 credits)	Oriental Physical Therapy II
AcS 690	(4 credits)	Oriental Medical Theory IV
AcS 691	(4 credits)	Oriental Medical Specialties I
AcS 692	(4 credits)	Oriental 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)	AMS or CC Elective**

*See descriptions in Common Courses section. 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 Applied Meditation Studies or Common Courses section, 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 590	(3 credits)	Physiological Medicine I
AcS 591	(3 credits)	Physiological Medicine II
AcS 592	(3 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

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	(1 credit)	Medical Ethics
AcS 682	(3 credits)	Practice Management I
AcS 684	(2 credits)	Practice Management II
CC 590	(2 credits)	Counseling Techniques East & West *
CC 591	(1 credit)	Counseling: Special Topics *

*See descriptions in Common Courses section.

Other: Chinese Medical Language & Research (4 credits)

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

REQUIRED ACUPUNCTURE COURSES BY YEAR

Year One

Term 1

AcS 501	(4 credits)	Oriental Medical Theory I
AcS 515	(3 credits)	Research in Oriental Medical Theory
AcS 540	(3 credits)	Point Location I
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 500	(2 credits)	Oriental Nutritional Therapy
AcS 502	(4 credits)	Oriental Medical Theory II
AcS 541	(3 credits)	Point Location II
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)	Oriental Medical Theory III
AcS 553	(0.5 credits)	Clinical Observation III
AcS 565	(1 credit)	Oriental Physical Therapy I (Shiatsu)
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	(4 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 542	(2 credits)	Point Energetics in 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)	Oriental 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	(1 credit)	Medical Ethics
CC 590	(2 credits)	Counseling Techniques East & West

As Available

AcS 504	(non-credit)	Cardiopulmonary Resuscitation (CPR)**
AcS 531	(non-credit)	Clean Needle Technique (CCAOM CNT)**
Elective	(3 credits)	AMS or 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	(4 credits)	Oriental Medical Specialties I
CC 521	(0.5 credits)	Moving Meditation III*

Term 2

AcS 653	(6 credits)	Clinical Internship III
AcS 665	(2 credits)	Oriental Physical Therapy II
AcS 682	(3 credits)	Practice Management I
AcS 692	(4 credits)	Oriental 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	(1 credit)	Counseling: Special Topics

* See descriptions in the Common Courses section

** 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 electives in Year 2.

ACUPUNCTURE STUDIES COURSE DESCRIPTIONS

AcS 500 (2 credits) Oriental Nutritional Therapy

This course is meant to support student understanding and application of nutritional therapies according to the principles of traditional Oriental 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) Oriental Medical Theory I

The first section of this course introduces students to the history and philosophy of Oriental Medicine. It includes the historical development of Oriental 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 Oriental Medicine. In the subsequent sections of this course, major concepts and theories of Oriental Medicine are introduced, including Yin/Yang theory, Five Phase, Chinese Organ Physiology, and the causes of disease.

AcS 502 (4 credits) Oriental 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) Oriental 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 enter clinical internship. 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 Oriental 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 Oriental 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 Oriental Medical Theory

The theoretical basis of Oriental medicine has been formulated through generations of empirical observations. In recent years, however, modern scientific research methods have been applied to Oriental 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 (4 credits) Diagnostic Techniques (Tongue, Pulse)

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 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 & Oriental Medicine (CCAOM). Though sometimes offered at the Won Institute, this course is regularly available through outside institutions and the cost is additional, approximately \$200-300.

AcS 532 (1 credit) Needle Technique Practicum I

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

This course will have didactic, demonstrative, and practical components to explore and practice basic acupuncture techniques after a demonstration by the teacher. Students will be coached through these techniques with a focus on safety and proper point location. They will observe and practice Five Element and TCM needle styles, as well as auricular therapy, guasha, moxabustion, and cupping.

AcS 540 (3 credits) Point Location 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 541 (3 credits) Point Location II

Prerequisite: AcS 540

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 542 (2 credits) Point Energetics in Treatment Planning

Prerequisite: AcS 540/541

This course will focus on specific point energetics utilized in acupuncture treatment planning. Specific point functions, protocols, and combinations will be taught along with the name and spirit of the points.

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 setting 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. In addition to reinforcing Oriental medical theory, 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, guasha, 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, guasha, 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) Oriental Physical Therapy I (Shiatsu)

This entry-level course introduces the basic principles of Shiatsu, Japanese Meridian Therapy, and the manipulations commonly used in healthcare practice. Lecture emphasizes the practical aspects of Japanese Shiatsu and theory. Students are expected to conduct extensive in-class and after-class practice.

AcS 590 (3 credits) Introduction to Physiological Medicine I

This course will provide students with information about human anatomy, physiology, and the physiological basis of disease. Students will develop 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, reproduction, and urogenital systems. Muscle palpation is also introduced.

AcS 591 (3 credits) Introduction to Physiological Medicine II

Prerequisite: AcS 590

This course provides students with further information about human anatomy, 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 (3 credits) Introduction to Physiological Medicine III

Prerequisite: AcS 590/591

This course provides students with deepening understanding about human anatomy, 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 Oriental 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 terminologies 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 terminologies 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 musculo-skeletal 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 musculo-skeletal 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.

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 health care 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 will build on the skills they learned in the first Needle Technique class. Additional modalities will be trigger-point therapy and the accompanying use of the Eight Extraordinary Meridians, needling at the Wei Qi level or Aggressive Energy, Japanese Akabanes testing and treatment, and Clean Needle Technique. Safety issues with needling points on the face, chest and spine will be addressed and practiced. We will review the skills of last term and students will have the opportunity to practice.

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

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

This course trains students to interview and diagnose. Learning tasks include crafting the clinical interview, developing accurate case workups, selecting diagnoses, and understanding treatment principles and plans. Students work as a group to choose, refine, and substantiate diagnoses and to plan treatment strategies. The course is run as a “clinical theater”, with a student interviewing a patient in front of the class. Following each interview, the class shares their perspectives on the diagnosis. After this discussion, the instructor guides the students towards refinement of the diagnostic process. Reports on follow-up treatments and class discussions allow students to review their diagnoses and modify treatment plans.

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 Oriental 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 diagnoses 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 direct supervision of the attending practitioner. Students will apply assessment, diagnoses, treatment principles, and actual treatment according to the TCM/Eight Principle paradigm. 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, students continue to assume patient care and treatment responsibilities under supervision. In this term, students will refine the skills of color, sound, odor, and emotion as they learn to diagnose and treat patients with Five Element Acupuncture. Added technical responsibilities are expected of the student as well as practice management and patient recruitment. In this 15-week term, students will have the opportunity to treat three patients per shift for a total of ninety possible patient contacts.

AcS 653 (6 credits) Clinical Internship III

Prerequisite: AcS 651/652

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

AcS 665 (2 credits) Oriental Physical Therapy II

Prerequisite: AcS 565

This class teaches traditional Oriental physiotherapy and effective, non-invasive bodywork to treat many soft-tissue and structural problems. Students learn basic principles and techniques to treat various common complaints.

AcS 673 (1 credit) 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 an AMS or CC elective course.

AcS 690 (4 credits) Oriental 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. Theory and treatment strategies of Traditional Korean Medicine are also included.

AcS 691 (4 credits) Oriental Medical Specialties I

Prerequisite: AcS 501/502/503/690

This course introduces students to specialties within Oriental 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 (4 credits) Oriental Medical Specialties II

Prerequisite: AcS 691

This course further exposes students to specialties within Oriental 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 and HIV. 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 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 \$275 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 \$275 per credit and is not included in tuition.

*The following required courses are described in the Common Courses section:

CC 551	(0.5 credit)	Sitting Meditation
CC 571	(0.5 credit)	Sitting Meditation
CC 581	(0.5 credit)	Sitting Meditation
CC 510	(0.5 credit)	Moving Meditation I
CC 520	(0.5 credit)	Moving Meditation II
CC 521	(0.5 credit)	Moving Meditation III
CC 590	(2 credits)	Counseling Techniques East & West
CC 591	(1 credit)	Counseling: Special Topics

ACUPUNCTURE STUDIES FULL-TIME FACULTY

Janet Leidy, Chair, Assistant Professor

D.H.Sc., M.Ac., L.Ac., Dipl.Ac., NCTMB, LMT
NCTMB (NCBTMB)
D.H.Sc., Nova Southeastern University
M.Ac., Won Institute of Graduate Studies
B.A. Rowan University

Dr. Janet Leidy serves as Chair of the Acupuncture Studies department. She is a licensed acupuncturist 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 and a Masters in Acupuncture from the Won Institute of Graduate Studies where she graduated as Valedictorian of her class. She operates her busy private practice, Acupuncture For Life, in Hatfield, PA.

Doreen Lafferty Clinical Director, Assistant Professor

M.Ac, L.Ac., Dipl. Ac., OTR/L, LMT
M.Ac., Won Institute of Graduate Studies

Doreen Lafferty is a graduate of the Won Institute where she received her Master's in Acupuncture. She practices at the Atlas Wellness Center and at Thomas Jefferson University Hospital's Wellness center. She combines a variety of modalities including acupuncture, Swedish massage, aromatherapy, and medical massage. She is also a licensed Occupational Therapist and supervises in the student clinic at the Won Institute.

Seung Hyeun Song, M.A., Instructor

M.A., Won Kwang University (Korea)

B.A., Won Kwang University (Korea)

Seung Hyeun Song is a Won Buddhist minister and award-winning T'ai Chi Master. Under Master Chen Xian Xing, Reverend Song studied the traditional Chen style of T'ai Chi Chuan. He has trained in the International Provisions style as well as the Yang style of T'ai Chi Chuan. He has produced videos and audio tapes concerning Won Buddhist Living Meditation and has guided retreat groups in moving and sitting meditation.

ACUPUNCTURE STUDIES ADJUNCT FACULTY

Lisa Baas, B.A., B.S., MPS, L.OM

MPS, Mercy College

B.S., Mercy College

B.A., Friends World College

Lisa graduated from Friends World College in 1983 with a B.A. in Environmental Science. She received certification in Shiatsu at International School of Shiatsu in the early 1980's. Lisa has studied macrobiotics, and became a macrobiotic chef and cooking class instructor. She graduated from Mercy College in 2006 with a B.S. in Health Science and an MPS in Acupuncture & Oriental Medicine. She currently is practicing Autonomic Response Testing and training with The Klinghardt Academy. Lisa has a practice in Allentown, PA.

Caryn Babaian, M.Ed., M.S.

M.Ed., Arcadia University

M.S., University of Nebraska

B.S., Delaware Valley College

Caryn teaches Anatomy & Physiology courses at the Won Institute. She received her Masters of Education from Arcadia University and brings with her a diverse scientific training and research experience. She is currently on the faculty of the science department at Bucks County Community College. She has been featured in the "The Secret Life of Scientists" documentary which appeared in the popular educational television series "Nova".

Chad Bong, L.OM, L.MT, CSCS

L.OM (PA), L.Ac (CO, NC), L.MT (PA)

MSOM, Southwest Acupuncture College (Boulder)

MS Exercise Science, Northern Michigan University

Massage Therapy, Institute of Natural Therapies

Chad Bong is an acupuncturist who specializes in sports injuries and pain, practicing at Philadelphia Sports Acupuncture and the University of Pennsylvania. He studied with Whitfield Reaves, one of the leaders in acupuncture sports medicine, since 2007. Chad is a contributing author to The Acupuncture Handbook of Sports Injuries and Pain. He also co-authored articles that have been published in multiple acupuncture journals. He assists Mr. Reaves in teaching seminars around the world and the Acupuncture Sports Medicine Apprenticeship Group. Chad also taught at Southwest Acupuncture College and lectured at the Great River Symposium in Minnesota.

Rolly Brown, M.Ac., L.Ac. (PA), Dipl. Ac

Dipl. Ac. (NCCAOM)

M.Ac., Tri-State College of Acupuncture

B.A., Skidmore College

Rolly Brown is an honors graduate of Tri-State College Of Acupuncture (then Tri-State Institute of Traditional Chinese Acupuncture), and holds a Masters Degree in Acupuncture and B.A. in Professional Studies from that institution, as well as a B.A. in Eastern Studies from Skidmore College. Rolly taught at Tri-State for 17 years, Eastern School Of Acupuncture in Montclair NJ, for several years, and still teaches Oriental Medical Theory for the Int'l School Of Shiatsu in Doylestown PA, where he has taught for 15 years. He has taught in the Won acupuncture program since its inception. Rolly is a longtime student (and certified Sifu) of T'ai Chi Ch'uan grandmaster William C.C. Chen, and has taught T'ai Chi Ch'uan consistently since 1986. He has, along with his wife Janice MacKenzie, maintained a private practice in acupuncture (currently in Perkasio PA) since 1989, and was one of the first acupuncturists licensed in the state of PA.

Wei Cao, O.M.D. (China)

L.Ac. (PA), Dipl. O.M. (NCCAOM)

O.M.D., Shanghai University of Traditional Chinese Medicine (China)

Dr. Cao received her OMD from Shanghai University of TCM in China in 1983. As an assistant professor, attending physician, and clinic supervisor in the Department of Internal Medicine, School of Medicine, and affiliated Long Hua Hospital, Shanghai University of TCM in China, she taught and practiced integrated TCM, acupuncture, and western medicine in the medical school and clinic. In addition teaching at the Won Institute, Dr. Cao also teaches at the ShenNong Acupuncture program at the New York College of TCM. In 2006, Dr. Cao contributed exam questions to NCCAOM's national board examination database. In 2007, she participated in republishing the collegiate textbook, Traditional Chinese Internal Medicine which was published by the Academy Press in Beijing, China. Since 1990, she has been a senior research specialist conducting HIV pathogenesis studies at the University Of Pennsylvania School Of Medicine.

Jennifer Coleman, M.Ac, L. Ac., Dipl.Ac., MPA

Dipl.Ac., NCCAOM

M.Ac., Won Institute of Graduate Studies

MPA, Harvard University

Jennifer holds a Master's in Acupuncture Studies from the Won Institute and is nationally certified in Acupuncture by the National Certification Commission for Acupuncture and Oriental Medicine. She has committed to a life of public service through a postgraduate degree in Public Administration from Harvard University's John F. Kennedy School of Government. She has worked in the fields of foreign affairs, career counseling, education, and health care. Jennifer uses Traditional Chinese Acupuncture, Five Element Acupuncture, and Korean Four Needle Acupuncture to help her clients achieve both physical and emotional wellness. In addition to treating clients at Acupuncture & Oriental Medicine Alternative, a successful practice in Philadelphia, Ms. Coleman also practices at Community Acupuncture of Mt. Airy in Philadelphia and volunteers at the Won Institute Veteran's Clinic.

Teri Duff, MS, L Ac, Dipl Ac

M.Ac., Won Institute of Graduate Studies
MS Chemistry, Lehigh University
BS Biology, Randolph-Macon College

Teri graduated as the class valedictorian from the Won Institute of Graduate Studies, Glenside PA in August 2012. She completed her undergraduate work as a Biology major and Chemistry minor at Randolph-Macon College in Ashland, VA and received a Master of Science degree in Chemistry in January 1988 from Lehigh University in Bethlehem, PA. Prior to beginning studies in acupuncture, Teri completed classes through Clayton College of Natural Health and studied nutrition and other healing modalities until the college closed. Currently she is enrolled in her second year of the Chinese Herbal Program at the Won Institute. She enjoys teaching and strongly encourages her students to excel. She sees patients at her private practice Acupuncture & Lifetime Wellness in Lansdale, PA. Teri is the mother of four adult children and has one granddaughter. She enjoys the Yang aspect of Chinese Medicine as well, and is involved as a long time student of Kenpo Karate.

