

STUDENT MANUAL

DOCTOR OF ACUPUNCTURE AND ORIENTAL MEDICINE

2019-2020



**SOUTH BAYLO
UNIVERSITY**

Student Manual

Doctor of Acupuncture and Oriental Medicine

2019-2020



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UNIVERSITY**

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- Additional information can be found in the SBU Catalog and other publications, available in the Libraries, Front Desk, and Administrative offices for your reference.
- The Manual will be updated annually. However, SBU website will be updated regularly as policies change or new sections are added.



INTRODUCTION

This Student Manual has been designed to provide South Baylo University students with current and updated information, Policies, and Regulations related to their academic endeavors. This information, along with the Policies and Regulations are essential for the students to meet their educational objectives while attending the University.

It is important for the readers to note that SBU students are required to conform with the published policies and procedures detailed in this manual, as well as the Catalog. It is the sole responsibility of the student to review the University's publications.

In compliance with federal, state, and local government requirements South Baylo University School of Oriental Medicine does not discriminate against any individual on the basis of age, gender, race, color, religion, national and ethnic origin, marital status, sexual orientation, disability, medical condition, or veteran's status, as determined under California employment laws.

South Baylo University School of Oriental Medicine is fully committed to the protection of academic freedom to inquire and express truth in whatever form it is found. A diversity of opinion, course content, and teaching methods are welcome and seen as contributing to the growth of the University and the professionalism of its faculty

The SBU
Administration

2019 ACADEMIC CALENDAR

January							February							March							April							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5						1	2						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					

Winter Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Spring Quarter
 Academic Holiday
 Final Exams Week
 Winter Quarter Break

Spring Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Summer Quarter
 Academic Holiday
 Final Exams Week
 Spring Quarter Break

Summer Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Fall Quarter
 Academic Holiday
 Final Exams Week
 Summer Quarter Break

Fall Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Winter Quarter
 Academic Holiday
 Final Exams Week
 Fall Quarter Break
 University Closed

January 2
 January 9
 February 25 - March 12
 February 18 (President's Day)
 March 6 - 12
 March 13 - March 31

April 1
 April 10
 May 28 - June 10
 May 27 (Memorial Day)
 June 4 - 10
 June 11 - 30

July 1
 July 10
 August 26 - Sept. 9
 July 4 (Independence day), September 4 (Labor Day)
 September 3 - 9
 September 10 - 29

September 30
 October 9
 November 25 - December 8
 November 28 & 29 (Thanksgiving holiday)
 December 2 - 8
 December 9 - January 5, 2020
 December 24-25, January 1, 2020

2020 ACADEMIC CALENDAR

January							February							March							April							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4						1			1	2	3	4	5	6	7				1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	26	27	28	29	30								

May							June							July							August							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2			1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	30	31				

September							October							November							December									
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
		1	2	3	4	5					1	2	3			1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12			
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19			
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26			
27	28	29	30	25	26	27	28	29	30	31	29	30	27	28	29	30	31													

Winter Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Spring Quarter
 Academic Holiday
 Final Exams Week
 Winter Quarter Break

January 6
 January 15
 March 2 - 16
 February 17 (President's Day)
 March 10 - 16
 March 17 - April 5

Spring Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Summer Quarter
 Academic Holiday
 Final Exams Week
 Spring Quarter Break

April 6
 April 17
 June 1 - June 15
 May 25 (Memorial Day)
 June 9 - 15
 June 16 - July 5

Summer Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Fall Quarter
 Academic Holiday
 Final Exams Week
 Summer Quarter Break

July 6
 July 17
 August 31 - September 14
 July 3 (Independence Day), September 7 (Labor Day)
 September 8 - 14
 September 15 - October 4

Fall Quarter

Classes Begin
 Last day to Add & Drop
 Registration for Winter Quarter
 Academic Holiday
 Final Exams Week
 Fall Quarter Break
 University Closed

October 5
 October 14
 November 30 - December 14
 November 26 & 27 (Thanksgiving holiday)
 December 7 - 14
 December 15 - January 3, 2021
 December 24, 25, 31, January 1, 2021

Founding Philosophy

VALUE

The University encourages critical examination of one's own value judgments and the discovery of the true values upon which the acquisition of knowledge is based. The educational values of South Baylo University School of Oriental Medicine rest upon guiding the student to discover these values and to utilize them in the acquisition of knowledge.

PEACE

The University has adopted a policy of making itself the meeting place for different cultures and values. In this way mutual understandings and cooperation may occur. For this reason, the University encourages the enrollment of international students who aspire to learn about diverse cultures and understanding the beliefs of others. The University's educational programs offer an environment where cultures blend together to create an internationally recognized educational experience.

PROFESSIONALISM

The University endeavors to help its students achieve professional excellence by offering highly specialized courses in allied health care fields. The University offers an opportunity for professional growth, chances to achieve professional excellence, and the groundwork for establishing a satisfying professional life of commitment and contribution to society.

Mission, Values and Purpose

South Baylo University School of Oriental Medicine is an institution dedicated to the development and education in the healthcare profession including Oriental Medicine and Holistic Health. This is achieved through the promotion of high quality learning, continuous discovery of new knowledge, and constant quest for excellence to be able to benefit diverse communities including students, patients, the public, and the discipline itself.

We commit to select and admit students with exceptional character and academic distinctions and thereafter nurture them to become competent and caring healthcare practitioners, providers, scientists, and academicians.

South Baylo University School of Oriental Medicine Mission Statement

The Mission of South Baylo University School of Oriental Medicine is to expand professional, clinical and scientific knowledge of oriental medicine and holistic healthcare among students, faculty, staff, and the general public through effective teaching, scholarly activity and quality patient care.

South Baylo University School of Oriental Medicine Values

The Values of South Baylo University School of Oriental Medicine is to view Harmony as being its prominent value, exemplifying Harmony of Bodily Functions, Harmony of Mind and Body, and Harmony of Life and Nature. These are considered the founding principles of Oriental Medicine and Holistic Healthcare.

South Baylo University School of Oriental Medicine Purpose

The Purpose of South Baylo University School of Oriental Medicine is to promote good health and wellness through education, research, and clinical practice.

Educational Objectives

In order to fulfill its mission, South Baylo University School of Oriental Medicine is committed to the following objectives:

1. To prepare students with knowledge and skills to succeed in today's healthcare environment and to contribute to the community with their leadership, business insight, and professional skills.
2. To promote excellence in scholarly teaching, effective student learning, outstanding oriental medicine and holistic healthcare programs.
3. To provide effective patient care through oriental medicine and other holistic approaches.
4. To stimulate and promote research, scholarly activities and professional development.
5. To create opportunities and an environment for students to gain experience in academic and clinical skills.
6. To provide and promote timely and pertinent educational opportunities to strengthen the competence of those who enter into careers in the acupuncture and Oriental medicine and its related healthcare areas.
7. To prepare students to become competent and successful working healthcare professionals.

GENERAL POLICIES AND REGULATIONS

Accreditation and Approvals

State Approval

South Baylo University School of Oriental Medicine is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). An approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act 2009.

Accreditation

South Baylo University School of Oriental Medicine is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions of acupuncture and Oriental medicine.

The Doctor of Acupuncture and Oriental Medicine (DAOM) program of South Baylo University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for 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; website: www.acaom.org.

South Baylo University (SBU), its master's-level programs in Oriental medicine (MSAOM) delivered in English, Chinese and Korean languages, and its advanced practice doctoral program (DAOM) delivered in English and Korean languages are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Institution/program accreditation history, notes, and dates of review may be viewed at: ACAOM Directory The next comprehensive institutional accreditation review will be conducted no later than August 2026.

South Baylo University and its programs were placed on Probation effective 11 August 2018. The Probation sanction is scheduled for review by ACAOM at its' August 2020 meeting. A Probation sanction is issued for failing to meet one or more of ACAOM's Eligibility Requirements and/or Standards and Criteria for Accreditation. Probation is notice to the program/institution that, if it does not substantially correct the deficiencies noted by the Commission by the end of the probationary period, pre-accreditation or accreditation status will be withdrawn. At that time, the Commission will consider the institution's accreditation record and progress report and will take appropriate action consistent with the Commission Actions Policy.

ACAOM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; www.acaom.org

Federal Student Aid, Title IV, HEA

Students enrolled in the Master's and Doctoral Programs may be eligible for student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended and mandated by the United States Secretary of Education of the U.S. Department of Education (USDE).

USCIS / SEVIS Approval

The University is authorized by the U.S. Immigration and Naturalization Service to process Form 1-20, enabling prospective international students to apply for an F1 Student Visa at the Anaheim campus location.

Veterans / GI Bill

South Baylo University School of Oriental Medicine's program is approved for the training of veterans and other eligible persons under United States Code Title 38.

California Acupuncture Board

South Baylo University School of Oriental Medicine is approved by the California Acupuncture Board. The Acupuncture Board is located at: 1747 N. Market Blvd, Suite 180, Sacramento, CA 95835 Tel: (916) 515-5200, Fax: (916) 928-2204, www.acupuncture.ca.gov.

Statement of Ownership

The University is recognized by the Internal Revenue Service of the Department of the Treasury as an exempt organization from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. As a private, not-for-profit, public-benefit Corporation; gifts and donations to South Baylo University School of Oriental Medicine are tax deductible.

SBU does not have a pending petition in bankruptcy, not is SBU operating as a debtor in possession.

Board of Trustees

The Board of Trustees, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, or rules of procedures, in whole or in part, at its discretion. None of which shall have the effect of an abridgement of limitation of any rights, powers, or privileges of the Trustees. Current board members are listed on page 40 of the catalog.

University History

South Baylo University School of Oriental Medicine is a post-secondary education institution established in 1977 in the City of Los Angeles. The University was organized as a nonprofit, public-benefit corporation under California law in 1980. In spring 1982, the University moved to Garden Grove, California. In fall of 1994, the University relocated to its current location at 1126 North Brookhurst Street in Anaheim, California and started a Campus Addition in Los Angeles, California.

Non-Discrimination Policy

In compliance with federal, state, and local government requirements South Baylo University School of Oriental Medicine does not discriminate against any individual on the basis of age, gender, race, color, religion, national and ethnic origin, marital status, sexual orientation, disability, medical condition, or veteran's status, as determined under California employment laws.

New Policies and Procedures of BPPE

South Baylo University makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Post Secondary Education. In instances where these policies and procedures have been implemented before the publication of a new catalog, the University will bring these to the attention of the students in the following ways:

- Posting on the bulletin boards in the Administration office, student lounges, and study rooms.
- Flyers with the necessary information will be available in the Administration Office or through the SBU newsletter.
- Instructors will announce the new changes to students in classes, if necessary.
- The University's website.

STUDENT RIGHTS AND RESPONSIBILITIES

South Baylo University School of Oriental Medicine (SBU) maintains fair and reasonable practices in all matters affecting students such as the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of professional ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Freedom of Access

South Baylo University School of Oriental Medicine is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all SBU services and facilities for which the student is qualified. Access will be denied to persons who are not SBU students.

Classroom Rights and Privileges

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course in the continual search for new understanding. Professionalism, respect and integrity will be observed by all parties, at all times, in observance of the classroom rights and privileges. Failure to observe professionalism, respect and or integrity, by any party, shall result in disciplinary measures as stated in the Student Code of Conduct, or the SBU Code of Ethical Conduct. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of duties are confidential.

Student Records Policy

Privacy of Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including social security number, ethnicity, gender, grades, financial information, disciplinary action, date and place of birth, dates of attendance, and degrees awarded. A copy of the University's FERPA policy is available from the Registrar. FERPA prohibits the sharing of student academic and personal information with any person, without the express, written consent of the student, or by legal authority. The Act provides each current and former student with the right to inspect and review information contained in the academic file.

A student interested in reviewing the file must submit a request in writing to the Registrar. A student also has the right to submit written request for amendments to the academic record. A student may request that directory information be withheld by completing a Request to Prevent Disclosure of Directory Information.

Buckley Amendment

In compliance with Public Law 93-380, Section 438 (The Buckley Amendment), student grades, records, or personal information may not be given to third persons without written consent of the student. Permission must be given by the student in order for information in the file to be used as reference check for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student's file. The declaration can be all-inclusive or on a case-by-case access basis. The provision to release financial aid data to authorized agencies is not a violation of the Buckley Amendment.

Retention of Student Records

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

Right to file a Complaint Policy

In case a student, the parent of a student, or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Ave., SW, Washington, D.C. 20202-5920
(800) 872-5327, (800) USA-LEARN

Student Grievance Procedure

Students who feel aggrieved in their relationships with the University, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the responsible administrator (Academic Dean or Personnel Director or Students and Alumni Services Coordinator), who will act upon it or direct it to the Grievance Committee.

Any questions or problems which have not been satisfactory answered or resolved by the University should be directed to the following:

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: 916-431-6959, Toll Free: (888) 370-7589, Main Fax: 916-263-1897
Website: www.bppe.ca.gov
Or
Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347
Tel: (952) 212-2434; Fax: (952) 657-7068; website : www.acaom.org.

COMPLAINTS PROCEDURES

Some problems or incidents, because of their private and sensitive nature, are appropriately handled through the complaint incident report process. In these instances, an incident report may be filed with the Students and Alumni Services Coordinator, if complaint includes another student of SBU, Academic Dean, if the complaint includes faculty, and Personnel Director.

- Step 1: The student consults with one of the above administrators depending on the nature of the complaint and requests a resolution of the complaint in writing, including the nature of the complaint, details necessary to form a proper investigation and the student's request for remedy.
- Step 2: The administrator while maintaining confidentiality of the complaint, gathers the necessary and relevant facts, and informs the student of a decision. The administrator has no more than 30 calendar days from the initiation of the complaint to render the decision unless it is not reasonable to conclude the investigation and render a report within the above time frame due to extenuation, or unusual circumstances.
- Step 3: If a student is not satisfied with the complaint resolution, he or she may then initiate a formal grievance procedure.

FORMAL GRIEVANCE PROCEDURES

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of these steps or time limits will result in the termination of the grievance or other appropriate action. A student has the right to withdraw his or her grievance at any stage of the proceeding causing the proceedings to terminate.

All correspondence between the students involved and an appropriate administrator shall be kept and retained in a confidential file in Student Services Office pending resolution of the grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the Title IX Coordinator.

FOR ALL GRIEVANCES

Step 1:

- 1.1 The student shall give written notification to the person he or she alleges has aggrieved him or her within one academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of

instruction of the quarter following the one in which the alleged incident occurred or of the time the student should reasonably have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he or she is no longer in residence or is on leave, an additional period of one quarter shall be provided.