Donna Greenberg, L.Ac.

Dipl.Ac, NCCAOM
MSA, Westbrook University

Donna has been practicing acupuncture for 18 years and is nationally board certified and licensed in Pennsylvania. She graduated from a unique acupuncture apprenticeship in 1994 and went on to earn her Master's degree in Acupuncture from Westbrook University in 1997. She wrote her thesis on eating disorders. Donna is one of six practitioners involved with the Healing Consciousness Foundation, a non-profit organization in Bucks County, PA, founded by Dr. Beth DuPree, to provide free holistic healthcare services to women with breast cancer.

Ben Griffith, M.Ac., L.Ac. (PA), Dipl.Ac.(NCCAOM)

M.Ac., Traditional Acupuncture Institute (Maryland University of Integrative Health)
B.A., Gettysburg College

Ben Griffith has been in private practice since 1997 in the Five Element lineage as well as other lineages after receiving his Master's Degree in Acupuncture. He also has been in clinical practice at Crozer Keystone Community Division's Alternative Medicine and Prevention Program in Chester, PA since 2001. Ben has been a strong advocate for greater public access to acupuncture in the state of Pennsylvania, serving as Director of Legislative Affairs, President, and now Government Liaison for the Association for Professional Acupuncture in Pennsylvania. In those tenures since 1997, Ben has been a major part of four Pennsylvania state bills becoming state law. These changes have affected the day-to-day practice of Oriental medicine in the state and allowed for schools of Oriental medicine and acupuncture to open in Pennsylvania.

Jacqueline Lacava, L.OM (PA), L.Ac (NJ), MSACN, Dipl. OM (NCCAOM)

MSAOM, Fingerlakes School of Acupuncture and Oriental Medicine
MSACN, New York Chiropractic College
B.S. Biology, Le Moyne College

Jacqueline serves as the CHP dispensary manager as well as the administrative director of the herbal programs. She is a licensed oriental medicine practitioner and is board certified with NCCAOM. Along with expertise in acupuncture and oriental medicine, she is also a master's graduate of the school of applied clinical nutrition at NYCC. Jacqueline currently works as an associate at Tao Integrative Medicine and teaches the herb dispensary practicum aspect of Clinical Skills and Observation.

Lorna Lee, MS.Ac., L.Ac, Dipl.OM. (NCCAOM)

Dipl. O.M. (NCCAOM)
MS.Ac., New England School of Acupuncture
B.S. (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 Nabudripad 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.

Janice MacKenzie, M.A., Lic.Ac. (UK), L.OM (PA), Dipl. Ac. , Dipl.C.H.

Dipl. Ac. (NCCAOM), Dipl.C.H.(NCCAOM)
Lic. Ac. (Licentiate Degree in Acupuncture), College of Traditional Chinese Acupuncture (UK);
M.A. (Humanities), State University of New York at Buffalo; B.A. (Fine Arts), State University College of New York at Buffalo

Janice MacKenzie has been on the faculty of the Won Institute's Acupuncture Program since its inception, and previously was on the faculty of the Eastern School of Acupuncture in Montclair, NJ for 10 years. She has been both a teacher and clinical supervisor of students for over 20 years. She has a Diplomate in Acupuncture (Dipl.Ac., NCCAOM) and a Diplomate in Chinese Herbology, Dipl.C.H. (NCCAOM). She has had a clinical practice in Philadelphia and Bucks County for over 30 years, and was the Co-Founder and Vice President, Pennsylvania Acupuncture Society, 1983-1986, and Secretary and Member of ASOP's Board of Directors from 1986 to 1988. She is currently the President of the Association for Professional Acupuncture in Pennsylvania. She has published two books, "Discovering the Five Elements" and "Five Elements, Five Seasons," available on her website, www.janicemackenzie.com.

Pam Milask, L.OM. (PA), Dipl.Ac. (NCCAOM)

L.OM., PA
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.

Daniel D. Nemer, M. Ac., L. O.M., Dipl. O.M.

L. O.M. (PA), Dipl. O.M. (NCCAOM)
M. Ac., TAI Sophia Institute
B. Mus., Ithaca College

Daniel serves as student clinic supervisor and special guest lecturer. He is also on the faculty of the Chinese Herbal program. For five years he was part of the Acupuncture at Sea program in which he sailed the world and both practiced and lectured on Chinese and Alternative Medicine. Daniel has studied Asian medicine in the US and China, passionately working and exploring the field of Oriental Medicine since 1996.

Kalpana Patankar, M.B., B.S (India), M.Ac.,

L. Ac. (PA), M.D. (PA), F.A.A.P.
M.Ac., Traditional Acupuncture Institute (TAI Sophia) M.B., B.S, University
of Bombay (India)

Upon licensure as a Medical Doctor by the Pennsylvania State Board of Medicine in 1974, Dr. Patankar practiced pediatric medicine until 2002, with staff affiliations at the University of Pennsylvania and Children's Hospital of Philadelphia. She is a Fellow of the Academy of Pediatrics. Since she received her Master's Degree in Acupuncture in 2003, her clinical practice has expanded to include treatment of both adults and children in the Five Element lineage with adjunctive therapies such as Toyohari Japanese Acupuncture and Auricular Acupuncture. Kalpana is certified in the NADA protocol for treating addiction using Auricular Acupuncture. She previously taught at the University of Pennsylvania School of Medicine from 1994 through 2002, and received their 2001 Teacher of the Year award in Pediatrics.

Bobbie Jo (B.J.) Putnam, M.Ac, L.Ac. Dipl. Ac.

M.Ac., Won Institute of Graduate Studies

Bobbie Jo (B.J.) Putnam, M.Ac, L.Ac. Dipl. Ac. obtained her Master of Acupuncture degree from the Won Institute for Graduate Studies in Glenside, Pa and has a license to practice acupuncture in Pennsylvania. She is the owner of Putnam Point Acupuncture in Lansdale, PA. BJ is a member of the Association for Professional Acupuncturists, and has been on the Board of Directors since 2012. She is currently serving as the head of the education committee and is 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 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. Later she enhanced her massage training by completing an apprenticeship in Somatic Functional Therapy with Ramon Nunez, D.Ac.. Her first faculty position was at the Everest Institute in Detroit where she taught massage therapy. She now enjoys combining acupuncture with her extensive background in bodywork and teaching at The Won Institute for Graduate Studies.

Elise Rivers, Esq., ABT, M.Ac., Dipl.Ac.

A.B.T J.D., Pace University School of Law

M.Ac., New England School of Acupuncture

Elise is the founder and owner of Community Acupuncture of Mt Airy (CAMA), comprised of a talented team of 6 acupuncturists and other modalities, along with her own private practice, Moon River Acupuncture. Elise specializes in Traditional Chinese Medicine (TCM) and is also a Certified Asian Bodywork Therapist (Shiatsu). Elise is very active in the business community in Mt. Airy, where she uses the profits from her practice to invest in beautification initiatives that improve look and feel of the commercial corridor in her neighborhood. She has been practicing Asian medicine for more than 14 years. A top graduate of the New England School of Acupuncture with a Masters in both Japanese and TCM-style techniques, she is also a certified practitioner of the National Acupuncture Detoxification Association (NADA), requiring completion of a comprehensive training in auricular (ear) acupuncture, and a ten month curriculum in addiction behavior and treatments. As part of her training she worked at the Dimock Community Health Center in Jamaica Plain, MA and the Wellness Center in Boston, MA.

Lester Rolf, Dipl. Ac, LMT (PA)

Dipl. Ac. (NCCAOM)

B.S., St. Mary's University, M.S. Texas A&M University.

Ph.D. Texas A&M University

D.V.M. Oklahoma State University,

M. Ac. Won Institute of Graduate Studies

Dr. Les Rolf has been an adjunct faculty member at the Won Institute since August, 2010. Previous overlapping Western medical experiences include 22 years as a Naval Reserve hospital corpsman; 20 years in biomedical research and education and 20 years as a veterinarian. Dr. Rolf is a certified and licensed massage therapist with a focus on deep tissue and sports massage techniques. He has a private practice, Bright Eyes Acupuncture Clinic, LLC, in center city Philadelphia. He complements his acupuncture treatments, as appropriate, with massage and body work.

Mary Ellen Scheckenbach, M.Ac., Associate Professor

L.O.M. (PA), Dipl. Ac. (NCCAOM)
M.Ac., Traditional Acupuncture Institute
B.A., George Washington University

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 (Dipl.Ac.), National Commission for the Certification of Acupuncture & Oriental Medicine (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 three years.

Heather Shultz L.Ac. M.Ac. Dipl. Ac.

M.Ac., Won Institute of Graduate Studies

NCCAOM received her Master of Acupuncture in 2010 from the Won Institute for Graduate Studies after studying biomedical science at Drexel University. Heather practices acupuncture 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 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 secretary, 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

Scott R. Smith, L.OM, Dipl.OM

MSOM, Southwest Acupuncture College
Dipl.OM (NCCAOM)

Scott R. Smith, L. OM received a Master of Science in Oriental Medicine from Southwest Acupuncture College, Albuquerque, NM. Mr. Smith supervises in the TCM student clinic.

Stephanie Tyiska, L.Ac. (PA & NY), Dipl.Ac. & CHM (NCCAOM)

M.Ac. Tri-State College of Acupuncture
M.F.A. Tyler School of Art, Temple University
B.F.A. University of Michigan, School of Art

Stephanie Tyiska, L.Ac., Dipl.Ac. & CHM is licensed in Pennsylvania and board certified in acupuncture and Chinese herbal medicine by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). An Honors graduate of Tri-state College of Acupuncture, Stephanie also has a BFA from the University of Michigan and a MFA from Tyler School of Art, Temple University. A specialist in both Japanese acupuncture & Kampo herbal medicine, Stephanie was a moxa assistant in Kiiko Matsumoto's acupuncture practice in Boston (summer 1994-7). She also completed a post graduate Internship in Sino-Japanese Herbology/Kampo (2005-6) in NYC and worked as Clinic Supervisor in the Student Kampo Clinic (2006-7). Currently, Stephanie is a Clinical Supervisor in Won Institute's Student Acupuncture Clinic & Chinese Herbal Medicine Clinic and an Instructor in the Chinese Herb Program and Clinical Skills/Mentor Group. She has a private practice in Center City Philadelphia.

Dawn Weisbord, M.Ac.

L.Ac. (PA), Dipl. Ac. (NCCAOM)
M.Ac., Traditional Acupuncture Institute (TAI Sophia)
B.S. Education, Towson University

After receiving her B.A. in Education, Dawn worked in the mental health field with adults diagnosed with severe and chronic mental illness as a counselor and case manager. This work led her to study acupuncture and moxibustion. As a graduate of the Traditional Acupuncture Institute (now the TAI SOPHIA Institute) she has supervised acupuncture students there who were treating individuals incarcerated for drug abuse offenses. She has completed a post graduate, two-year Clinical Integration Class in Stockbridge, MA. Dawn is a Certified Qigong instructor and has been teaching qigong since 2001. She is a Lifetime Member of the National Qigong Association. She maintains a private practice in Narberth, PA.



**CHINESE
HERBAL
MEDICINE**

THE CHINESE HERBAL MEDICINE PROGRAM

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 oriental 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. The students not only have extensive classroom learning but get hands-on experience with at least 210 hours of clinical practice in the Won Institute's 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/or Chinese Herbology Certification to Oriental Medicine, which is available to a Diplomat of Acupuncture (NCCAOM) in active status. Students who do not have Diplomat 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. Diplomat 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

The goals of this program are to:

- 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 Oriental 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, carrying out 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.
- Teach students the principles of Chinese dietary therapy including the use of herbs as food and the classification of foods according their energetic nature and therapeutic usage.
- 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

The educational objectives of this program are to:

- 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 oriental 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 principles of Chinese dietary therapy including the use of herbs as food and the classification of foods according to their energetic nature and therapeutic usage.
- 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.

GAINFUL EMPLOYMENT INFORMATION

The Won Institute's Chinese Herbal Medicine Certificate program is a post-graduate 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 2014, the Won Institute has graduated one cohort of Chinese Herbal Medicine students with a graduation rate of 77%.

Debt

The total calculated cost of attendance for one year in the Chinese Herbal Medicine program is \$33,881 and includes tuition, fees, books, and living expenses. The median one-year financial aid debt of students in this program for 2013-2014 was \$4,827.67.

Employment

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
- Because the Certificate in Chinese Herbal Medicine is a post-graduate certificate for currently licensed acupuncturists or current acupuncture students, all of our Chinese Herbal Medicine alumni are qualified to enter this occupation. (Note: Many students are able to enter this occupation prior to earning this certificate; however this certificate is required for the occupation in some states, e.g. Delaware, California, etc.)

CHINESE HERBAL MEDICINE REQUIRED COURSES

Course credit assignments adhere to regulations set by the Pennsylvania Department of Education and for clinical courses by the Accrediting Commission for Acupuncture and Oriental Medicine.

CHP 510	(Clock hours 98.5)	Chinese Herbs & Formulas I
CHP 515	(Clock hours 24)	Clinical Skills & Observation I
CHP 520	(Clock hours 96.5)	Chinese Herbs & Formulas II
CHP 525	(Clock hours 4)	Clinical Skills & Observation II
CHP 530	(Clock hours 51)	Chinese Herbs & Formulas III
CHP 535	(Clock hours 40)	Clinical Internship I
CHP 540	(Clock hours 85)	Chinese Herbs & Formulas IV

CHP 545	(Clock hours 56)	Clinical Internship II
CHP 550	(Clock hours 68)	Chinese Herbs & Formulas V
CHP 555	(Clock hours 64)	Clinical Internship III
CHP 560	(Clock hours 51)	Chinese Herbs & Formulas VI
CHP 565	(Clock hours 40)	Clinical Internship IV

CHINESE HERBAL MEDICINE COURSE DESCRIPTIONS

CHP 510 Chinese Herbs & Formulas I (98.5 Clock hours)

This course traces the history of Chinese Herbal Medicine from pre-Han shamanic practices through 2,000 years of development up through the Qin dynasty and to 21st century practices. Focus will be on important historical doctors, the development of foundational theories, and major theoretical currents. Formula construction will be emphasized with concentration on slow diagnosis and the diagnostic paradigms of Chinese herbal medicine: Yin/Yang, Zang Fu, Eight Principles, Six Stages, Four Levels, Triple Heater, Qi/Blood/Jing/Fluids. Students will be introduced to the herbal pairs (dui yao), Wen Bing theory, the formula families to Release the Exterior, Clear Heat and Drain Damp and Harmonize. Students will learn Bian Bing/Bian Zheng Plant part terminology, as well as methods of preparation and delivery. This course includes 2.5 hours of online learning.

CHP 515 Clinical Skills & Observation I (24 Clock hours)

This is the herbal students' first phase of clinical education. Students will be introduced to "slow diagnosis" consisting of pattern identification, differential diagnosis, and treatment strategies as a class and within small groups as they pertain to Chinese herbology. Guidelines for behavior, safety issues, and ethical communication in clinical setting are introduced. Students will begin Herb Dispensary Practicum and learn how to make and use herbal decoctions, alcohol preparations, syrups, and topical applications of herbs.

CHP 520 Chinese Herbs & Formulas II (96.5 Clock hours)

Students will learn the herbal pairs and formula families to treat fluid pathologies of dampness and phlegm, to regulate qi and blood, and harmonize. Kampo diagnostic and treatment principles will be discussed and demonstrated. The use of granules will be introduced. Students will review the legal and ethical issues associated with the practice of Chinese herbology. Continued emphasis will be placed on the art of modifying formulas. Students will learn pharmacognosy-toxicology of Chinese herbs. This course includes 2.5 hours of online learning.

CHP 525 Clinical Skills & Observation II (4 Clock hours)

Students will continue to utilize "slow diagnosis" to practice the clinical application of herbal medicine and transition into more independent small group or partner work. Students will practice TCM intakes, differential diagnosis, and treatment planning. The herb dispensary aspect of their clinical education will expand to include ointments and salves, pao zhi techniques, pills, tablets, pastes, and drafts. The students will also learn how to set up a dispensary and how to utilize the dispensary during their clinical internships. 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 530 Chinese Herbs & Formulas III (51 Clock hours)

Students will learn the herbal pairs and formula families to tonify, relieve dryness, stabilize the mind, calm spirit, open the orifices, extinguish wind and expel parasites. Advanced tongue and pulse diagnosis will be demonstrated. Students will continue to learn the art of modifying formulas. Principles of Chinese dietary therapy will be presented with a focus on the classification of foods according to their energetic nature and therapeutic usage. Pathology and internal medicine are introduced. Students will learn pharmacognosy-toxicology of Chinese herbs. Principles of Chinese dietary therapy will be presented with a focus on the classification of foods according to their energetic nature and therapeutic usage. This course includes 2.5 hours of online learning.

CHP 535 Clinical Internship I (40 Clock hours)

This first clinical internship begins the patient care and treatment phase of the students' clinical education. Students will formulate herbal recommendations and perform acupuncture under the direct supervision of a licensed oriental medicine practitioner. Students will apply the skills of "slow diagnosis" that they learned in Clinical Observation I and II to form assessments, diagnoses, treatment principles, and actual treatments. Students will also integrate their knowledge of Kampo, Chinese dietary therapy, and herbal preparations as needed.

CHP 540 Chinese Herbs & Formulas IV (85 Clock hours)

Students will begin in-depth review of pathology and internal medicine with an emphasis on neurology, gastroenterology, immunology, and gynecology. This course includes 2.5 hours of online learning.

CHP 545 Clinical Internship II (56 Clock hours)

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 Kampo, 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 550 Chinese Herbs & Formulas V (68 Clock hours)

Students will continue in-depth review of pathology and internal medicine covering topics such as fertility, oncology, hematology, proctology, eye disease, and diseases of the ears, nose and throat. Wai Ke patterns will be presented and discussed. This course includes 2.5 hours of online learning.

CHP 555 Clinical Internship III (64 Clock hours)

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 560 Chinese Herbs & Formulas VI (51 Clock hours)

Students will continue in-depth review of pathology and internal medicine covering topics such as dermatology and pediatrics. Treatment of shen disorders are reviewed from several treatment perspectives. Shang Han Lun treatment strategies are explored in depth.

CHP 565 Clinical Internship IV (40 Clock hours)

This is the students' 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.

CHINESE HERBAL MEDICINE FULL-TIME FACULTY

Janet Leidy, Chair, Assistant Professor

D.H.Sc., M.Ac., L.Ac., Dipl.Ac., NCTMB, LMT
NCTMB (NCBTMB)
D.H.Sc., Nova Southeastern University
M.Ac., Won Institute of Graduate Studies
B.A. Rowan University

Dr. Janet Leidy serves as Chair of the Acupuncture Studies department. She is a licensed acupuncturist 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 and a Masters in Acupuncture from the Won Institute of Graduate Studies where she graduated as Valedictorian of her class. She operates her busy private practice, Acupuncture For Life, in Hatfield, PA.

Jacqueline Lacava, Chinese Herbal Program Administrative Director, Adjunct Acupuncture Studies Faculty, Herbal Dispensary Manager

L.OM (PA), L.Ac (NJ), MSACN, Dipl. OM (NCCAOM)
MSAOM, Fingerlakes School of Acupuncture and Oriental Medicine
MSACN, New York Chiropractic College
B.S. Biology, Le Moyne College

Jacqueline serves as the CHP dispensary manager as well as the administrative director of the herbal programs. She is a licensed oriental medicine practitioner and is board certified with NCCAOM. Along with expertise in acupuncture and oriental medicine, she is also a master's graduate of the school of applied clinical nutrition at NYCC. Jacqueline currently works as an associate at Tao Integrative Medicine and teaches the herb dispensary practicum aspect of Clinical Skills and Observation.

CHINESE HERBAL MEDICINE ADJUNCT FACULTY

Lisa Baas, B.A., B.S., MPS, L.OM

B.A., Friends World College

B.S., Mercy College

MPS, Mercy College

Lisa graduated from Friends World College in 1983 with a B.A. in Environmental Science. She received certification in Shiatsu at International School of Shiatsu in the early 1980's. Lisa has studied macrobiotics, and became a macrobiotic chef and cooking class instructor. She graduated from Mercy College in 2006 with a B.S. in Health Science and an MPS in Acupuncture & Oriental Medicine. She currently is practicing Autonomic Response Testing and training with The Klinghardt Academy. Lisa has a practice in Allentown, PA.

Elizabeth Liddell, L.OM, Adjunct Faculty

Dipl. OM, Dipl. Ac (NCCAOM)

MSOM, Southwest Acupuncture College

B.A., Bucknell University

Elizabeth Liddell is a registered acupuncturist, a graduate of Bucknell University (B.A.) and Southwest Acupuncture College (M.S.O.M), 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, L.OM.

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 teaches Chinese dietary therapy in the first term of the Chinese Herbal Program.

Daniel D. Nemer, M. Ac., L.O.M., Dipl.O.M.

L. O.M. (PA), Dipl. O.M. (NCCAOM)

M. Ac., TAI Sophia Institute

B. Mus., Ithaca College

Daniel serves as student clinic supervisor and special guest lecturer. He is also on the faculty of the Chinese Herbal program. For five years he was part of the Acupuncture at Sea program in which he sailed the world and both practiced and lectured on Chinese and Alternative Medicine. Daniel has studied Asian medicine in the US and China, passionately working and exploring the field of Oriental Medicine since 1996.

Teresa Tat, L.OM, Dipl.OM

Teresa is an acupuncturist and Chinese herbalist licensed by the PA State Board of Medicine and certified in Oriental Medicine by the NCCAOM for Acupuncture and Oriental Medicine. Teresa attended the New England School of Acupuncture where she studied Chinese and Japanese styles of acupuncture and Chinese Herbology. Teresa has been practicing Acupuncture and Chinese Herbs for seven years. Teresa is currently at a two-year Graduate Mentorship Herbal Program with Sharon Weizenbaum.

Stephanie Tyiska, L.Ac. (PA & NY), Dipl.Ac. & CHM (NCCAOM)

M.Ac. Tri-State College of Acupuncture M.F.A. Tyler School of Art, Temple University
B.F.A. University of Michigan, School of Art

Stephanie Tyiska, L.Ac., Dipl.Ac. & CHM is licensed in Pennsylvania and board certified in acupuncture and Chinese herbal medicine by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). An Honors graduate of Tri-state College of Acupuncture, Stephanie also has a BFA from the University of Michigan and a MFA from Tyler School of Art, Temple University. A specialist in both Japanese acupuncture & Kampo herbal medicine, Stephanie was a moxa assistant in Kiiko Matsumoto's acupuncture practice in Boston (summer 1994-7). She also completed a post-graduate Internship in Sino-Japanese Herbology/Kampo (2005-6) in NYC and worked as Clinic Supervisor in the Student Kampo Clinic (2006-7). Currently, Stephanie is a Clinical Supervisor in Won Institute's Student Acupuncture Clinic and an Instructor in the Chinese Herb Program and Clinical Skills/Mentor Group. She has a private practice in Center City Philadelphia.

Cheng Wang, L.OM, PhD, MD (China)

Cheng Wang is a licensed acupuncturist and practitioner of oriental medicine in the state of Pennsylvania and diplomat of NCCAOM with professional Traditional Chinese Medicine and Western Medicine, biomedical science educational background. From 1994 to 1999, he spent 5 years studying in Hunan University of Traditional Chinese Medicine on Traditional Chinese Medicine and Western Medicine. Then he finished one year of resident training in the 1st hospital of Hunan University of Traditional Chinese Medicine. In June 1999, he received his Medical Doctoral degree on Integrative Medicine of Traditional Chinese Medicine and Western Medicine. After that, he finished his PhD program on Human Genetics and Cell biology in Xiangya Medical School of Central South University, one of the best medical schools in China in 2005. In January 2006, he moved to the United States and finished 5 years of postdoctoral training on human gene therapy in University of Sciences and the Children's Hospital of Philadelphia. Due to more than 10 years of experience on Traditional Chinese Medicine and modern biomedicine research, he has his own concept and understanding about life and life sciences.



APPLIED MEDITATION

THE APPLIED MEDITATION STUDIES PROGRAM

“The Won Institute is an ideal environment for students to gain genuine expertise in meditation—a practice that has far-reaching transformative potential for both the individual and society. I am confident that any student coming out of the Applied Meditation Studies program will be uniquely skilled in the practical, professional, and theoretical dimensions of meditation. It is exhilarating for all of us here at the Institute to be able to participate in a program that is simultaneously rooted in tradition yet fresh, creative, and open to possibility.”

~ AMS Chair, Glenn Wallis, Ph.D.

The Applied Meditation Studies program prepares graduates who are uniquely skilled in the practical, professional, and theoretical dimensions of meditation. Applied meditation can be adapted to many settings; for instance, to education, psychotherapy, social awareness, business, bereavement counseling, couples counseling, hospice care, pain management, corporate management, and much more.

Students may pursue a certificate program or a master’s degree program. The Applied Meditation Studies Certificate Program (AMC) is an 18-credit program. The program is focused on developing meditation skills in professionals with the understanding that the contemplative professional will be more effective. Students may apply certificate courses toward the Master’s degree.

The Master of Applied Meditation Studies (MAMS) degree is a 33-credit program. The program employs a mentoring approach to education, in which the student is an active participant in the creation of understanding, knowledge, and expertise. The Applied Meditation Studies program is non-sectarian and non-religious in nature. We welcome students from all traditions, or none, to enroll in the program.

The program trains the student in three distinct though inter-related modes of inquiry. (1) Discursive analysis, in which concepts are encountered, considered, and discussed in the classroom. We take our concepts (ideas, theories, systems of thought) from a broad range of disciplines, including philosophy, literature, psychology, cultural analysis, the creative arts, critical theory, and Buddhism (2) Meditative inspection, during which the concepts and categories are examined in terms of experiential process.(3) Professional relevance, whereby students learn to translate the results of discursive analysis and meditative inspection into their specific sphere of application.

Thinking and dialogue are as crucial to the program as meditation. Meditation is an act of silent, still, focused, and watchful behavior. Cultivation of these qualities enables the student to become a keen observer of the workings and formation of subjective experience. Thinking is a critical, rigorous, and inherently transgressive activity. It is an act that enables the student to discover potentially creative, productive lines of thought. Dialogue is an act rooted in communal participation centered on the exchange of ideas, understanding, and knowledge. Through engaged dialogue, students become more aware of their ideological commitments, develop acute listening skills, and heighten sensitivity to their language. We see meditation, thinking, and dialogue as distinct features on a common continuum. The mode of being acquired in one becomes a vital, active ingredient of the others.

STUDENT KNOWLEDGE AND SKILL-BASED OBJECTIVES

- Students will have a theoretical understanding of classical Buddhism and its history and development
- Through engaging material from disciplines such as philosophy, rhetorical criticism, the creative arts, literature, and psychology, students will expand their knowledge of the history of ideas in the West
- Students will gain expertise in the design, development, and implementation of professionally-oriented meditation programs
- Students will become skilled in the three primary aspects of meditation practice: stillness, silence, and attentive observation of experience
- Students will become familiar with a variety of meditative practices and techniques
- Students will become skilled at discerning appropriate protocol for various group dynamics and milieus
- Students will become skilled in various forms of critique, for instance, ideological, linguistic, textual, doctrinal, and social
- Students will become skilled in dialogue and its attendant features, such as close listening, linguistic expression, self-awareness, etc.

CURRICULUM CONTENT

The curriculum serves the Institute's mission by assuring that a central component of all course content is the understanding and cultivation of skills that lead to personal and social transformation, and that all courses are conducted with a commitment to excellence in teaching, learning, and research. While the sources and goals of curricular offerings derive from Buddhist teachings, there is not a sectarian requirement, agenda, or presumption of affiliation with, or conversion to, any Buddhist community. Students from any tradition, or from none, are welcome and respected. We are first and foremost committed to quality graduate-level professional education and training in the practical applications of meditation.

NOTE: The following schedule is flexible, and open to individual student needs and learning objectives (with program chair approval).

MASTER'S PROGRAM REQUIRED COURSES

33 Credits Total

Required Courses (7 credits)

AMS 520	(3 credits)	Buddhist Meditation I
AMS 540	(1 credit)	Intensive Retreat I
AMS 541	(1 credit)	Intensive Retreat II
CC 551	(0.5 credits)	Sitting Meditation*
CC 571	(0.5 credits)	Sitting Meditation*
CC 581	(0.5 credits)	Sitting Meditation*

*Sitting meditation may be repeated to meet the 2-credit sitting meditation graduation requirement

Elective Courses (15 credit minimum)

AMS 500	(3 credits)	The Science of Meditation
AMS 505	(3 credits)	Basic Buddhist Teachings
AMS 510	(3 credits)	Applications of Meditation for the Individual and Society
AMS 515	(3 credits)	Topics in Buddhism
AMS 525	(3 credits)	Buddhist Meditation II
AMS 535	(3 credits)	Topics in Contemplation
AMS 545	(3 credits)	Topics in Theory
AMS 580	(3 credits)	Buddhist Psychology
AMS 585	(3 credits)	Survey of Contemplative Practices
AMS 625	(1 credit)	Practicum I
AMS 630	(1 credit)	Practicum II
AMS 675	(3 credits)	Independent Study
AMS 680	(3 credits)	Teaching Meditation
CC 590	(2 credits)	Counseling Techniques East and West
CC 591	(1 credit)	Counseling: Special Topics

Meditation Elective (No minimum requirement)

CC 510	(0.5 credits)	Moving Meditation I
CC 520	(0.5 credits)	Moving Meditation II
CC 521	(0.5 credits)	Moving Meditation III
CC 560	(0.5 credits)	Moving Meditation Practice
CC 570	(3 credits)	Theory and Practice of Vital Energy I
CC 575	(3 credits)	Theory and Practice of Vital Energy II
CC 551	(0.5 credits)	Sitting Meditation*
CC 571	(0.5 credits)	Sitting Meditation*
CC 581	(0.5 credits)	Sitting Meditation*

Master's Project (3 credits)

AMS 640	(3 credits)	Master's Degree Project
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*Sitting meditation may be repeated to meet the 2-credit sitting meditation graduation requirement

APPLIED MEDITATION STUDIES CERTIFICATE

The Institute offers an Applied Meditation Certificate (AMC) through the Won Institute's Applied Meditation Studies program. The certificate requires 18 credits of coursework. This coursework provides specialized training in applied meditation for professionals. This is an advanced course of study designed to:

- Provide professional development
- Foster career advancement
- Create new, or broaden existing, career options
- Enhance or develop new skills as part of the life-long process of learning.