- 1.2 The notice of grievance or incident report (INR) must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 calendar days, the grievance committee will assemble and will respond in writing to the student addressing the allegations and remedy(ies) awarded, if any:
 - a. Agreeing to grant the remedy(ies) requested in full, or
 - b. Agreeing to grant the remedy(ies) requested in part with an explanation, or
 - c. Agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.
- 1.4 In the even the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2

- 2.1 Within 30 calendar days of the receipt of the response in Step 1, or in the absence of a written response, after 30 days but no more than 45 days has elapsed, the student in writing either accepts or rejects the proposed remedy and appeal the results of the grievance to the next level.
- 2.2 In the event of party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3, provided they have complied with Section 1.2 Step 1. Attach all grievance material (including INR, if any) from step 1 to the Letter of Appeal in Step 3 and to all subsequent appeals (if any).

Step 3: APPEAL LEVEL

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Vice President within 30 days of receiving the written notification from the grievance committee, or in the absence of a written response, after 30 days but not more than 45 days has elapsed.
2. The Vice President will hold an appeal hearing, if appropriate, and convey the hearing result to the aggrieved student.
 - a. The Committee shall be appointed by the Vice President within 10 calendar days after receiving the written notice of appeal.
 - b. The Committee shall forward its recommendations, to the Vice President within 30 calendar days of its appointment
 - c. The Committee shall include one (1) student member with voting privileges.
 - d. No member of the Committee shall be a student, faculty, staff or administrator from the same class or the same department or service area as the grievant or the person(s) against whom the appeal is filed.
3. The Vice President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the Committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for such action(s). The Committee's determination is final.

Sexual Harassment Policy

South Baylo University School of Oriental Medicine strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment is considered unprofessional conduct by employees and students and is unacceptable behavior. It will not be tolerated. South Baylo University School of Oriental Medicine is committed to an employment and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, clinic staff and interns, and applicants who seek to join the University. Sexual harassment violates South Baylo University School of Oriental Medicine policies as well as local, state, and federal law. It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating University policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. All questions, concerns or complaints regarding sexual harassment should be directed to the university's Title IX Coordinator.

General Definition of Sexual Harassment

Sexual harassment is an unwelcome sexual advance, request for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join South Baylo University School of Oriental Medicine. When an individual is in a position to influence the education, employment, or participation in a school activity of another person,

even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of a person's status in a program for academic, employment, or admission decision.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions,
or
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive, and offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor or instructor but can include conduct by a co-worker or student.

Personal Conduct

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. Each student, staff, faculty member and administrator is required to display professional behavior at all times. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is STRICTLY PROHIBITED.

Code of Conduct

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community. At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests. All amendments of the standards must be approved by the Dean in conjunction with the Executive Council. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or on the university website.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time.
- Intoxication of the student.
- Threatening of another student, faculty, staff or administrator.
- Falsification of University documents, records, or identification.
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University.
- Cheating or compromising test materials.
- Removal of library materials without permission.
- Disruption of class or academic activities.
- Usage of abusive language to another student, faculty, staff, or administrator.
- Theft or damage of University property or fellow student's property.
- Harmful language intended to illicit fear in another student, faculty, staff or administrator.
- Physical assault for any reason except clear self-defense.
- Vandalism of University property.
- Conviction for a crime beyond normal traffic violations.
- Aiding and/or abetting in any of the above situations.
- Possession of firearms or illegal weapons as defined by state and federal guidelines.
- Violation of any state policies or regulations governing student's relationship with the University.
- Violation of the South Baylo University founding principles of value, peace and professionalism
- Any form of harassment, sexual harassment, discrimination of a protected class toward another student, faculty, staff or administrators

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to appeal the case to the grievance committee. Written notice of specific charges made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the decision of the grievance committee to the Vice President, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows. Progression of disciplinary sanctions is not required:

- Dismissal:** Separation of the student from the University on a permanent basis.
- Suspension:** Separation of the student from the University for a specific length of time.
- Probation:** Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled.

Specific limitations and restrictions on the student's privileges may accompany probation. University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarters from the dismissal.

University Catalog

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program the student is pursuing. Regulations will not be waived, nor exceptions granted because a student pleads ignorance of these policies or procedures. While the administration, faculty and will assist students in every way possible, the responsibility for knowing and following all policies, procedures, requirements, and deadlines will rest with the student.

Classroom Conduct

Instructors are responsible for presenting appropriate material for courses and students are responsible for learning the material. The academic performance of a student is evaluated in the determination of grades; however, student conduct is equally important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, academic dishonesty or any violation of the policies and procedures set forth in the catalog. Each student is responsible for maintaining SBU's standards of academic performance established for each course in which the student is enrolled.

Cheating and Plagiarism Policies

Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at South Baylo University School of Oriental Medicine includes but is not limited to:

1. copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
2. submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen, or fabricated data;
3. consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. falsification of or misrepresentation of class attendance or role sheets; and
6. aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as a musical composition, computer program, photograph, painting, drawing, sculpture, or research or the like as one's own. The university employs plagiarism detection software on all submitted assignments. Instances of plagiarism will be dealt with on a case by case basis.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the faculty member's assessment of the extent of the cheating or plagiarism. Academic sanctions include:

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- a specified reduction in the course grade;
- a failing grade in the course; or
- dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Council, Students accused of cheating or plagiarism may file a grievance (see Student Grievance Procedure, page 10).

Campus Security

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, prospective employees, and the public, information about campus safety policies and procedures and statistics.

Any crime that represents a threat to the safety of students or employees at SBU will be reported to students and employees in a timely manner. An annual campus security report, including campus crime statistics, safety and security measures, crime prevention programs, and important crime-related procedures, is published and available in the administration office and on the school website.

Any incidence is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspicious activities to the Director of Operations who will immediately notify appropriate local law enforcement agency. In the absence of the Director of Operations and other officials, the individual should directly notify the local law enforcement agency.

Annual Security Report

SBU annually publishes and distributes its campus security report. It is the responsibility of the Director of Operation to compile the information required within the report, and to ensure its accuracy.

The campus security report is published online at the Student Consumer Information link at the school's website. The statistics portion of the report is also to be submitted to U.S. Department of Education as required by federal regulations.

STUDENT SERVICES

Library

The South Baylo University Libraries continue the service mission for all academic programs. As new developments in the dissemination of information become available, the university libraries have to adapt and maximize the usefulness of the emerging technology. The real challenge will be to meet the research needs of the changing health delivery system.

The university libraries continue to expand with the addition of instructional materials appropriate to the ongoing research and review with the determination in bringing up to date instructional materials in the acquisitions process for book and computer based informational needs.

The Anaheim Main Campus library serves as a resource to coordinate procedures throughout the library system. Book and library materials acquisition is coordinated with the Los Angeles Campus to continue to reinforce a core collection of basic titles necessary for any first professional healing arts program. This library is open six days a week. Likewise, the basic science and healing arts databases are available at all university locations.

The Los Angeles Campus Library continues to serve this student population with a materials collection based upon the holdings of the Anaheim Main Campus Library. The databases are available at all locations. The Los Angeles Campus Library provides research content related to western and oriental medicine with database availability.