The Applied Mediation Certificate program is a terminal course of study. However, since it is situated within the M.A.M.S. degree curriculum, the student may choose to continue studies to achieve the full master's degree following certificate completion. Master's Degree students who wish to complete a Certificate during the course of their Master's program first should speak with the department chair to review all necessary requirements.

Successful completion of the AMC 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

CERTIFICATE PROGRAM REQUIRED COURSES

18 Credits Total

Required Courses (6 credits total)

AMS 520	(3 credits)	Buddhist Meditation I
AMS 540	(1 credit)	Intensive Retreat I
AMS 635	(1 credit)	Certificate Presentation

1 required meditation credit from:

CC 551	(0.5 credits)	Sitting Meditation
CC 571	(0.5 credits)	Sitting Meditation
CC 581	(0.5 credits)	Sitting Meditation

Elective Courses

Didactic Courses (minimum of 9 credits)

AMS 500	(3 credits)	The Science of Meditation
AMS 505	(3 credits)	Basic Buddhist Teachings
AMS 510	(3 credits)	Applications of Meditation for the Individual and Society
AMS 515	(3 credits)	Topics in Buddhism
AMS 525	(3 credits)	Buddhist Meditation II
AMS 535	(3 credits)	Topics in Contemplation
AMS 545	(3 credits)	Topics in Theory
AMS 580	(3 credits)	Buddhist Psychology

AMS 585	(3 credits)	Survey of Contemplative Practices
AMS 625	(1 credit)	Practicum I
AMS 630	(1 credit)	Practicum II
AMS 675	(3 credits)	Independent Study
AMS 680	(3 credits)	Teaching Meditation
CC 590	(2 credits)	Counseling Techniques East and West
CC 591	(1 credit)	Counseling: Special Topics

Meditation Electives – No minimum

CC 510	(0.5 credits)	Moving Meditation I
CC 520	(0.5 credits)	Moving Meditation II
CC 521	(0.5 credits)	Moving Meditation III
CC 560	(0.5 credits)	Moving Meditation Practice
CC 570	(3 credits)	Theory and Practice of Vital Energy I
CC 575	(3 credits)	Theory and Practice of Vital Energy II
CC 551	(0.5 credits)	Sitting Meditation*
CC 571	(0.5 credits)	Sitting Meditation*
CC 581	(0.5 credits)	Sitting Meditation*

APPLIED MEDITATION STUDIES COURSE DESCRIPTIONS

AMS 500 (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.

AMS 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 allows the student to actively cultivate skills such as close reading, critical reception, and engaged dialogue.

AMS 510 (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.

AMS 515 (3 credits) Topics in Buddhism

Study of a particular text or texts, theme, or period related to Buddhism. Examples of topics include the classical discourses, Mahayana literature, the history of Buddhism, biographies of Buddhist figures, Buddhist poetry and art, Buddhist philosophy, as well as critical issues in Buddhism.

AMS 520 (3 credits) Buddhist Meditation I

This course introduces the student to the basic principles of classical Buddhist meditation practice and theory. The primary source for the course is typically the Anapanasati Sutta. This text delineates a comprehensive meditation training program extending back to the earliest days of Buddhism.

AMS 525 (3 credits) Buddhist Meditation II

This course introduces the student to a range of Buddhist practice traditions, such as Shikantaza, Vipassana, Lam Rim, and others.

AMS 535 (3 credits) Topics in Contemplation

This course explores various topics in the theory, practice, and literature of contemplation, broadly conceived. Contents may include material from the three major divisions of Buddhism or from other practice traditions, such as the performance and creative arts, movements such as Surrealism and Dada, psychology, and various religious traditions. The course combines practice sessions with seminar-style discussion.

AMS 540 (1 credit) Intensive Retreat I

AMS 541 (1 credit) Intensive Retreat II

Students in the Applied Meditation Studies program are required to take two meditation retreats. Retreats may be taken off-campus, however the retreat must meet the minimum requirement of 30 hours of formal sitting practice; student must submit retreat description for approval by the chair.. A retreat may also be offered in the Won Institute meditation hall. For completion of a retreat, a written reflection and a faculty interview are required.

AMS 545 (3 credits) Topics in Theory

This covers a range of issues bearing on the analysis and interpretation of material related to acupuncture, meditation, and Buddhism. Topics include, for example, hermeneutics, textual exegesis, doctrinal studies, historical development, ritual criticism, and social analysis.

AMS 580 (3 credits) Buddhist Psychology

Buddhist psychology is concerned with the nature of lived experience. This experience encompasses matter, mind, and mental-physical emotional states. At the forefront of experience, however, stands consciousness, or bare awareness. It is this conviction that makes “psychology” a primary subject of inquiry for any system of human well being. So, what is this awareness? How does it function; what is driving it? What are its working parts? How does it integrate constituent elements? What roles do identity and agency play in conscious experience? Is will just an illusion?

AMS 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 a broad range of Buddhist traditions, such as the four brahmaviharas, jhana, marabhavana, tonglen, the Bodhicaryavatara, lam rim, the Bodhisattvabhumi, shikantaza, mantra recitation, and vipassana. Practices from non-Buddhist disciplines and traditions, such as psychotherapy, psychoanalysis, the creative arts, Christianity, and Wicca, etc., may be considered as well.

AMS 625 (1 credit) Practicum I

AMS 630 (1 credit) Practicum II

Practicum I and II provide students with supervised opportunities to advance their interest in applied meditation toward a final master's project. Given the range of professional interests of students, the details of the practica may vary. The three most common options are as follows. (1) To implement meditative practice in an existing organization or to work within settings where meditation programs have already been initiated. Students who choose this option are expected to meet a set of individualized objectives in order to enhance their professional skills. This practicum option is designed to expose students to new settings, and enable them to learn from more experienced people. (2) A written work investigating some aspect of meditation and its relevance to clinical work or intellectual knowledge broadly conceived. (3) A creative work, such as memoir, fiction, or poetry. Students should obtain a copy of the Practicum Manual for more details. Practicum students will have on-site and Won Institute practicum supervisors. It is expected that students meet with their supervisors on a regular basis. Research in relevant literature, reading, reflection journals, and final projects or papers are requirements of both courses.

AMS635 (1 credit) Certificate Presentation

For AMC students only.

A public presentation of the Certificate student's final project, followed by a critical discussion with faculty members. The presentation typically includes a publication-quality research paper on any aspect of meditation, or, a documented model and demonstration of applied meditation in the student's field of study.

AMS 640 (3 credits) Master's Degree Project

Under the direction of a faculty advisor, students write and present aspects of their project to apply meditation in the workplace. Students should obtain a copy of the Masters Project Manual for further information.

AMS 675 (3 credits) Independent Study

Students seeking Independent Study should seek out the Won Institute faculty member who will supervise the study to discuss course content.

AMS 680 (3 credits) Teaching Meditation

The three interrelated aims of this course are to (1) expose students to literature on pedagogical philosophy, and enable them develop personal teachings styles; (2) survey the range of meditation practices and protocols; and (3) expose students to pertinent issues in allied fields, such as ritual studies, rhetorical criticism, etc. The course provides ample opportunities for students to lead meditation sessions.

** Moving Meditation, Sitting Meditation, and other elective courses are listed in the Common Courses section.

APPLIED MEDITATION STUDIES FACULTY

Glenn Wallis, Ph.D., Chair, Associate Professor

Ph.D. Harvard University
M.A. Harvard University
Georg-August Universität, Göttingen, Germany
Freie Universität, Berlin, Germany
B.A. Temple University

Glenn Wallis trained as a specialist in ancient and medieval Indian Buddhist doctrine and practice as recorded in Sanskrit, Pali, and Tibetan sources. He began formal Buddhist practice in 1975, and subsequently received training in various forms of Buddhist meditation. Wallis has taught in the religion departments of several universities, including the University of Georgia, Brown University, and Bowdoin College. He is the author of five books: *The Dhammapada: Verses on the Way* (New York: Random House, Modern Library, 2004); *Mediating the Power of Buddhas* (Albany: State University of New York Press, Buddhist Studies Series, 2002); *Basic Teachings of the Buddha* (New York: Random House, Modern Library, 2007); *Buddhavacana: A Pali Reader* (Onalaska, WA: Pariyatti Press, 2010); and *Cruel Theory, Sublime Practice: Toward a Reevaluation of Buddhism* (Roskilde: Eyecorner Press, 2013) as well as numerous articles and reviews on various aspects of Buddhism in both scholarly journals and popular magazines. Most recently, Wallis has combined his interests to develop critical models for understanding Buddhism, and how, in particular, it is taking shape in the contemporary West.

Eileen R. Cardillo, D.Phil., Adjunct Professor

D.Phil. University of Oxford
B.S. College of William & Mary

Eileen Cardillo received her doctorate while a Rhodes Scholar at the University of Oxford, and completed her postdoctoral training at the University of California, San Diego and the University of Pennsylvania. She currently coordinates the participation of brain injured patients in neuropsychological research at the Center for Cognitive Neuroscience at the University of Pennsylvania. In her own research, she combines behavioral, patient, and neuroimaging studies to understand the neural basis of language. She is also interested in cognitive and neural changes associated with different types of meditation practice, and how best to pursue the study of the mind from both a first person, contemplative perspective and a third person, scientific perspective.

Gloria Nouel, Ph.D., Associate Professor

PhD in Clinical Psychology Duquesne University
M.A. in Humanistic Psychology West Georgia College

Gloria Nouel received her PhD in Clinical Psychology with an Existential-Phenomenological approach from Duquesne University. She currently serves as the Academic Dean and Chief Academic Officer of the Won Institute. Formerly Gloria served as faculty and a director of the Counseling Psychology program at Chatham University in Pittsburgh, Pennsylvania and as an Assistant Dean for program development at Naropa University in Boulder, Colorado. She has a lifelong interest in the intersection of East-West thinking in psychology, spirituality and philosophy. She has taught a range of courses at the graduate and undergraduate level. She has published and presented in the areas of bereavement, spiritual practices at work and counseling training.

Elizabeth Reed, Adjunct Professor

MAMS, Won Institute of Graduate Studies

Elizabeth Reed has been deeply interested in meditation for most of her life. She studied meditation techniques in several disciplines before starting Buddhist meditation. For her Bachelor's Degree she investigated the intersections of Buddhism and Western science and philosophy in North America, with an emphasis on dialogue and transformation. She is currently pursuing her Master Degree in Applied Meditation Studies at the Won Institute.

Helen J. Rosen, Ph.D., M.S.W., Adjunct Professor

Ph.D. Rutgers University

M.S.W., New York University

Helen Rosen is currently a faculty member at the Psychoanalytic Center of Philadelphia. She teaches Buddhism, meditation, and psychotherapy to psychoanalytic candidates and psychotherapy students. She has taught at Rutgers University School of Social Work in Camden, NJ; the University of Medicine and Dentistry, School of Osteopathic Medicine in Cherry Hill, NJ; Widener University School of Social Work; Rowan College and Bryn Mawr College. Her book *Unspoken Grief: Coping with Childhood Sibling Loss* won a Best Book Award from the American Journal of Nursing. Her most recent paper is "Integrating Meditation into a Traditional Psychotherapy Practice."



**WON
BUDDHIST
STUDIES**

THE 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 becoming ordained Won Buddhist ministers and to students wishing to further their understanding of Won Buddhism in the context of other Buddhist and religious traditions.

MASTER OF WON BUDDHIST STUDIES

The thirty-six credit program in Won Buddhist Studies leads to a Master of Won Buddhist Studies (MWBS) degree. The Won Buddhist Studies program provides a high-quality professional education to men and women preparing to be ordained as Won Buddhist ministers (kyomus) or to become Won Buddhist lay leaders. Students who are interested in gaining a deeper understanding of Won Buddhism, without the intention to become ministers or lay leaders, also are invited to enroll in the WBS program. The program trains the student to integrate spiritual awakening, critical thinking, and active service into his or her ministry. The student is required to keep a balance in the coursework among the following three categories: Won Buddhism, Practice, and Theory/Application. The WBS program prepares pre-minister students for the Won Buddhism comprehensive ordination exam. Non-ministerial students write a master's thesis in lieu of taking this exam.

PREPARATORY WON BUDDHIST STUDIES

The WBS Preparatory certificate program (PWBS) is a one-year course of study for a total of 18 credits covering the basic teaching of practices of Won Buddhism. The PWBS program prepares pre-minister students for Won Buddhism's required pre-ministerial comprehensive examinations, which are taken at the end of the PWBS program. Students who are interested in gaining a deeper understanding of Won Buddhism, without the intention to become ministers or lay leaders, also are invited to enroll in the PWBS program, and do not take the comprehensive exam. The PWBS program is designed to be completed through one year of full-time study and consists of 9 credit hours completed during each of the academic terms, fall and spring. Part-time students must complete the program within four years.

PREREQUISITES

Students who have completed an undergraduate degree in Won Buddhism are eligible to apply directly to the WBS Master's degree program. Students who have not completed undergraduate degree in Won Buddhism should first take three basic Won Buddhist scripture courses in the PWBS program (PWB100 Canon I, PWB110 Canon II, and PWB130 Discourses of Master So't'aesan) as prerequisites in order to enroll in master-level Won Buddhist scripture courses (WBS 531 Heart of Awakening, WBS536 Cultivating the Mind, and WBS541 Ground of Won Buddhist Ethics).

QUALIFYING EXAMS

PWBS Comprehensive Exam

For pre-minister students in the PWBS program, the Won Buddhist Department of Education requires a passing score on a PWBS comprehensive exam before they may receive ordination. Students may matriculate into the WBS pre-minister program, enrolling concurrently in WBS and PWBS courses and accumulate needed credits before having passed this exam. Non-ministerial students are not required to take this exam.

WBS Ordination Exam

For students in the WBS program seeking ordination as a Won Buddhism minister, there is a comprehensive ordination examination which must be passed in order to receive ordination in the Won Buddhist Order. Qualifying requirements to sit for the ordination examination are determined by Won Buddhism Headquarters in South Korea, and not by the Won Institute faculty or staff. It is the responsibility of the student and adviser to ensure that all requirements to sit for examination are met. The Won Institute does not guarantee ordination, and qualifying requirements for ordination are not subject to the rights accorded by the Won Institute non-discrimination policy or United States law. Non-ministerial students are not required to take the exam. Ministerial students who are not granted approval to sit for the exam instead may complete a Master's thesis in order to fulfill the graduation requirement and earn a Master's of Won Buddhist Studies degree. Any additional time or expense related to an extension of the matriculation period is the full responsibility of the student.

STUDENT KNOWLEDGE-BASED OBJECTIVES

Graduates will have demonstrated knowledge of:

- The Canon including So't'aesan's thought as well as their implications for contemporary society
- The history and development of Won Buddhism in the context of the historical development of Buddhism
- The history and traditions of religions in America
- Rituals, the art of sermon, the function of services and the role of clergy in the Won Buddhist community, including youth ministry
- The integration of theory and practice and its application
- Buddhist and Won Buddhist meditation, energy circulation, and its effect on the psychophysical well-being of the individual
- Contemporary American culture and spirituality

STUDENT SKILL-BASED OBJECTIVES

Graduates will have demonstrated skills in:

- Critical thinking and analysis in reading and interpreting religious and other materials
- Research and writing skills in accordance with excellent academic practice
- Reflection upon the disparity between the present reality and the contextual meaning of the Canon
- Cooperating with other Buddhists
- Practicing inter-religious dialogue and ecumenism
- Ministerial work and leadership as a spiritual mentor or counselor
- Designing a training model based on the teachings of Won Buddhism and delivering it to an individual or group
- Providing ongoing consultation regarding Buddhist and Won Buddhist meditation
- Applying Won Buddhist teachings to American culture and spirituality

WON BUDDHIST STUDIES REQUIRED COURSES

Course credit assignments adhere to regulations set by the Pennsylvania Department of Education and for clinical courses by the Accrediting Commission for Acupuncture and Oriental Medicine.

Won Buddhism (12 credits)

Nine 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

One three-credit course from the following:

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

*Required for pre-minister students

**Required for non-minister track students

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

Practice (10 credits)

Nine credits from the courses listed:

WBS 560	(3 credits)	Topics in Buddhist Meditation
AMS 520	(3 credits)	Buddhist Meditation I: Anapanasati Sutta*
AMS 525	(3 credits)	Buddhist Meditation II: Satipatthana Sutta
AMS 585	(3 credits)	Survey of Contemplative Practice

CC 570	(3 credits)	Theory and Practice of Vital Energy I**
CC 575	(3 credits)	Theory and Practice of Vital Energy II

One 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

*Pre-minister students must take either AM S520 or AMS 525

**Pre-minister students must take CC 570

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

Theory/Application (12 credits)

Three credits from the following required course:

WBS 500	(3 credits)	Critical Thinking
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Six credits from two of the following courses:

WBS 510	(3 credits)	Teaching the Scripture in English
WBS 515	(3 credits)	Issues in Religious Ecumenicalism
WBS 600	(3 credits)	Writing Research Papers
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 655	(3 credits)	Won Buddhist Temple Management*
WBS 675	(3 credits)	Independent Study

*Required for pre-minister students

Three credits from one of the following courses:

AMS 500	(3 credits)	The Science of Meditation
AMS 505	(3 credits)	Basic Buddhist Teachings
AMS 510	(3 credits)	Application of Meditative Practice for the Individual and Society
AMS 545	(3 credits)	Topics in Theory
AMS 580	(3 credits)	Buddhist Psychology
CC 590	(2 credits)	Counseling Techniques East and West
CC 591	(1 credit)	Counseling: Special Topics

Note: Students can fulfill 3 credits by a CC or AMS 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

PREPARATORY WON BUDDHIST STUDIES PROGRAM

18 credits

PWB 100	(3 credits)	Won Buddhist Canon I
PWB 110	(3 credits)	Won Buddhist Canon II
PWB 120	(3 credits)	History of Won Buddhism
PWB 130	(3 credits)	The Discourses of Master So'aeasan
PWB 136	(3 credits)	The Dharma Words of Master Chongsan
PWB 140	(3 credits)	Buddhist Sutras
PWB 160	(non-credit)	Practicum of Visiting the Sacred Places in Korea

WON BUDDHIST STUDIES COURSE DESCRIPTIONS

WBS 500 (3 credits) Critical Thinking

This course helps students develop the skills required to compose graduate-level research papers. Primary emphasis is on skills in critical thinking and reading, defining a topic or issue, evaluating evidence and questioning assumptions, structuring and presenting an argument, and structured writing.

WBS 510 (3 credits, elective) Teaching the Scriptures in English

This course helps incoming pre-minister students to develop their skills in reading and interpreting the English translation of the Won Buddhist Scriptures. Offered in their first term in the program, the course provides students with an intensive process of familiarization with the American culture and an informal acquaintance with common religious perspectives. It also gives students an opportunity to practice discussing the Canon and Discourses in English in a sheltered and supportive environment. Through elements of critical thinking, the course assists students in adapting to the tone of religious discourse in America. Through these experiences, the course prepares students to take full advantage of the learning opportunities they will be offered by the range of more advanced courses in English over their two years in the program. It prepares them to begin discussing the Won Buddhist teachings with Americans and present traditional Buddhist and Won Buddhist concepts in language appropriate to the American cultural context.

WBS 515 (3 credits) Issues in Religious Ecumenicalism

In this course, students examine the reasons for religious conflicts through understanding the main teachings of world religions and study possible solutions. Students will become familiar with 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. We will consider the effect of diverse religious perspectives on social and ethical issues.

WBS 531 (3 credits) Heart of Awakening

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 will reflect on the Founding Motive 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 Discourses of Master Sotaesan and Dharma words of Master Chongsan, students will 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 early Buddhism and Mahayana Buddhism.

WBS 536 (3 credits) Cultivating the Mind

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 will 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 Canon of Won Buddhism, Discourses of Master Sot'aesan, and Dharma Words of Master Chongsan will provide the deeper context and meaning of the practices. The course will also unfold 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 Ranks. For further contextualization, the course will investigate the relationship of Won Buddhist practices with Buddhism, Taoism and Confucianism will be explored.

WBS 541 (3 Credits) Ground of Won Buddhist Ethics

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 will research the reality of Master Sot'aesan's teachings and relate them to the moral challenges of modern American life.

WBS 550 (1 credit) Practicum I

This course is to develop the student's abilities as a temple kyomu (minister) 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 student will demonstrate the ability to balance the demands of acculturation with the need to maintain the authenticity of Won Buddhist practice.

WBS 560 (3 credits) *Topics in Buddhist Meditation*

This course covers the essential character of Buddhist meditation and the techniques developed as Buddhism spread beyond India to Tibet, China, Korea, and Japan. Students will study the techniques of meditation practiced in Theravada and Mahayana with special focus on Zen Buddhism and Won Buddhism. Through this course, students will understand the historical continuities and discontinuities of Buddhist meditation techniques and the principles of Buddhist meditation. Using the Anapanasati Sutra, Satipattna Sutra, and other core Buddhist meditation sutras, students will reach an increased appreciation of the role of awareness and prajna as the core elements of Buddhist meditation.

WBS 600 (3 credits) *Writing Research Papers*

This course guides students in developing the skills needed to compose graduate-level research papers. Areas of primary emphasis will include finding an appropriate research topic, finding and listing sources (MLA style), analyzing and evaluating sources, extracting facts from sources, organizing and drafting the paper, using proper documentation, and avoiding plagiarism. The student will develop a research paper through several drafts in a step-by-step process, demonstrating growth in the above skills.

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 in the WBS program to understand Won teaching in the context of Buddhism developed and changed in the different ages and countries as well as 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 the future development of Won Buddhism. This course will examine how Won Buddhist teaching has been reformulated and reinterpreted through the successors of Master So' aesan (1891-1943), namely Master Chongsan (1900-1962), the second Head Dharma Master, and Master Taesan (1914-1998), the third Head Dharma Master. Students will prepare for their roles as Won Buddhist ministers by thinking through ways to apply the wisdom of the teachings to the future development of Won Buddhism on American soil and around the world.

WBS 650 (3 credits) *Won Buddhist Homiletics and Liturgy*

This course teaches students the basic skills needed to structure and deliver effective dharma talks and support and build the temple's youth group. The emphasis is on the cultivation of effective communication and meaningful dialogue with general American audience. Students will critically review the writings of several authors on the art of the sermon and will produce dharma talks. The course includes a four-week unit on Won Buddhist liturgy. Students will examine hymns and rituals and understand their historical development and their roles in personal and communal nurturance and growth.

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 the Won Buddhist temple management may include organizing and managing edification groups, leading a Won Buddhist ceremony, managing temple finance, managing and event or a project in the temple, etc.

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 will continue the development of the student's abilities as a temple kyomu (minister), such as teaching meditation and other Won Buddhist practices. The student will demonstrate a growing depth and clarity in explaining Won Buddhist doctrine and practice, and delivering the original meaning in English. This should 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.

**See Common Courses section for course descriptions for Moving Meditation, Sitting Meditation, and other elective courses.

PREPARATORY WON BUDDHIST STUDIES COURSE DESCRIPTIONS

PWB 100 (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 Canon: General Introduction and Doctrine. Students will become familiar with the historical and philosophical context of Won Buddhism. Students will learn to analyze and understand the tenets of Won Buddhism in order to establish firm faith and practice and to assist them in approaching the realization of the Truth.

PWB 110 (3 credits) Won Buddhist Canon II

This course prepares students to develop a sincere practice based on the Practice section of the Won Buddhist Canon. Students will understand the characteristics of Won Buddhist practice and how they differ from those of traditional Buddhism. Students will be encouraged and motivated to undertake two ways of training: training in quietness (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 the Truth.

PWB 120 (3 credits) History of Won Buddhism

This course will examine 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 reformulated through the successors of the Ven. Soŏ'aesan (1891-1943), namely the Ven. Chongsan (1900-1962), the second Head Dharma Master, and the Ven. Daesan (1914-1998), the third Head Dharma Master. Students will gain an understanding of the socio-historical context of the development of Won Buddhism.

PWB 130 (3 credits) The Discourses of Master Sot'aesan

The Discourses is a collection of the Ven. Sot'aesan's Dharma Words, primarily through conversations between the Great Master and his disciples regarding the application of the basic principles of the Canon to daily life and practice. Students will gain insights into the truth of the Ven. Sot'aesan's teachings and how each chapter of the Discourses is related to the Canon. Students will become familiar with the historical background of the formulation and editing of the Discourses, and will have an opportunity to compare the three existing English translations of the Scriptures.

PWB 136 (3 credits) The Dharma Words of Master Chongsan

The Dharma Words of Master Chongsan consists of two parts: the Canon of the World and the Dharma Words. The Canon of the World suggests truthful paths for a human being for a wholesome and harmonious life. The Dharma Words 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 140 (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 will 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 Forty-Two Sutra, Chinul's Secrets on Cultivating the Mind, and others. Students will become familiar with the main Buddhist concepts and terms, and will have an opportunity to compare traditional Buddhism with the doctrines of Won Buddhism.

PWB 160 (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 Ven. 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 Head 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. Additional costs for this course may apply.

PWB 170 (3 credits) Wisdom Practice I

This course helps students develop the skills to maintain a calm mind and body, both when busy and at rest, and to relieve the stress caused by habitual thoughts and emotions. Practical techniques take precedence over theory, and weekly practice sessions with follow-up discussions enable students to identify and overcome obstacles to their skill development. Students benefit from the deep knowledge of an experienced minister and other advanced practitioners.

PWB 175 (3 credits) Wisdom Practice II

This course continues the work done in PWB 170 Wisdom Practice I, furthering the techniques and skills studied there. In addition to guest lectures, demonstrations, and regular seated-meditation sessions, in-class activities will include practical discussions of problems encountered in meditation. Other topics will include writing the practice journal, studying the meditation techniques and practices of various traditions, and continuing awareness of one's practice throughout daily activities. In addition to reading assignments, students will prepare several class presentations on the readings or on brief research projects.

WON BUDDHIST STUDIES FACULTY

Rev. Sanghyeon Cheon, Ph.D., Chair, Assistant Professor

Ph.D., Instructional Design, Development, and Evaluation, Syracuse University (2013)
M.WBS. Won Buddhist Studies, Won Institute of Graduate Studies.
B.A. Won Buddhist Studies, Youngsan Won-Buddhist University.
B.A. Economics, Seoul National University.

Sanghyeon Cheon is an ordained Won Buddhist minister and full-time faculty member at the Institute. He has taught courses in Buddhist and Won Buddhist scriptures at the undergraduate and graduate levels since 2005. His research interests are meditation instruction and evaluation. Also, he is interested in developing educational programs and shaping policies for Won Buddhist ministry in the U.S.

Rev. Chung Nam Ha, Ph.D., Associate Professor

Ph.D. Buddhist Studies, Won Kwang University
M.A. Comparative Religious Studies, Western Michigan University
M.A. Buddhist Studies, Won Kwang University
B.A. Won Buddhist Studies

Dr. Ha is a Won Buddhist minister and scholar. She taught at Youngsan Won Buddhist University 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 University of Delhi, India (2006-2007). She is the author of several books on subjects including religious thought, feminism, and eco-feminism. She has published numerous articles and 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 Hot Line.

Carole Craven, Ph.D., Full-time lecturer

Ph.D. Philosophy, Temple University
B. A. 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.

Chong-nyue Park, M.A., Adjunct Professor

M.A. Religious Studies, Florida International University
B.A. Sociology, Queens College, New York
B.A. Won Buddhist Studies, Won Kwang University

Chong-nyue Park is a Won Buddhist minister who has taught meditation and led youth groups at Won Buddhist temples in Chicago, New York, Miami, Richmond, and Manhattan. She is currently the Director of Administration at the Won Institute of Graduate Studies. She has taught Won Buddhist Ritual and Liturgy in the Master's degree and Preparatory programs at the Institute since 2003. Rev. Park also serves on the Committee for the Comprehensive Graduate Study Examination for Won Buddhist Studies.

Bokin Kim, Ph.D., President, Adjunct Professor

Ph.D., Religious Studies, Temple University

MA., Religious Studies, Temple University

BA., Won Buddhist Studies, Won Kwang 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 in Philadelphia. Won Buddhism is a reformed Buddhist sect founded 100 years ago in Korea with thirty temples in the United States. She is an expert on Won Buddhism and author of *Concerns and Issues in Won Buddhism*, which is one of the few books that provides an extensive overview of Won Buddhism for an English-speaking audience.

Bongkil Chung, Ph.D., Visiting Scholar

Ph.D. Philosophy, Michigan State University

Professor of Philosophy, Emeritus Florida International University

Professor Chung received his Ph.D. 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 Wonbulgyo kyojon with introduction and commentary), *The Dharma Words of Master Chongsan* (a translation of Chongsan chongsa pobo), and *Chongsan: A Translation of Master Chongsan's Writings and Analects*, forthcoming. Chongsan was the second head Dharma Master of Won Buddhism.

Chad Crisp, M.A., Adjunct Professor

M.A. English Literature, Arcadia University

Chad Crisp has taught research writing in the Won Buddhist Studies program since the spring of 2012. He received his Master's degree in English Literature from Arcadia University in 2009, where he is an Adjunct Professor of English. Between the Won Institute and Arcadia, Chad is honored to teach a variety of courses that all share the fundamentals of being human: writing, reading, eating, and appreciating nature.

Glenn Willis, Ph.D, Visiting Assistant Professor

Ph.D., Theology, Boston College

M.Div, Vanderbilt University

B.A., University of Washington

Glenn Willis received his Ph.D. from the Department of Theology at Boston College, and writes on Buddhist Modernism, Buddhist critiques of therapeutic psychology, and Buddhist understandings of devotion and refuge. Glenn also holds a Master of Divinity degree from Vanderbilt University. Glenn has previously served on the staff of the Barre Center for Buddhist Studies, and as a hospice chaplain.

**MASTER OF
DIVINITY**

THE MASTER OF DIVINITY PROGRAM

The Won Institute of Graduate Studies will be offering a new Master of Divinity Program degree and certificate program beginning in the 2016-2017 Academic Year. The 72 credit program will integrate coursework in Buddhist thought and practice, counseling theory and interpersonal skill development, leadership and organizational management, interreligious learning, and field education, in order to prepare students specifically for pastoral care opportunities in hospitals, hospices, prisons, and community dharma centers.