The necessity of specialized libraries for clinical research in serving faculty and students continues in a stage of progressive development with collections adjacent to the university clinics. At both campus locations PhD research staff not only assist as doctoral project coordinators to expedite the completion of the final capstone projects but enhance the library mission as well. These clinical collections reinforce the university libraries but are physically apart in location to serve at convenient times for research interests and needs.

Student Advising

Academic Advising

Academic Advising is provided to students by the Academic Dean, Doctoral Program Director, Doctoral Program Student Advisor, and available Faculty for a variety of academic needs that include, but not limited to, evaluation and granting of transfer credits, selection of quarterly classes for timely registration and graduation, determination of Satisfactory Academic Progress (SAP), selection of prerequisite courses, planning for remedial activities for successful academic progression, and related academic matters.

Clinic Clerkship Advising

Clinic Clerkship enrollment advising is provided by the Doctoral Clerkship Coordinator so that prospective interns can complete all clerkship course prerequisites. Mandatory attendance at the Clerkship Orientations is required of interns as they progress through each component of the clerkship program.

Financial Advising Service

Financial Aid advising is provided by the Financial Aid Officer to eligible students for the preparation of financial aid packages, understanding of loan rights and responsibilities, and meeting SAP. Entrance and exit interviews are required for all students receiving financial aid. When applicable, this office also assists students in processing the necessary paperwork for students qualified under the U.S. Code Title 38 (Veteran's Administration of Educational Benefits).

General Advising

General advising is provided by the Office of Student Services. The Office of Student Services assists students with local housing information, scheduling of public transportation, application for personal banking, as well as other general information. The Quarterly Student Day Event and luncheon gathering for students and administrative staff, coordinated by the Office of Student Services, permit students to further gain guidance and counseling. Professional meetings with SBU alumni OM practitioners for currently enrolled students can be arranged by this office.

Admission Advising

Admission Advising is provided by the Director of Admissions for admissions planning and process. The Admissions Office staff also advises prospective students in securing the needed documents to complete the admission process.

International Student Advising

The International Student Advisor assists students in acquiring an I-20 in order to obtain F-1 student visa. The Advisor routinely processes an annual report to certify satisfactory completion of international students in the degree program.

Orientation

All new students are required to attend the University's orientation program. During orientation, students receive important information regarding class registration, financial aid, academic policies and regulations, and are introduced to members of the SBU community.

Career Placement

Due to the individual nature of the practice of Acupuncture and Oriental Medicine, the University does not provide a career placement service. However, the Office of Student Services posts career opportunities on the bulletin boards and the University's website and assists students with resume writing and development.

Tutorial Services

Tutoring service is an integral part of academic life and is a function of South Baylo University School of Oriental Medicine. SBU students are permitted to receive on-campus tutoring by designated and approved student tutors, faculty members or other instructional personnel. All tutoring functions will be coordinated by the Student Services and the Academic Offices and provided to requesting students at no charge.

Housing Services

The University does not provide student housing. However, there are many private apartments and boarding houses located near the University. The Student Services Office is available to assist students in finding appropriate housing. Housing costs in Southern California range between \$500 and \$2,000.

Parking

After paying a quarterly parking fee, enrolled students will be issued a parking permit for parking privileges on campus. Vehicles parked in SBU lots must display the parking decal on the left rear bumper or on the left rear window. Motorcycles and mopeds (motorized bicycles) are required to display a current decal on the rear fender. Mopeds may park in bicycle racks or in designated motorcycle areas. All bicycles must be parked in racks provided by the University. Parking of any vehicle on the streets surrounding the University is prohibited. Violators of this rule will be subject to citation and towing, at the violators expense. All students must obey general traffic, speed, and parking regulations enforced by the Department of Safety or may be subject to a citation or other penalties including towing or enrollment suspension.

Refusal of Service

The University reserves the right to refuse any type of service to those students who have not paid tuition and/or fees, are suspended, dismissed or under disciplinary sanctions. The University may also refuse re-admission to a student who has left the University with outstanding financial obligations and dismissal from unethical conduct.

Disabilities Policy

The University is committed on complying with all mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Disabled students may request reasonable accommodations to the Academic Dean or Student and Alumni Services Coordinator, and are required to provide medical certification of disability. In certain circumstances, early registration may be available for students with disabilities.

Reasonable Accommodations for Students

Under the Americans with Disabilities Act(ADA) and the Rehabilitation Act of 1973, South Baylo University has an obligation to provide reasonable accommodations to qualified students with protected disabilities. Protected disabilities are physical or mental impairments that substantially limit one or more major life activities. Major life activities include any function that the average person in the general population can perform, such as learning, reading, seeing, hearing, speaking, caring for oneself, performing manual tasks, walking, breathing, working, sitting, standing, lifting and reaching.

Among the disabilities with particular implications for South Baylo University are learning disabilities. Learning disabilities encompass a variety of neurological problems which have an impact on an individual's ability to organize visual, auditory, or other sensory information and consequently, on the student's academic performance. Learning disabilities do not include mental retardation.

Reasonable accommodations are any actions that allow a student to:

1. Have equally effective communication, or
2. Have equal access to instruction, programs, services, and activities sponsored by SBU

Providing reasonable accommodation is mandatory when a student:

1. Provides medical documentation of disability
2. Request a reasonable accommodation

If a reasonable accommodation becomes an undue hardship for SBU as a fundamental alteration in a program or service, or an undue financial or administrative burden, the undue hardship must be discussed at the Academic Council. The most common type of accommodations requested include additional time in examination taking, allowing a student to take an examination in a setting with no distractions, or in a room without incandescent light. Equipment or devices such as that of a person would use in daily activities whether in school or not, such as wheelchairs, canes, and glasses, or computers are not required.

Procedures to handle students with learning disabilities can include:

1. The Admissions Office will advise in writing to the Academic office of the specific accommodations requested by the student based on verified documentation.
2. The Academic office will advise each faculty having the student(s) with protected disabilities of the regulation and any other accommodations, if any.
3. At the first initial class period, the faculty may mention to the student(s) with disabilities and need to make an appointment with the Program Director. This will preserve the student's privacy and indicate the willingness of the University to provide reasonable accommodations when needed.
4. A student with disabilities cannot take examination(s) in the same room with other students of from the class unless there was an arrangement mutually agreed. Documentation for the extra time allowed should be kept and maintained on file. Examination(s) provided to the requesting student must be of same contents as given to other students, except in the case where the test was taken by and released to students, after the examination date. The examination period given to a student with protected disabilities should preferably be done, if possible, on the same day as the other students. If done after the examination date given to students, a slightly different examination will be used to protect examination integrity.
5. Accommodations for students with protected disabilities should not interfere with other students academic activities.

In handling students with protected disabilities, the University will do its best to maintain academic and institutional integrity.