MASTER OF DIVINITY

The seventy-two credit program in the Master of Divinity Program leads to a Master of Divinity (MDIV) degree. The Master of Divinity program offers an ecumenical concentration in Buddhist Pastoral Care, designed for Buddhists from any lineage, and taught by faculty members practicing in multiple traditions. The program also offers a concentration in Won Buddhist Pastoral Care, which serves members of the Won Buddhist community who wish to augment prior academic training and pastoral experience in order to prepare for CPE and institutional pastoral care opportunities. Won Buddhists may also wish to use Master of Divinity training to gain further understanding of the interreligious and sociological contexts within which they currently work. The only curricular difference between these two concentrations is in the Master of Divinity Curriculum Category I: Buddhist Thought and Practice, in which ecumenical Buddhist or interfaith students are given broader curricular choice.

Students who already hold a graduate degree in a helping profession (counseling, nursing, education, etc.), or who have other reasons for pursuing more limited training in pastoral care, may wish to consider the Won Institute's 18-credit, low-residence Buddhist Pastoral Care Certificate Program, which is designed to prepare students to successfully participate in Clinical Pastoral Education (CPE).

CPE CURRICULAR INTEGRATION

The Won Institute encourages any Master of Divinity students wishing specifically to become certified professional chaplains to integrate Clinical Pastoral Education (CPE) directly into their Master of Divinity curriculum. This option will help students interested in professional chaplaincy to reduce the overall length of preparation for chaplaincy certification. Students who complete at least one unit of CPE may apply for paid Clinical Pastoral Education residencies following the second year of their Master of Divinity curriculum. The integration of CPE residency into a student's curriculum, while financially and professionally beneficial, will often extend the Master of Divinity program itself beyond three years.

PREREQUISITES

The Won Institute Master of Divinity program seeks students whose prior education and experience has prepared them to analyze and appreciate multiple religious, cultural, and philosophical perspectives with care, and who are also able to communicate with skill in writing and in person. At a minimum, students must have completed an undergraduate degree prior to matriculation at the Won Institute of Graduate Studies. Students may or may not have done prior formal religious studies, philosophical, or theological coursework, although such coursework is certainly advantageous. Students wishing to pursue the Won Buddhist Pastoral Care concentration within the Master of Divinity program should have prior academic exposure to Won Buddhism itself in an academic, temple, or retreat context. We encourage applications from students with previous training in the helping professions, such as nursing, teaching, or counseling.

LEARNING OBJECTIVES

Master of Divinity students at the Won Institute will:

- Understand the historical development of Buddhist thought and practice in multiple cultures and traditions
- Become familiar with a variety of meditative practices and techniques, deepening capacities for stillness, silence, attentive observation, and compassion
- Develop foundational skills of counseling, pastoral care, and leadership—including skill in contemplative speaking and listening, empathic awareness of others, appropriate self-assertion, nonviolent communication, and courageous openness to one's own suffering and the suffering of others
- Cultivate capacities for institutional, ideological, and social critique
- Connect Buddhist thought in creative ways to understandings from the history of philosophy, the creative arts, literature, theology, and psychology
- Generously and carefully engage with persons and understandings from other religious traditions, in part to learn about the perspectives of our own traditions in more detail
- Develop fundamental ritual, homiletic, and pedagogical understandings in order to serve religious communities with increasing confidence
- Recognize one's own most basic affective challenges, intellectual passions, and personal commitments, in order to empower service on behalf of others over the course of a lifetime



COMMON COURSES

COMMON COURSES

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 590 (2 credits) Counseling Techniques East and West

The course articulates and promotes the student's understanding of counseling skills. The student learns and develops such counseling skills as listening and attending, recognizing limits of competence, setting boundaries in relationship, finding and using referral resources, supporting the client, and assessing nonverbal behavior of self and client. The course also examines some of the major types of crisis, concerns, or problems clients will present, including addictions, depressions, transitions, spiritual struggle, and strains in personal or intimate relationships. The student will be able to recognize how culture affects psychological and social functioning, as well as roles such as that of minister, healthcare worker, and counselor.

CC 591 (1 credit) Counseling: Special Topics

Students will discuss special topics in counseling which have arisen from their experience treating patients in the clinic. Topics may include post-traumatic stress disorder, abuse, issues relevant to special populations, and reporting requirements.



ADMISSIONS

ADMISSIONS REQUIREMENTS

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

Acupuncture Studies Program

The Acupuncture Studies Program is open to applicants with a Bachelor's Degree in any subject area. Applicants must also complete three credits of Basic Science and six credits of Anatomy & Physiology prior to beginning the program. The basic science and Anatomy & Physiology courses must have been completed within 10 years prior to beginning the Acupuncture Studies program. Exceptions may be made to the time requirement for the Anatomy & Physiology courses for practicing medical professionals upon successful passage of a challenge exam. The challenge exam is \$75 per exam.

Individuals may apply prior to completing the Bachelor's Degree, basic science, and Anatomy & Physiology requirements; however, the Bachelor's Degree, three credits of basic science, and six credits of 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.

Applicants to the Acupuncture Studies are required to meet the following technical standards. Technical Standards are the abilities necessary to succeed in the course of your studies 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 Master of Acupuncture degree 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, 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 period and throughout the educational process.

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 preexisting conditions.

The Acupuncture Studies Program only admits students into the fall term. Applications for the Acupuncture Studies program are due prior to June 15. 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 mail in two letters of recommendation, the letter of intent, the \$75 application fee, and official copies of their transcripts from all higher education programs.

Chinese Herbal Medicine Certificate Program

Applicants to the Chinese Herbal Medicine Program must meet at least one of the following conditions:

1. The applicant has graduated from an ACAOM-approved or ACAOM-candidacy status acupuncture program
2. The applicant is a current Acupuncture student at an ACAOM-approved or ACAOM-candidacy status acupuncture program
3. The applicant is an acupuncturist currently licensed in the U.S. with a Bachelor's Degree

All applicants to this program must complete the application and submit two letters of recommendation, official transcripts, a letter of intent, and the \$75 application fee. Completed applications must be received by August 1 for consideration. The Chinese Herbal 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 Certificate program may do so only during their third year of the Acupuncture Studies program. All applicants currently enrolled in an acupuncture program must have their letters of recommendation completed by current faculty at their institution and must have a minimum GPA of 3.0.

Applied Meditation Studies Program

The Master's in Applied Meditation Studies program is open to applicants with a Bachelor's Degree. All applicants to this program must complete the admissions application and submit two letters of recommendation, a letter of intent, official transcripts, and the \$75 application fee.

The Applied Meditation Studies Program admits students into both the fall and spring terms. Applications may be submitted at any time during the year. Applications for the fall term must be submitted by August 1 and applications for the spring must be submitted by December 1.

Applied Meditation Studies Certificate Program

The Applied Meditation Studies Certificate program is open to applicants that have a Master's Degree or a Bachelor's Degree with significant professional experience. All applicants to this program must complete the admissions application and submit two letters of recommendation, a letter of intent, official transcripts, and the \$75 application fee.

The Applied Meditation Studies Program admits students in both the fall and spring terms. Applications may be submitted at any time during the year. Applications for the fall term must be submitted by August 1 and applications for the spring must be submitted by December 1.

Won Buddhist Studies Program

There are two tracks in the program: minister-track and non-minister track. For minister-track students, there are two modes of entrance into the program. The first specifically requires a Bachelor's Degree in Won Buddhist Studies (offered now only in select universities in South Korea). The second mode requires any Bachelor's Degree and enrollment in the Certificate in Preparatory Won Buddhist Studies program. Upon completion of PWB100 Canon I, PWB110 Canon II, and PWB130 Discourses of Master Sot'aesan, the second mode pre-minister students may apply to enroll in WBS courses concurrently with the remaining PWBS certificate courses. Minister-track students must complete the PWBS program before completing the WBS program. Exceptions to these cases may be granted with the approval of the department chair.

Non-minister students who do not have Bachelor's degree in Won Buddhism may also apply for enrollment in the WBS Master's program, but they should first complete PWB100 Canon I, PWB110 Canon II, and PWB130 Discourses of Master Sot'aesan as prerequisites in order to enroll in master-level Won Buddhist scripture courses (WBS 531 Heart of Awakening, WBS536 Cultivating the Mind, and WBS541 Ground of Won Buddhist Ethics). All applicants to this program must complete the admissions application and submit two letters of recommendation, a letter of intent, official transcripts, and the \$75 application fee.

For the minister-track, those who are applicants from Korea, one of the letters of recommendation should be from the Secretary of the Department of Education of the Won Buddhist Headquarters. For minister-track applicants from the United States, one of the two recommendation letters must be from a Won Buddhist priest at an affiliated temple. For international minister-track applicants (other than Korea), one letter of recommendation must be from the Won Buddhist priest 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 December 1 for the spring term.

Preparatory Won Buddhist Studies Program

All applicants to this program must complete the admissions application and submit two letters of recommendation, a letter of intent, official transcripts, and the \$75 application fee. If applying for the WBS Master's Degree Program, simply indicate a desire to enroll in the Preparatory Won Buddhist Studies Program on the Master's Degree application form.

The Won Buddhist Order requires that students with an undergraduate degree who wish to become a Won Buddhist minister but have not majored in Won Buddhism must complete the PWBS program. Upon completion of PWB100 Canon I, PWB110 Canon II, and PWB130 Discourses of Master Sot'aesan I, the pre-minister students may apply for concurrent enrollment to the WBS Master's program while finishing the entire PWBS program. Exceptions may be granted with the approval of the department chair.

For applicants from Korea, one of the letters of recommendation should be from the Secretary of the Department of Education of the Won Buddhist Headquarters. For applicants from the United States, one of the recommendation letters must be from a Won Buddhist priest at an affiliated temple. For international applicants (other than Korea), one letter of recommendation must be from the Won Buddhist priest of the regional temple in the applicant's country of origin. The Preparatory 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 December 1 for the spring term.

APPLICATION COMPONENTS

Transcripts

All applicants are required to submit an official transcript from the institution where they earned their highest degree. Additional transcripts may be requested if deemed necessary by the admissions committee.

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 should outline a brief time management plan to determine how the applicant 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 from professional supervisors or colleagues who are familiar with an applicant's professional work. Applicants must use the recommendation form which can be found on the Won Institute website or through the electronic application.

Basic Science Prerequisite (AcS Only)

This prerequisite can be fulfilled by any three credit undergraduate science course in biology, chemistry, physics, or botany. Students must provide proof of completion for this course prior to the first day of classes at the Won Institute and must submit final transcripts for this course by the last day of the Add/Drop period. This prerequisite 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. Prerequisites must have been completed within the past ten years. If the college or university does not have regional accreditation, the course content must be reviewed by the Acupuncture Studies Chair for approval.

A&P Prerequisite (AcS Only)

Acupuncture Studies applicants must complete six credits of Anatomy and Physiology prior to enrolling in the program. Students must provide proof of completion for these courses prior to the first day of classes at the Won Institute and must submit final transcripts for these courses by the last day of the Add/Drop period. This prerequisite 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. Prerequisites must have been completed within the last ten years. Exceptions may be made to the time requirement for the Anatomy & Physiology courses for practicing medical professionals upon successful passage of a challenge exam. The challenge exam fee is \$75 for one exam, and \$150 for two. These courses are often offered at the Won Institute during the summer. If the college or university does not have regional accreditation, the course content must be reviewed by the Acupuncture Studies Chair for approval.

TOEFL

Applicants that have completed a degree from a school outside the U.S. where the courses were taught in a language other than English must complete the TOEFL. More information about this requirement is outlined in the "Procedures for International Students" section below.

PROCEDURES FOR INTERNATIONAL STUDENTS

The Institute is authorized under federal law to enroll non-immigrant students. 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. Applicants who are non-native English speakers are required to report the following minimum TOEFL scores: Internet Based Test (IBT)-79 or Paper Based Test (PBT)-550. Please note that applicant's to the Acupuncture Studies program must complete the Internet Based Test; the Paper Based Test cannot be used.

In addition, applicants for the AcS program must score a minimum speaking exam score of 26 and a minimum listening exam score of 22 on the IBT. Applicants for either the AMS degree or WBS degree who have met the minimum TOEFL scores meet with the designated department chair for the program, who will assess the applicant's spoken English. Official score must be mailed directly from the Educational Testing Service. Won Institute's institution code is 4576.

The TOEFL score report is required only if English is not your native language or if you have 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). 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 a Won Institute recognized evaluation services agency. 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.

NEW STUDENT MATRICULATION FEE

Upon acceptance into a program at the Won Institute, the incoming student must submit a one-time non-refundable \$150 New Student Matriculation Fee to secure a space in the program. This fee will be collected in place of the Term fee, which is rendered each term thereafter.

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 Bachelor's Degree prior to auditing or enrolling in any courses.

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

- Limited to Oriental Medical Theory I, II and III, and Oriental Nutritional Theory only in the AcS program.
- The courses that comprise the Chinese Herbal Medicine Certificate program are not available to auditing and non-matriculated students.
- All courses in the WBS program except the Practicum.
- All courses in the AMS program except the Practicum.

Auditing students are allowed to convert the audit into a credit-granting course if they choose to officially enroll in the full Master's Degree program and the same course is offered. In order to convert an audited class to credit, students need to fulfill all requirements of the course such as completing papers and passing examinations, and pay the difference between audit and credit tuition. The student must also have completed the full application process, with the understanding that being an auditing or non-matriculated student does not guarantee admission into the Master's Degree program. Other courses may be available to audit or non-matriculated students at the discretion of the department chair.

Converting audit credits to full course credit is limited to:

- Four courses (12 credits) in the AcS program.
- No courses are available for auditing in the Chinese Herbal Medicine Certificate program.
- One course (3 credits) in the AMS program.
- Two courses (6 credits) in the WBS program.

The cost of auditing a course is two-thirds of the full, per-credit tuition amount for the individual course.

TRANSFER CREDITS

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 590: Counseling Techniques East and West
- CC 591: Counseling: Special Topics
- AcS 565: Oriental Physical Therapy I (Shiatsu)
- AcS 665: Oriental Physical Therapy II
- 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 as well as pay a \$75 transfer credit review fee. 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 and no additional transfer credit fee.

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 ACAOM schools/programs:

For the Acupuncture Studies Program, up to 45 term credits of applicable class work from an institution accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) may be transferred upon arrival with approval by the Acupuncture Department Chair in consultation with the Clinic Director and the Admissions Committee. In a rare circumstance, an exceptionally qualified transfer student may receive additional credits to facilitate Year 1 or Year 2 semester placement into our program, at the discretion of the Acupuncture Chair and with final approval by the Academic Dean. 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 B (3.0). Official transcripts must be received by the Won Institute directly from the issuing institution(s). 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 ACAOM. 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 (\$440 per credit hour). There will be a \$75 transfer credit evaluation fee, 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 (\$440 per credit hour). There will be a \$75 transfer credit evaluation fee, and all course materials must be submitted by August 1.

Professionals with Acupuncture Training:

An individual with extensive training in Acupuncture, with rare exception, may be given up to 45 credits 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. Professional transfer students are also charged a transfer credit evaluation fee of \$75.