TUITION AND FEES

Doctor of Acupuncture and Oriental Medicine Program

Application Fee, One-Time (Non-Refundable)	\$100
Student ID, One-Time (Non-Refundable)	\$10
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$110

Tuition for First Term, Based on Minimum Academic Load: 8 units @\$250 per unit	\$2,000
Registration Fee @ \$55/quarter (Non-Refundable)	\$55
TOTAL CHARGES FOR A PERIOD OF ATTENDANCE	\$2,055

Tuition, Total Didactic Units Required: 60 @\$250 per unit	\$15,000
Tuition, Total Clerkship Hours: 660 @\$12 per hour	\$7,920
Registration Fee, Based on 10 Quarter Terms @55 per quarter (Non-Refundable)	\$550
Estimated Cost of Books (Books are not sold by the school. The purchase and/or acquisition of the books are the student's sole responsibility.)	\$500
Equipment	\$0
Lab Supplies or Kits	\$0
Other Learning Media	\$0
Uniforms or Other Special Protective Clothing – Not Required	\$0
Housing Accommodation Fee (Housing not offered)	\$0
Tutoring	\$0
Assessment Fees for Transfer of Credits	\$0
Fees to Transfer Credits	\$0
Student Tuition Recovery Fund, One-Time (Non-Refundable)	\$0
Graduation Fee (Non-Refundable)	\$400
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$24,370

OTHER CHARGES	
Foreign Transcript Evaluation, One-Time, if applicable (Non-Refundable)	\$200
Readmission Fee, On-Time, if applicable (Non-Refundable)	\$100
Late Registration Fee per quarter, if applicable (Non-Refundable)	\$150
Late Add Fee per course, if applicable (Non-Refundable)	\$15
Make-Up Examination Fee per exam, if applicable (Non-Refundable)	\$100
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)	\$10
Transcript Fee per copy, if applicable (Non-Refundable)	\$10 for current, \$20 for all other
Parking Permit per quarter, if applicable (Non-Refundable)	\$10
Returned Checks Fee per check, if applicable (Non-Refundable)	\$20
Issuance of I-20 for extension or reissue, if applicable (Non-Refundable)	\$50

Note: Tuition is subject to change annually in accordance with the economic index.
The tuition change will be published at least two quarters before its effective date.
Malpractice coverage is maintained by an individual student.

Payment Policies

After registration and payment of the registration fee, students must pay 50% of the quarterly tuition and fees prior to the beginning of the term. The remaining 50% of the quarterly tuition and fees must be paid during the grace period ending on Wednesday of the 2nd week of the quarter (last day to Add and Drop). If the tuition and fee are not paid in full by the end of the 2nd week of the quarter, registration for the next quarter will be blocked until all outstanding financial obligations have been met.

These payment policies will not be applicable to students who receive funds through federal financial aid program or any other third-party program (Veteran, Rehab or private loan).

Financial Aid

FINANCIAL AID is to assist students in paying for educational costs through a variety of aid programs funded by the federal government and university sources. Financial aid in the form of scholarships, Federal Work Study (FWS) and Federal Direct Loans.

SCHOLARSHIPS are awarded on the basis of academic excellence and talent. Scholarships do not have to be repaid.

Federal Work Study (FWS) is federally and institutionally funded. FWS is designed to provide students with financial support to pay the costs of education at the University. Students are compensated via regularly scheduled paychecks. The Financial Aid Office coordinates all on and off campus student employment under the Federal Work Study program. Applications are accepted on an ongoing basis.

FEDERAL DIRECT LOANS are borrowed money that must be repaid, with interest. Student loans do not require repayment until the student is no longer enrolled in school at least half-time. Subsidized Loans are awarded based on demonstrated financial need. The federal government pays the interest while the student is in school and during grace period and deferment period. Unsubsidized Loans are for all eligible students. The student is responsible for paying all the interest on the loan and can allow it to accumulate while in school and during the grace and deferment period.

The student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if federal student financial aid funds have been received, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

VETERAN'S ADMINISTRATION OF EDUCATIONAL BENEFITS

The University's programs are approved for the training of veterans and eligible individuals under U.S. Code Title 38. Any honorably discharged veterans of the US armed forces, qualified spouse or dependent, is eligible to receive educational benefits.

STUDENT ELIGIBILITY FOR FINANCIAL AID to receive aid from the programs discussed in this catalog, the applicants must have:

- Demonstrate financial need.
- Be a US Citizen or Permanent resident.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress.
- Be enrolled as a regular student.
- Not be in default on any educational loan or owe a refund on a federal grant made under Title IV Program.
- Register with the Selective Service which is applicable to male student only.
- Have a high school diploma or a General Education Development (GED) certificate or pass an independently administered test approved by the US Department of Education, or meet other standards the State of California establishes that are approved by the Department.

DEFERMENT OF TUITION

The University may grant tuition deferments for students who fall into one of the following categories:

1. Recipients of Financial Aid.
2. VA benefits directly payable to the University.
3. State rehabilitation benefits directly payable to the University.

In the event that consumer loans become available for students, the University shall comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

Student consumer information can be accessed at <http://www.southbaylo.edu/consumer>

Student's Right to Cancel

The student has the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Cancellation may occur when the student provides a written notice of cancellation at the following address: South Baylo University, 1126 North Brookhurst St., Anaheim, CA 92801. This can be done by mail, email or by hand delivery.

The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. The School will refund any money that the student paid within fifteen (15) working days after the school receives the notice of cancellation

Refund Policy

The student has the right to withdraw from a course of instruction at any time after the cancellation period (described above) and receive a pro rata refund for the current term if the student has completed less than 60 percent of the scheduled class days through the last day of attendance in that term. The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours for which the student has paid. The refund does not apply to fees identified “non-refundable”, and it will be issued within fifteen (15) working days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the school of the student’s withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student’s enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, disciplinary sanctions, unexcused absences in excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

For the purpose of determining when the refund must be paid, the date of the institution’s determination that the student withdrew should be no later than 14 days after the student’s last day of attendance, as determined from the school’s attendance records.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. The School will refund any money that the student paid within fifteen (15) working days after the school receives the notice of cancellation

Student Tuition Recovery Fund (STRF) Policy

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Return of Federal Title IV Funds

SBU is required to recalculate federal financial aid eligibility up through 60 percent of the quarter for students who withdraw, drop/transfer out, are dismissed, or take a leave of absence. Recalculation is done from the actual date the student begins the program through the last day of recorded attendance. The refund calculation is based on formulas that determine the amount of aid earned and the amount of aid to be returned. The formulas used for recalculation can be obtained from SBU Financial Aid Office.

Federal refund calculations are completely separate from the SBU tuition refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. SBU will also charge the student for any Title IV program funds that SBU was required to return. Federal Title IV funds are always returned in the order mandated by the U.S. Department of Education. That order is:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan

Note: The Federal Title IV Refund Calculations only apply to withdrawals from all classes. However, if a student changes enrollment status, and if there is an adjustment made to the tuition charge, the Financial Aid Office may recalculate the student Cost of Attendance Budget to see if the aid eligibility has changed.

Veteran Affairs Educational Benefits

South Baylo University is committed to serving its military community. We appreciate and recognize the service and sacrifices of our nation's active and veteran military personnel and their families. South Baylo University is approved as a degree-granting institution for student veterans under Title 38, United States Code. The University is also approved for the attendance of California veterans' dependents under the State Program.

Our goal is to provide eligible student veterans, active duty personnel, dependents, reservists, and National Guard members with G.I. Bill benefits the best possible service during their enrollment at South Baylo University. Our faculty and staff are committed to supporting the veteran as he/she engages and develops his/her skills and knowledge at South Baylo University. Please contact the Office of the Financial Aid for more information on these programs.

ACADEMIC POLICIES

Registration and Enrollment

South Baylo University School of Oriental Medicine admits new students every quarter. All students must register for courses in keeping with their academic plans and for which they meet the stated prerequisites. All students are required to meet academic advisors before enrollment and at least once each quarter.

South Baylo University School of Oriental Medicine reserves the right to cancel any class that does not meet the minimum enrollment requirements of five (5) students.

Students will not receive credit for courses they are not registered for. All students must register for courses through the student online portal.

Add and Drop Policy

During the first two weeks of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other course additions are allowed after Wednesday of the second week except under the emergency circumstances.

Improper dropping of classes by international students or students receiving financial aid can jeopardize their eligibility status and / or loan deferment with lending institutions. A late fee of \$15.00 per course will be charged if a student adds a class after the last day for Add/Drop, provided that the students did not miss more than two (2) weeks of class attendance. If a student drops a class after Wednesday of the second week of classes, a prorated amount will be reimbursed to the student. Students cannot drop any class after the 8th week of quarter.

Maximum Academic Course Load

An excessive academic load can affect student learning and performance. Students in the Doctoral degree program may not take more than twenty (20) credits in any given quarter term. This includes didactic hours, clinic clerkship hours and research/scholarly activity hours. Any exceptions must be approved by the Doctoral Program Director and Academic Dean.

Late Registration

Continuing students must register for the upcoming quarter and pay the registration fee of \$55.00 during the registration period (week 7 to week 10 of each preceding quarter) to avoid a late registration fee of \$150.00. Continuing students who have not officially registered by the last day of the registration period can enroll into courses during the first 10 days of the quarter and pay the \$150.00 late registration fee.

Students returning from a Leave of Absence (LOA) or from withdrawal status are allowed up to the Wednesday of the 2nd week of the quarter to enroll in classes without paying the late registration fee. No enrollment or addition of any course is permitted if a student has missed more than two (2) weeks of classes.

Attendance Policy

Students are expected to attend classes regularly and to arrive to class in a timely manner to assure participation in the educational program. Consistent tardiness or disruption in a class will result in a lower academic grade.

Excessive absence is regarded as a serious issue. Absences totaling more than two classes per quarter, may only be approved by the instructor upon reviewing the evidence justifying the absence. An excused absence simply gives the student who missed the class an opportunity to make up the work; although the student is not excused from the work required or assigned. Repeated unexcused absences will result in lower grades, failing grades or dismissal from the class or the University. If a student is not able to attend classes, the instructor must be notified by the student. If absenteeism exceeds more than two classes in a course, the student will be dropped from the course with a "W" grade before the end of 7th week regardless of the reason for the absences. Students missing the last 3 weeks of class will receive a "F" grade.

Students receiving financial aid must comply with all applicable regulations. Title IV Financial Aid recipients who do not maintain regular enrollment due to unexcused absences may lose part or all of the Title IV Federal Student Aid eligibility. A Leave of Absence for medical reasons will be granted if health problems force the student to withdraw from all courses at any time during

the quarter. A Leave of Absence for personal reasons, which cannot exceed 180 days in any given 12-month period, must be filed before the end of the registration period for the next quarter, unless there are unforeseen and compelling reasons such as a death in the immediate family.

Auditing a Class

An applicant wishing to audit one or more courses must complete an Audit Application form and comply with all admission requirements. In place of a standard application, the Audit Application form must be submitted. For upper level courses, the applicant must demonstrate sufficient knowledge to benefit from auditing the course.

A limited number of students with audit status are allowed in any given class. In addition to the application fee, the student is required to pay 50% of the course quarterly tuition, a registration fee, and other fees, if applicable. Enrolled students may petition to audit a course already taken earlier at the University by paying a \$50.00 auditing fee. Audited classes are recorded in University official transcripts as "AU" and documented as a grade but not incorporated in the calculation of the GPA. Audited classes are not covered by financial aid.

Grading System

All grades are numerically calculated and annotated on the student's official transcript utilizing the grading system below.

Grade table for Doctoral Degree Program

Grade	Grade Point	Description	Grade	Grade Point	Description
A	4.0	Excellent	I	N/A	Incomplete
B+	3.5	Satisfactory	W	N/A	Withdrawal
B	3.0		DS	N/A	Dismissal
C+	2.5	Unsatisfactory	AU	N/A	Audit
C	2.0		TC	N/A	Transfer Credit
F	0.0	Failure	R	N/A	Repeated Course
P	N/A	Passed	IP	N/A	In Progress
NP	N/A	Not Passed	E	N/A	Extension

Units of Credit

One (1) quarter credit unit is equal to ten (10) contact hours of classroom instruction plus a minimum of twenty (20) hours of out-of-class student work; twenty (20) hours of supervised laboratory or clinical internship hours plus appropriate outside preparation; or thirty (30) hours of clinical externship or independent study.

Incomplete (I)

An "I" (incomplete) grade may be given if the student was unable to complete the required academic work or was unable to take the midterm examination or the final examination at the scheduled time for just cause or justifiable excuse such as medical or family emergency. It is the responsibility of the student to explain the justifiable reason to the instructor and to determine alongside the instructor the work needed to be completed and the revised completion date. An "I" must be corrected within the first two weeks of the following quarter. Multiple Incomplete grades will lead to academic probation or academic dismissal from the University.

Incomplete grades will automatically convert to "F" grades when not corrected within the time frame indicated. If the instructor who issued the "I" grade is no longer teaching, the Academic Dean will determine the work needed to complete the course and assign it to an instructor who is currently teaching the same course. The student is responsible for completing the academic deficit in a timely manner. Each make-up examination requires a fee of \$100.00.

An Incomplete (I) grade is not included in the calculation of the student's cumulative GPA or the Minimum Completion Percentage and Maximum Time Frame (MTF). The unit credits of a course with an (I) grade will be added to Total Units Attempted.

Audit (AU)

Students may audit classes that they previously completed with a passing grade. An Audit (AU) grade is not included in the calculation of the student's cumulative GPA, the Minimum Completion Percentage, and Maximum Time Frame (MTF). The unit credits of a course with an (AU) grade will not be added to Total Units Attempted.

Repeated Course (R)

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining Satisfactory Academic Progress.

A Repeated Course (R) grade is not included in the calculation of the student's cumulative GPA. However, an (R) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (R) grade will be added to Total Units Attempted.

Transfer Credit (TC)

Courses with a Transfer Credit (TC) grade are not included in the calculation of the student's cumulative GPA. However, transfer credits are included in the calculations of the Minimum Completion Ratio, and the Maximum Time Frame (MTF). Eight (8) quarter units for the doctoral degree program shall constitute one (1) quarter term to be used in the determination of time limitations for graduation, i.e., MTF.

Withdrawal (W)

Students may withdraw from courses by Wednesday of the second week of the quarter without affecting GPA. Thereafter, students are required to obtain approval from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks consistent with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student fails to attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. Refund of Tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

A Withdrawal (W) grade is not included in the calculation of student's cumulative GPA. However, if the student withdraws from a course after the Add & Drop period of the current quarter term, the unit credits of a course with a (W) grade will be added to Total Units Attempted.

Grade Point Average (GPA)

A student's grade point average (GPA) is computed by the following formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted with Letter Grade}}$$

Grade Changes

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. To change a grade, the instructor must provide the Academic Dean with appropriate reasons and evidence for the change of grade in writing. The Grade Change Form must be submitted by faculty to the Academic Dean before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Academic Dean by the second Wednesday of the following quarter. Any grade change requests made after this day will not be honored.

Grade Appeal Process

Most grade appeals can and should be resolved by the student's direct discussion and communication with the faculty member involved. A student appeal of a final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student's transcripts.