Chinese Herbal Medicine Program

For the Chinese Herbal Certificate program, up to 220 hours of applicable academic coursework in Chinese herbal medicine may be transferred with approval of the Chair of the Acupuncture Studies Program and the administrator of the Chinese Herbal Medicine Program. These credits must have been completed at an institution accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). The minimum acceptable grade for class hours transferred is 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 Chair of the Acupuncture Studies program and the administrator of the Chinese Herbal Program will review the relevant documentation for the course(s) in question to determine equivalency to CHP 510 and CHP 520. Students are charged a \$75 transfer credit evaluation fee.

Won Buddhist Studies Program

For the Won Buddhist Studies Program, up to 12 credit hours from Graduate Programs of Won Buddhism in Won Kwang 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 six 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 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 Institute courses and the extent of the student learning outcomes.

Applied Meditation Studies Program

For the Applied Meditation Studies Program, up to six credits of applicable class work from other accredited graduate-level institution(s) may be transferred upon approval by the Applied Meditation Studies Department Chair. Official transcripts must be provided. The minimum acceptable grade for a class to be transferred is B (3.0). Upon receipt of the material, the Chair of the AMS program will review the coursework being considered for transfer as to the equivalency to Institute courses and the extent of the student learning outcomes.



FINANCIAL POLICY

FINANCIAL POLICY

All tuition and fees are determined yearly by the Board of Trustees, and are subject to change. Tuition rates are guaranteed for three years starting from the initial term of enrollment.

Flat Rate Tuition Policy

Students with flat rate tuition can take up to 1 additional elective course per year in any program available to non-matriculated students, in addition to their required elective, as a part of their flat rate tuition. Any additional electives taken will be charged per credit.

TUITION & FEES

Acupuncture Studies (AcS)

Full-time students are defined as those taking at least 12 credits and fulfilling the requirements of the standard course sequence for their cohort. Only a full-time enrollment option is available in this program.

The full-time tuition for the three-year Master of Acupuncture Studies program is a flat-rate of \$19,143 annually, distributed equally across 3 terms per year. Tuition for Anatomy and Physiology courses is \$275 per credit and is not included in tuition. 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.

AcS students who place out of a course do not receive a tuition refund. Per the Flat Rate Tuition Policy, AcS students wishing to take additional electives while enrolled as a full-time Acupuncture student may take 1 additional elective course per year in any program available to non-matriculated students--in addition to their required elective--as part of their flat rate tuition. Any additional electives taken will be charged per credit.

NJ Licensure Policy

The Won Institute of Graduate Studies is a PA licensed school and commits to upholding PA licensing requirements for acupuncturists. The Won Institute does not tailor their Acupuncture training program around other state's licensing requirements other than Pennsylvania. However, recognizing that a substantial amount of our valued student body plans to work in New Jersey, the Won Institute has created the following self study to facilitate the licensing process for students planning to practice in New Jersey. The NJ Licensure self study is as follows:

The Won Institute will allow the student to design a 4 credit self study. The charge of this course is \$440 per credit, or \$1,760. The self study will be designed with the Acupuncture Studies Chair and will involve learning objectives, homework assignments, and the submission of a paper. The course will be graded and will involve clinical and didactic work.

Chinese Herbal Medicine Certificate Program (CHP)

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 6 terms over 24 months and tuition is \$2,795 per term. Per the Flat Rate Tuition Policy, CHP students wishing to take additional electives while enrolled as a full-time Acupuncture student may take 1 additional elective course per year in any program available to non-matriculated students--in addition to their required elective--as part of their flat rate tuition. Any additional electives taken will be charged per credit.

Applied Meditation Studies (AMS)

\$440 per credit hour

Full-time students are defined as those taking 7.5 credit hours or more. Part-time students are those taking fewer than 7.5 credit hours.

Applied Meditation Certificate (AMC)

\$440 per credit hour

Won Buddhist Studies (WBS)

\$440 per credit hour

Full-time students are defined as those taking 7.5 credit hours or more. Part-time students are those taking fewer than 7.5 credit hours.

Preparatory Won Buddhist Studies (PWBS)

\$275 per credit hour

Full-time students are defined as those taking 7.5 credit hours or more. Part-time students are those taking fewer than 7.5 credit hours.

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, or money order. Credit or debit card payments for tuition and fees are not accepted. All outstanding balance must be paid to the Bursar, or a payment plan created by this date. Tuition paid after this date will be subject to a fee of 18% yearly simple interest on the unpaid balance compounded daily. Outstanding balances over 21 days late may lead to disenrollment, subject to review of the Academic Affairs Committee.

Payment Plans

A three-installment payment plan is available from the Bursar/Registrar. There is a \$30 setup fee to create the plan. Payment plans must be established by the Friday after the end of the Add/Drop period. It is the student's responsibility to meet their scheduled payment due date. Late charges are based on the amount of the overdue portion.

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 7 days after term start	100%
8 to 21 days after term start	50%
After 21 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.

General Fees

Per Term (includes auditing students)	
Full-time Term Fee (7.5 credits or greater):	\$150 / term
Part-Time Term Fee (Fewer than 7.5 credits):	\$100 / term
Application	\$75
Readmission Application Fee	\$50
Transfer Credit Evaluation	\$75
Matriculation Fee	\$150 (one-time fee paid upon matriculation in lieu of the initial Term fee)
Malpractice Insurance*	\$180 / year
Diploma Processing Fee	\$100 (charged during the final academic term)
Late Registration	\$60
Tuition Deferment Plan	\$30

Returned Check Charge	\$25 per occurrence
Exam Make-Up Fee	\$50 (Fee charged to make up a major exam)
Printer/Copier Usage Fee	10 cents per page
Transcript Fee**	\$10 / transcript
Late Tuition Payment	18% annual simple interest on outstanding balance, compounded daily
Credit Award Fee	\$200 per credit
Challenge Exam Fee	\$75 / exam

*Malpractice policy purchased for year 2 and 3 AcS students only, WBS students participating in Practicum courses, and CHP students as needed. Our malpractice insurance carrier gives each student \$100 credit per year upon graduation when purchasing their own malpractice insurance.

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

***Effective July 2014 this fee is assessed to students completing prerequisites through StraighterLine.

3rd Party Expenses

Textbooks	Students purchase textbooks
AMS Intensive Meditation Retreat	Cost of retreat, if off-site
AcS/CHP Certifications and Licensure	(Please consult organizational websites for costs)
Clean Needle Technique	Approx. \$150
CPR Training/Certification	Varies
NCCAOM Application Fee	\$475 (as of 2014)
NCCAOM Board Examinations	Approx \$400 each
Laboratory Coats (AcS/CHP)	Students purchase laboratory coat
Course Travel Expenses (PWB 160)	Varies

Other 3rd party costs may apply; Estimated costs are available on request from Admissions or Registrar

FINANCIAL AID

Financial Aid is offered in the form of scholarships or Federal Financial Aid. There are currently three Institute scholarship programs. These scholarships are:

Song Eun Scholarship Fund

The Song Eun Scholarship is designed to help cover the tuition of any WBS or AMS student, full or part-time. Students interested in applying for the scholarship may contact the Registrar. Certificate students are not eligible for SongEun funding unless they are full-time certificate students (taking 7.5 or more credits).

Sung Dok Scholarship Fund

The SongDok Scholarship is specifically designed for current Won Buddhist ministers who wish to enroll in Won Institute courses, and toward American students who are enrolled in the PWBS program and intend to matriculate into the WBS program. At the department chair's discretion, the scholarship fund also 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 the 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 students in the Acupuncture Studies and Chinese Herbal Medicine Certificate 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 matriculation. All incoming Acupuncture Studies and Chinese Herbal Medicine Certificate program students are welcome to apply. Completed applications must be submitted by August 1 of the year during which students plan to enroll.

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. Songeun and Songdok recipients who withdraw from individual courses but remain enrolled at the Won Institute will have the scholarship award adjusted by a proportional amount.

Federal Student 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 either of the following websites: <https://studentloans.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 Direct Loan or the Graduate Plus Loan. Information about Direct Loans may be found at <https://studentloans.gov>. Currently the upper limit of the Direct Unsubsidized Loan is \$20,500. Students needing additional financial aid may apply for a Direct Plus Loan. The entire amount of any Direct Loan borrowed will accrue interest at the time the loan is disbursed.

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.

Financial aid levels may be adjusted at any point during the term after consultation with the financial aid adviser. 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 programs must be recalculated in these situations.

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 earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would 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 a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Refunds are allocated in the following order: Direct Loans, Graduate Plus Loans.

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



ACADEMIC POLICY

ACADEMIC POLICY

PROGRAM OVERVIEWS

The Won Institute of Graduate Studies offers four unique graduate programs:

Acupuncture Studies (AcS)

The Acupuncture Studies program is a 123-credit hour program leading to a Master of Acupuncture (M.Ac.) degree. It is designed as a three-year, nine trimester program, which includes summer sessions. This program is offered on a full-time basis only. Students must complete the program within 4.5 years. The program trains competent acupuncturists and prepares students to sit for national certification in acupuncture (NCCAOM), which is required to become licensed in Pennsylvania. The Acupuncture Studies program courses are given letter grades with the exception of AMS meditation elective courses 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.

Chinese Herbal Medicine Certificate Program (CHP)

The Chinese Herbal Medicine Program is a 660-hour certificate program. 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/or 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. 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 L.Ac may convert to L.OM. 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 given letter grades with the exception of clinical training, which is graded as Pass/Fail. Students who wish to be graded as Pass/Fail for all CHP courses may elect to do so upon admittance into the program with permission from the Department Chair and notification to the Registrar.

Applied Meditation Studies (AMS)

The Applied Meditation Studies program is a 33-credit hour program leading to a Master of Applied Meditation Studies Degree. It is designed primarily as a part-time program. For full-time students, the program must be completed within 3.5 years; for part-time students, the program must be completed within 7 years. This unique program teaches and trains students and working professionals how to apply meditative techniques in their own particular fields of study or work. The AMS program utilizes a Pass/Fail grading system. Students may elect to receive a letter grade symbol 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.

Won Buddhist Studies (WBS)

The Won Buddhist Studies program is a 36-credit hour program leading to the Master of WBS degree. The program is designed for students intending to enter the ministry as Won Buddhist ministers (kyomu) or lay leaders, and also is available to students who seek a deep knowledge of Won Buddhism. The program is designed primarily as a two-year program. Full-time students must complete the program within 3.5 years; part-time students must complete the program within 7 years. The Won Buddhist Studies program courses are given letter grades, including their electives. 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.

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.

For the 2015-2016 academic year (Class of 2018), lecture classes and clinics are usually held on Wednesday evenings (and afternoons in the summer session), and Thursday and Friday mornings and afternoons. A Saturday clinical shift may be required as part of clinic internship beginning with the summer term of Year Two and throughout the entire Year Three depending on the size of the cohort.

Each new cohort will have one of two possible class meeting schedules. For classes graduating in even-numbered years (Classes of 2016 and 2018), classes will be held on Wednesday evenings, all day Thursday and Friday, and on Saturday for clinics. For classes graduating in odd-numbered years (Classes of 2017 and 2019), classes will be held on Tuesday evenings, all day Wednesday and Thursday, and on Saturday for clinics.

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 one weekend per month (Friday, Saturday, and Sunday) during the first two terms. During terms three through six, students must complete the clinical internship portion of the program which is held on alternating Sundays. New students enter the program only in the fall term.

Won Buddhist Studies and Applied Meditation Studies programs

The WBS, PWBS, AMS, and AMC programs are term-based programs that begin each August and January. They typically do not hold classes in summer.

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: AMS courses, clinical training and meditation elective courses; practice-based courses in WBS; and other special courses designated by the Academic Dean.

The AMS program is a Pass/Fail program. Students may elect to receive a grade 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 letter grades and corresponding percentages are as follows as of August 2014:

A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	75-79
C	2.0	70-74
F	0	<70 / Fail
P		Pass
AU		Audit
I		Incomplete
W		Withdrawal
TR		Transfer credit

Grade Point Averages (GPA)

The minimum cumulative Grade Point Average (GPA) for all four programs required for graduation is 2.7 (see section on Satisfactory 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" in any credit-bearing course will count as 0 in the grade point average.

GRADE DESCRIPTIONS

(I) The Grade of Incomplete

Instructors may give an Incomplete to students with a valid, documented reason for not finishing course requirements, providing that the student is otherwise doing 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 zero and the final grade will be computed accordingly.

(W) Withdraw

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 doing 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 the Acupuncture Chair and course instructor.

If a student misses a substantial amount of work and/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, all courses in AMS, practice-based courses in WBS, or courses specially designated by the Academic Dean. AcS students may elect to take their required AMS or 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.

(AU) Audit

A grade of "AU" 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 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.

(TR) Transfer Credit

The grade of "TR" is written on the transcript for transfer credits. Additional information on transfer credit policy is found in the Admissions section of the Course Catalog.

ATTENDANCE POLICY

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. At the instructor's discretion, attendance for didactic (lecture or seminars) courses may count for up to 10% of the final grade.

Didactic Courses

Students are expected to regularly attend classes and are allowed two unexcused class absences, but this does not mean that there are not grading consequences at the discretion of the instructor. If a student is absent for a third class 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 FW 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. 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

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.

Acupuncture Studies Department

Students are permitted two unexcused absences for each 15 week, 3 or 4 credit course. Students are responsible for all work assigned while absent. Students are required to submit all work that is due on time, even if absent. There may be additional grading consequences to unexcused absences, for instance, loss of a participation grade. Students are permitted one unexcused absence for each 10 week, 3 or 4 credit course. Students are responsible for all work assigned while absent. Students are required to submit all work that is due on time, even if absent. Students are permitted no absences for courses worth 1.5 credits or less.

Any student exceeding allowed absences must be referred to the acupuncture chair. Classes may be made up by the following options at the chair's discretion:

1. 3-4 page paper on topic missed in class.
2. Independent study topic to the discretion of the instructor.
3. Observation of clinical treatments.

Excessive absence of more than one additional per class will result in class failure. Exceptions are leave of absences due to physician documented medical necessity or other long term leave of absences. Students who arrive to class more than 10 minutes late are considered tardy. Three tardy arrivals are equal to one absence and are subject to the absentee policy.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain enrolled. Satisfactory academic progress is defined as the pace at which a student must progress to complete the program within the maximum timeframe. There are two types of components: Qualitative, which refers to Grade Point Average (GPA); and Quantitative, which refers to the maximum time-frame allotted to complete a program, and defines how many credits or clock hours must be completed.

Qualitative:

All programs

If a student's cumulative GPA falls below 2.7, he or she will be placed on academic probation and financial aid probation. If the student brings his or her cumulative GPA back up to 2.7 or higher, he or she will be removed from academic probation and financial aid probation. The student will remain eligible for Title IV, HEA Federal Student Funding while on probation provided they are following the probation procedures as outlined in the Student Manual.

Quantitative:

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.

Chinese Herbal Medicine Certificate program

Time Frame: This professional certificate program is meant to be completed in 2 years and must be completed within 3 years. 450 of the total clock hours cover didactic work while the remaining 210 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 program chairs, and advised of an appropriate course of action such as discontinuing with the program.

Credit Hour Completion: Full-time students are expected to complete 66% of clock hours attempted.

Applied Meditation Studies program

Time Frame: The 33-credit program is designed primarily as a two-year program. For students enrolled on a full-time basis (7.5 or more credits), the degree program must be completed within 3.5 years, and for students enrolled on a half-time basis (fewer than 7.5 credits), the degree program must be completed within seven years. Students who are unable to complete within the allotted time frame will be evaluated to determine if they should continue in the program.