The following due process must be followed by students who wish to file a grade appeal:

1. The student shall meet with the faculty member involved in an attempt to resolve the complaint.
2. If the matter is not resolved at Step 1, the student shall submit a written appeal to the Program Director to whom the faculty reports. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Program Director will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Program Director and faculty member involved will then communicate a decision in writing to the student.
3. If the matter is not resolved at Step 2, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. Academic Dean will then schedule a meeting with the student to hear

the student's complaint. Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty in order to hear the student's complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual student complaint; the committee will not function as a standing committee. Academic Dean will communicate the decision of the Hearing Committee in writing to the student. The decision of the Hearing Committee is final.

This process will be accomplished in a reasonable period of time not to extend beyond six (6) months of the occurrence of the incident. A student's failure to comply with the steps of the aforementioned process will nullify the complaint.

Satisfactory Academic Progress (SAP)

South Baylo University School of Oriental Medicine requires that all courses be successfully completed in order to graduate from the program. A student must meet a satisfactory level of academic progress toward completing a degree while enrolled at South Baylo University School of Oriental Medicine.

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. After grades are posted, student cumulative grade point average (CGPA), quarterly grade point average (QGPA), and the completion percentage are calculated to determine if a student is making Satisfactory Academic Progress.

Qualitative Measurement

Qualitative measurement is determined by a student's cumulative grade point average (CGPA) and a quarterly grade point average (QGPA). CGPA is calculated by dividing the quality points by the total attempted. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA and the minimum QGPA as determined by the SAP policy below.

Quantitative Measurement

The quantitative measurement is determined by the minimum completion percentage and the maximum program length. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted rounded to the nearest whole percent. This is assessed each academic term. The University allows students to graduate within 150% of the normal program length. This is called the maximum time frame (MTF). Students may not exceed the maximum time frame, even if the student did not receive financial assistance. To meet the quantitative standards, students must meet the minimum completion percentage and the maximum program length as determined by the SAP policy below.

Academic SAP Policy

Academic SAP reports are generated at the end of each quarter term for each student. The CGPA, QGPA, and the Minimum Completion Percentage must be at or exceed the SAP requirements associated with the evaluation interval. If a student does not meet the CGPA, QGPA, and/or the Minimum Completion Percentage the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the percentage of MTF attempted.

Students are evaluated at the end of each term			
Students who are enrolled in the Doctor of Acupuncture and Oriental Medicine must maintain a minimum Cumulative GPA, a minimum Quarterly GPA, and the Minimum Completion Percentage for the program at 33%, 67%, and 100% of the Maximum Time Frame as shown below.			
Program	Evaluation Interval	SAP Requirements	
Doctor of Acupuncture and Oriental Medicine	Percentage of MTF attempted	Minimum Completion Percentage	Minimum Cumulative GPA / Minimum Quarterly GPA
	33%	67%	2.5 / 2.5
	67%	67%	2.7 / 2.7
	100%	-	3.0 / 3.0

Students must graduate within the Maximum Program Frame for the program.		
Program	Normal Program Length	Maximum Time Frame
Doctor of Acupuncture and Oriental Medicine	3 calendar years	4 calendar years

Academic SAP Statuses

A student placed on the one of the following academic SAP statuses must take the required action associated the status. A student who is placed on academic SAP status but meets the SAP requirements in the subsequent quarter will be returned to good standing status. A student who does not meet the requirements in the subsequent quarter will be placed on the next level status. A student remains eligible to enroll and receive a federal student aid at each status level, with the exception of dismissal status.

Good Standing: Students are in good standing when the minimum CGPA, the minimum QGPA, and completion percentages are met or exceeded. Students in good standing are eligible to register for courses and receive federal student aid /VA funding.

Warning: Students are placed on Warning status when the CGPA or QGPA, and/or completion percentage falls below minimum. This status requires students to have their course schedule approved by the academic advisor and to meet an academic advisor at least once a quarter.

Probation: Students are placed on Probation status in the second consecutive quarter when the CGPA or QGPA, and/or completion percentage falls below minimum. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least two times a quarter.

Dismissal: Students are placed on Dismissal status in the third consecutive quarter when the CGPA or QGPA, and/or completion percentage falls below minimum. These students are no longer active students and are not eligible for federal financial aid / VA funding. These students are academically dismissed from the university and must sit out the next two (2) quarters and must appeal the dismissal before re-applying to the University. The student may appeal the school's decision in writing to the SAP Appeals Committee. If the student satisfies all of the requirements, the Appeal Committee may grant the student's appeal. Students on Academic Dismissal whose appeal is successful are placed on Academic Probation. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least three times a quarter. Students on Academic Probation from the dismissal status will regain their eligibility for federal financial aid / VA funding.

Appeal Procedures

Students have the right to appeal SAP dismissal status where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the Academic Dean, describe any mitigating circumstances the student feels deserve further consideration, and be submitted at least five (5) days before the beginning of the quarter. After the appeal is received, the student will be notified within seven (7) business days on whether the appeal is granted or denied. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. It is in the student's interest to submit an appeal to the SAP Appeals Committee as soon as the student receives a written notice of academic suspension dismissal.

The SAP Appeals Committee consists of members of the University chosen by the Academic Dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member, extended illness or personal injury of the student, or death of an immediate family member. If a student warrants subsequent dismissal status, each successive appeal should cite a different reason for re-entry. A student may not use the same reason for re-entry more than once. Students will be required to indicate why their enrollment and/or federal finance aid should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. This may include:

- * Copy of death certificate.
- * Medical certificate from a registered physician.
- * Statement from tutor, faculty member, or other University official.
- * Bank statements or financial accounts.
- * Other relevant evidence specific to the appeal.

Transfer of Credit Policy

Transfer Students

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admissions procedures. Upon admission, academic credits earned at other educational institutions will be evaluated by the Doctoral Program Director and approved by the Academic Dean and transfer credit may be granted based on course content and instructional hours equivalency to the courses offered at SBU.

Transfer credit for courses with a grade of 'B' or higher completed at the accredited doctoral level program may be given to students enrolled in the Doctoral degree program.

Evaluation of Transfer Credits

Transfer Credits (TC) will be evaluated by the Academic Office upon receipt of the following:

1. Official transcripts from previously attended colleges or universities.
2. Completed Transfer Credit Evaluation Request Form.

Transfer credits for AOM courses from nationally accredited AOM educational institutions can be fully accepted if equivalent to the University's courses. Equivalency and comparability of Transfer Credits (TC) is based on the nature, content, quality, level, and units/hours in the course-by-course evaluation process. Credit will not be awarded based on prior experiential learning.

The Registrar will inform the student in writing of any award of transfer credits. The Registrar will also maintain records of transfer credits granted in individual student's file. The evaluation of transfer credit shall be completed within the quarter that the official transcript and TC evaluation request form were received.

Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximal length of study at the University. Eight (8) quarter units shall constitute one (1) quarter term, which will be used in the determination of time limitation for graduation.

South Baylo University School of Oriental Medicine has not entered into an articulation or transfer agreement with any other college or university.

More than 24 quarter units (equivalent to 16 semester units) at the graduate level earned at another institution may not be accepted as transfer credits toward the Doctoral degree program. Clerkship hours will not be accepted as transfer credits.