Credit Hour Completion: Full-time and half-time students are expected to complete 66% of credits attempted.

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 (7.5 or more credits hours), the degree program must be completed within 3.5 years, and for students enrolled on a half-time basis (less than 7.5 credit hours), 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.

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.

STUDENT ADVISEMENT

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 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 student and advisor have met, 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.

CONTINUOUS ENROLLMENT

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. 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 program chair and Academic Dean. The conditions for a student’s re-admission 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 chair. Any other needed accommodation will be handled by the Department Chair or Academic Dean.

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 Registrar’s Office.

Students who have not been enrolled at the Won Institute for more than one year must apply for readmission by submitting a completed application for admission and a check or money order for the reduced application fee of \$50. The completed application must include a statement from the student explaining the reason for his or her absence and the reasons for returning as well as at least one letter of recommendation from a faculty member at the Won Institute who was an instructor during the time of the student’s original enrollment.

Course work completed at the Institute more than four years prior to the time of readmission must be reviewed by the department chair for their applicability to current degree requirements. Any other conditions set forth in previous academic contracts or individualized readmission conditions must also be met. The final decision about readmission will be made by the department chair and Academic Dean. Students dismissed from the Institute for ethical or behavioral violations of Institute policy will not be readmitted.

GRADUATION REQUIREMENTS

Acupuncture Studies Program

The Acupuncture Studies Program consists of five foci:

- Oriental Medical Theory, Diagnosis and Treatment Technique (54 credits);
- Western Biomedical Clinical Sciences (24 credits);
- Clinical Training (29 credits);
- Ethics, Practice Management & Counseling (9 credits);
- Chinese Medical Language & Research (4 credits).

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.

A maximum of 45 hours will be accepted as transfer credit (see transfer credit requirements). Additional credits may be granted with rare exception and rigorous review. 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 Applied Meditation Studies (AMS) 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 pass 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 Institute before graduation.

Chinese Herbal Medicine Certificate Program (CHP)

For lecture courses, students must receive in 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 ACAOM clinic requirements. Upon graduation, students may sit for the NCCAOM Chinese Herbology Certification Examination under Route 5: Conversion from Acupuncture and/or 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 L.Ac may convert to L.OM. 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.

Applied Meditation Studies Program

The Applied Meditation Studies program is a 33-credit program leading to a Master of Applied Meditation Studies Degree.

Full-time (7.5 or greater credits) students are expected to complete the degree program within 3.5 years and part-time students, within seven years. Students must fulfill all individual course requirements stipulated by the instructor at the beginning of the course, meet all degree requirements as outlined in the AMS section of this Catalog, and complete the Master's Project.

Students must receive a grade of Pass in all required classes and electives. Students electing to receive a letter grade must have a cumulative GPA of B- (2.7) or higher in order to graduate.

Applied Meditation Studies Certificate (AMC)

The Applied Meditation Studies Certificate program requires 18 credits of coursework usually spread over one year. Students must fulfill all individual course requirements stipulated by the instructor at the beginning of the course, meet all degree requirements as outlined in the AMS section of the Catalog, and complete the Certificate Presentation.

For the Certificate Presentation, students will submit a final project during the term following the completion of their coursework.

Option 1: A publication-quality research paper on any aspect of meditation.

Option 2: A documented model and demonstration of applied meditation in the student's field of study.

Since the Certificate program is situated within the Master's program coursework, the student may choose to continue studies to achieve the full master's degree following certificate completion. Additionally, Masters students may elect to complete a Certificate during the course of the Master's program, as long as all requirements are met, including the Certificate Presentation. In this case, please note that Certificate courses are not eligible for scholarship funding, and the standard diploma fee still will be assessed at the conclusion of the certificate program coursework.

Students must receive a grade of Pass in all required classes and electives. Students electing to receive a letter grade must have a cumulative GPA of B- (2.7) or higher in order to graduate.

Won Buddhist Studies Program

The Won Buddhist Studies program is a 36-credit program leading to the Master of Won Buddhist Studies degree. The program prepares students for ordination as a Won Buddhist minister (kyomu) or lay leader. Other students may enroll in the WBS program to pursue their general interest in Buddhist studies. 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 (7.5 or more credits), the degree program must be completed within 3.5 years, and for students enrolled on a part-time basis (fewer than 7.5 credits), 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 if they should continue in the program.

For students in the WBS program seeking ordination as a Won Buddhism minister, there is a comprehensive ordination examination which must be passed in order 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 Won Buddhism Headquarters in South Korea, and not by the Won Institute faculty or staff. It is the responsibility of the student and adviser to ensure that all requirements to sit for examination are met. The Won Institute does not guarantee ordination, and qualifying requirements for ordination are not subject to the rights accorded by the Won Institute non-discrimination policy or United States law.

Ministerial students who are not granted approval to sit for the exam instead may complete a Master's thesis 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. Non-minister 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 (see Degree Requirements in the WBS section of the catalog) 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).

Preparatory Won Buddhism Studies Program

The Preparatory Won Buddhism Studies certificate program (PWBS) is a one-year course of study for a total of 18 credits covering the basic teachings and practices of Won Buddhism. For pre-minister students completing the PWBS program, the Won Buddhist Department of Education requires a passing score on a PWBS comprehensive exam before they may matriculate into the WBS program. This PWBS comprehensive exam serves as an end-of-program exam, and as a qualifier for continuation in the WBS Master's program. Students who do not have the intention to become ministers or lay leaders do not need to sit for the exit exams.

The PWBS program is designed to be completed through one year of full-time study and consists of 9 credit hours completed during each of the academic terms, fall and spring. Part-time students must complete the program within four years. 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).

STUDENT RECORDS

Students enrolled at the Won Institute have the right to review their own educational records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: instructor's notes, psychiatric records, and parents' financial statements. However, a physician or other appropriate professional of the student's choice may review psychiatric records. Students have the right to refuse access to their educational records to any person or agency not authorized under the Act. Those who are authorized under the Act include school officials and faculty who have a legitimate educational interest, officials of other schools in which a student seeks to enroll, and certain federal and state education agencies.

Public law 93-380 also limits the transmission of a student's records to other individuals or agencies outside of the institution. Except as provided by law, educational records may not be transmitted to individuals or agencies outside of the institution without the student's written consent. Students are therefore required to submit a completed Transcript Request Form, along with a payment of \$10.00 per transcript, to the Registrar. Students should allow two weeks for transcript processing before the institution can send records to

designated off-campus persons, agencies, or institutions. The law permits the Won Institute to release without permission such information as the student's name, dates of attendance, major field, participation in officially recognized activities and sports, and degrees and awards received.

All students are entitled to a student copy (unsigned by the Registrar) of their transcript for courses completed to date. They may access this unofficial transcript by logging into their Populi account (<http://woninstitute.populiweb.com>) and selecting the "Student" tab.

TRANSCRIPTS

Students may request that official transcripts be released to either themselves or other bodies at the rate of \$10.00 per transcript. To initiate this process, students must complete the Transcript Request Form, available through the Registrar's Office. This form asks that students indicate the number of transcripts they would like to have sent, the recipient(s) of the transcript(s), and the method of payment. This form must be returned to the Registrar via email, fax, mail, or in person. Students should allow two weeks for transcript processing. Payment for transcripts is by cash or check only.

STUDENT CONDUCT

The following actions are examples of those that will be met with disciplinary action by the Institute:

- Academic cheating, plagiarism, providing false or misleading information to the Institute, forgery, altering of documents whether to or from the Institute, altering records or identification.
- Intentional cheating with personal electronic devices in the classroom
- Intentional disruption of class, clinic, administrative activities and public service functions sponsored or authorized by the Institute.
- Intentional damage to Institute property or to the property of any other person whose property is located at the Institute.
- Endangering other students or inciting other students to commit serious rule violation or commit acts which endanger others.
- Physical or verbal abuse, intimidation, or personal harassment.
- Illegal manufacture, distribution, dispensation, possession, or use of a controlled substance at any WIGS sites.
- Sexual harassment or sexual assault
- Illegal practice of acupuncture or any other healing art.
- Failure to comply with the rules and regulations of the Institute as stated in the Student Manual.

GRIEVANCE 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 Suggest 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:

ACAOM
8941 Aztec Drive
Eden Prairie, MN 55347
Phone: (952) 212-2434
Fax: (952) 657-7068



STUDENT SERVICES

STUDENT SERVICES

COUNSELING SERVICES

The Won Institute of Graduate Studies provides counseling referring services for students who would like personal support. Students interested in a referral may speak with Rev. Hojin Park. For serious academic support, students may request a meeting with the Academic Dean.

LIBRARY

The Won Institute Library provides academic resources and instructional materials for the Acupuncture Studies, Won Buddhist Studies, Applied Meditation Studies, and Chinese Herbal Medicine programs. The Won library has a growing physical collection of classic and contemporary books on a variety of subjects including but not limited to meditation, religion, history, literature, Oriental medicine, and acupuncture.

The Library has a selection of both print and online journals that are relevant to the Institute's programs, as well as subscriptions to the AltHealth Watch, Natural Standard, and ProQuest Religion databases. There is a small section of audio visual materials. The collection also contains some books written in Korean and Chinese as well as a selection of ESL resources. The 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 45 area academic and special libraries. Students and staff may obtain a form from the librarian to take advantage of the consortium privileges.

The Won Institute's library catalog is automated and may be accessed online. Students may search the library catalog, renew materials, request new materials, and more through the Library section of the Populi web.

Library hours will be posted each term with specific hours listed for the Librarian's availability.

COMPUTER USE

Student computers are available in the library and a wireless internet connection is also available. Internet access is to be used for academic purposes only. Some computers are designated for library and Internet research only; they are not for word processing or general uses. To print from the library computers, students must enter their personal printer code from the printer preference menu, under the Valid Access tab. The cost is \$0.10 per page. To obtain your code, please ask the Registrar or Director of Administration.

It is important for students to remember to delete any personal documents, etc. from the library computers after using them.

WON INSTITUTE EVENTS

The Won Institute frequently offers special events and activities for students and the public, such as professional development forums, meet-and-greet luncheons, or continuing education classes. All students and alumni receive a 50% discount when they attend events presented by current Won Institute faculty. Events sponsored by outside parties may offer discounts to students at their discretion.

Upcoming events may be found on the Won Institute website, through email notification, posted flyers, and on the Won Institute Events calendar via Google.

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 COMMUNICATION AND FEEDBACK

Students are encouraged to share their feedback, suggestions, thoughts and concerns with institutional staff and faculty. There are several ways students can share their feedback. An anonymous virtual suggestion box is included under the "Student" tab on the Won Institute Website. Students may also leave anonymous feedback in the Enrollment Management Department suggestion box (located near the front stairwell on the second floor). Students are encouraged to share feedback with their student council representatives. Please see below for more information regarding the Won Institute Student Council.

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 last 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 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.
 - Student council representatives should share student /faculty/staff feedback (when appropriate) with the council during the "Check-In" period that is scheduled at the beginning of every council meeting.
 - When sharing any information, the council representatives must ensure the confidentiality of the individual(s) by refraining from the use of names.
 - If a circumstance does arise that requires further discussion, the student council representatives can meet with the student council facilitator to discuss the concern privately.
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.



ACADEMIC CALENDAR

ACADEMIC CALENDAR

Summer Term 2015

Summer Term Classes	May 4 – July 13
Last day to withdraw with full tuition refund	May 11
Last day for drop/add schedule change	May 18
Financial Aid Disbursement	May 19
Tuition Payment Deadline	May 22
Memorial Day (School CLOSED)	May 25
Last day to withdraw with 50% tuition refund	May 26
Course withdrawal with advisor/instructor approval	May 18 – June 13
AcS Advising and Registration for Fall 2015	June 15 – July 3
Independence Day (School CLOSED)	July 4
Summer Term Ends	July 13
Grades Due	July 18
AcS Clinical Internship Ends	July 25
Institutional aid scholarship applications due for Fall 2015	August 3
2015 Commencement Ceremony	August 6
Songdok/Songseun scholarship applications due for Fall 2015	August 14

Fall Term 2015

Fall Term Classes	August 24 – December 14
New Student Orientation	August 20
Last day to withdraw with full tuition refund	August 31
Labor Day (SCHOOL CLOSED)	September 7
Financial Aid Disbursement	September 8
Last day to withdraw with 50% tuition refund	September 8
Last day for drop/add schedule change	September 9
Tuition Payment Deadline	September 11
Course withdrawal with advisor/instructor approval	September 8 – October 5
Advising and Registration Period	November 2 – November 20
Thanksgiving Break (No Classes)	November 23 – November 29
Classes Resume	November 30
Won Buddhism Day of Remembrance (School is open)	December 1
Scholarship applications due for Spring 2015 classes	December 3
New Student Registration	December 1 - December 15
Final Classes/Exams	December 7 - December 14
Year End Winter Party	December 10
Spring Term Registration Deadline	December 14
Grades Due	December 21

Spring Term 2016

Spring Term Classes	January 4 – April 25
New Student Orientation	January 4
Last day to withdraw with full tuition refund	January 11
Martin Luther King Day (SCHOOL CLOSED)	January 18
Last day for drop/add schedule change	January 19
Financial Aid Disbursement	January 19

Last day to withdraw with 50% tuition refund	January 19
Course withdrawal with advisor/instructor's approval	January 19 - February 16
Tuition Payment Deadline	January 22
Advising and Registration Period	February 29 - March 18
Spring Break	March 21 - March 27
Classes Resume	March 28
Final Classes / Exams	April 18 - April 25
Founders Day (SCHOOL CLOSED)	April 28
Grades Due	May 2

Summer Term 2016

Summer Term Classes	May 2 - July 11
Last day to withdraw with full tuition refund	May 9
Last day for drop/add schedule change	May 16
Financial Aid Disbursement	May 17
Course withdrawal with advisor/instructor approval	May 17 - June 13
Tuition Payment Deadline	May 20
Last day to withdraw with 50% tuition refund	May 26
Memorial Day (School CLOSED)	May 30
AcS Advising and Registration for Fall 2016	June 13 - June 24
Independence Day (School CLOSED)	July 4
Summer Term Ends	July 11
Grades Due	July 15
AcS Clinical Internship Ends	July 23
Institutional Aid scholarships due for Fall 2016	August 1
2016 Commencement Ceremony	August 4
Songdok/Songgeun scholarship applications due for Fall 2016	August 12

Fall Term 2016

New Student Orientation	August 18
Fall Term Classes	August 22 - December 12
Last day to withdraw with full tuition refund	August 29
Labor Day (SCHOOL CLOSED)	September 5
Last day for Add/Drop schedule change	September 6
Financial Aid Disbursement	September 6
Last day to withdraw with 50% tuition refund	September 6
Course withdrawal with advisor/instructor approval	September 6 - October 3
Tuition Payment Deadline	September 9
Advising and Registration Period	October 31 - November 18
Thanksgiving Break (No Classes)	November 21 - November 27
Classes Resume	November 28
Won Buddhism Day of Remembrance (School is open)	December 1
New Student Registration	December 1 - December 15
Songdok/Songgeun scholarship applications due for Spring 2016	December 11
Final Classes/Exams	December 5 - December 12
Year End Party	December 8
Spring Term Registration Deadline	December 12
Grades Due	December 19

Won Institute of Graduate Studies
137 South Easton Road | Glenside, PA 19038
www.woninstitute.edu