Transfer Units to Qualify for SBU Quarter System

All transfer units for previous work shall be used to determine the time limitation for completion of the degree program. Eight (8) quarter units constitute one quarter for use in the determination of time limitation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at South Baylo University School of Oriental Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of the SBU educational programs is also at the discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals.

This may include contacting an institution to which you may seek to transfer after attending South Baylo University School of Oriental Medicine to determine if your credits or degree, diploma or certificate will transfer.

It is solely at the discretion of the receiving institution which credits and /or coursework, if any, will be accepted.

Make-Up Examinations

The opportunity to sit for a make-up examination is a privilege. The administration and faculty realize that certain circumstances may prevent a student from being present on the day of midterm or final examination(s). Students can petition for a make-up examination by filling out a Make-Up Examination Form in the front office. The Make-Up Examination Form must have the approval of the Academic Dean and must show the student has paid for a Make-Up Examination fee in the amount of \$100.00.

The make-up examination must be completed within two (2) weeks from the date of originally scheduled examination. If a student fails to complete the make-up examination, a grade will be recorded as "F".

Readmission

Students whose enrollment has been withdrawn, transferred, or otherwise dismissed, and elect to return to the University, must submit a Petition for Readmission, transcripts from any institutions attended in the interim, a letter expressing their desire and intent to re-enroll and complete their program of study at SBU, and the application fee to the Academic Dean. The University has the authority to grant or deny a request for readmission at its discretion.

The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at SBU.

Students who are placed on Academic Warning or Academic Probation at the time of their withdrawal, transfer or dismissal, remain on Academic Warning or Academic Probation upon re-admission, must earn the minimum required CGPA for the first quarter of re-admission to remain enrolled.

Leave of Absence

All leaves of absence, which must not exceed 180 days in any 12-month period, must be approved by the Academic Dean to avoid withdrawal status. Time during an approved leave of absence will not be included in the calculation of the maximum program length. A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Leave of Absence form.

The leave of absence is effective only when the Academic Dean has granted permission for this leave. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student and may be considered as withdrawn. Non-compliance with Federal regulations regarding leave of absence can jeopardize a student's I-20 status and/or eligibility for future financial aid and loan payment deferment.

Leave of Absences (LOA) for international students shall not exceed 90 consecutive days.

In accordance with University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence and maintain enrollment status under the following conditions:

1. Submit a leave of absence form signed and dated by the student unless unforeseen circumstances occur.
2. Receive approval for the leave of absence request by the Academic Dean and Financial Aid Officer, if receiving Title IV Financial Aid, or by the International Student Advisor, if on F-1 Visa.
3. Generally, one leave of absence may be granted in a 12-month period. However, more than one leave of absence may be granted for well-documented and unforeseen circumstances provided that the total number of days for all leaves of absence does not exceed 180 days in any given 12-month period. The 12-month period will begin on the first day of the quarter the student submits the request for a leave of absence.
4. Students receiving Financial Aid Title IV loans who fail to return to the University from an approved leave of absence will be considered as withdrawn and will be reported to the lending institution by the University. Consequently, loan deferment and repayment schedule may be affected.
5. The student's withdrawal date, and the beginning of the student's grace period for loan repayment, is the last date of academic attendance as determined by the University from attendance records.
6. The University may be required to refund unearned funds to the Title IV Programs when a student withdraws from the University.
7. The approved leave of absence time will not be counted in the calculation of the maximum program length.

Maintaining Full-Time Status

In order to maintain full-time status, a student must attempt at least eight (8) quarter credits each quarter in the Doctoral program.

Academic Dishonesty

South Baylo University values academic honesty and integrity in both coursework and personal professional character. The university maintains ethical standards in testing for both prepping and administration. Coursework as well is expected to be representative of actual student learning.

Any evidence of improper communication, use of books or notes, sharing examination answers, substituting a test, giving examination answers to other students during an examination will be sufficient ground for the instructor to collect examination papers of the involved students and ask the students to leave from the classroom. Such offenses will result in an automatic "F" grade for the examination, course, and academic probation or suspension.

Please refer to the Student Code of Conduct, Cheating and Plagiarism sections of this manual.

Maximum Program length

Students in the Doctor of Acupuncture and Oriental Medicine are required to complete the program within a maximum of four (4) years from the date of matriculation. The period of time due to "Leave of Absence" shall not be counted toward the maximum program length.

Withdrawal from Classes

Students may withdraw from courses after the Add/Drop deadline during the first two weeks after classes begin without affecting their grade point average. Students are required to obtain an approval from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded on the official transcript. A student can withdraw from a class by the following procedures below:

1. Submit the request to withdraw by using an official Course Withdrawal Request Form to the Academic Dean.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Registrar's Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the Course Withdrawal Form. Email, fax, or oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

Withdrawal from the University

Students wishing to withdrawal temporarily from the University, but with the intent to remain as continuing students, must obtain the approval of the Academic Dean. Students who fail to register for two (2) consecutive quarters without the Dean's approval will be considered as withdrawn from the University.

Such students must apply for re-admission if the student wishes to complete the program of study at South Baylo University School of Oriental Medicine. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing.

The following must take place for any student to withdraw from the University:

1. Submit the request to withdraw by using an official Course Withdrawal Request Form to the Academic Dean.
2. Clear all outstanding debt with the University.

Independent Study

Independent Study is offered only to students during the final quarter of study. The Academic Dean will authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and the course is not being offered in time for the graduation. The Academic Dean must approve the completed work prior to recording of the student's grade by the Registrar.

To request for Independent study, a student must make a graduation plan and meet with the Program Director to assess the program's graduation requirements and process the appropriate documentation to officially register for the course prior to the Add/Drop deadline. Two (2) quarters prior to graduation, and if justified, a student may apply for Independent Study for a maximum of eight

(8) quarter units for the Doctoral program. Upon approval of the Academic Dean, the Program Director will assign the appropriate faculty member to serve as an advisor for the Independent Study.

The faculty has the responsibility to ensure the quality of the Independent Study is as rigorous academically as the traditional course format.

Graduation Requirements

The Doctoral Degree program is conferred upon those who have fulfilled the following requirements:

1. Complete all didactic courses and clinical clerkship hours and have completed the minimum hours of attendance at South Baylo University School of Oriental Medicine.
Or
Completed at least one (1) academic year (or 3 quarters) of full-time resident study as a matriculated transfer student at SBU, completing at least two third of doctoral level credits at SBU.
2. Achieve a minimum of 3.0 Cumulative Grade Point Average (CGPA) from all courses taken at SBU.
3. Complete and publish the Clinical Research Project, upon the approval and signatures of the Doctoral Research Committee.
4. Receive recommendation for an award of a degree from all doctoral faculty members.
5. Be cleared of all indebtedness and other obligations to the University prior to graduation.

Licensure Requirements

Requirements for eligibility for licensure do not apply to the Doctoral degree program.

Clearance For Graduation

At graduation time or at the time of requesting a withdrawal status, students are required to have clearance by completing a Clearance Form for Graduation/Withdrawal Form issued by the Registrar. The Clearance Form must be completed and signed-off by the Registrar, and placed in the student's file so that any request for services such as request for official transcripts, certification letter, attendance verification letter, and recommendation letter can be issued on behalf of the student. The University reserves the right to refuse services to a student if the student's file does not have a valid and completed Clearance or Withdrawal Form from the University and/or have indebtedness and other obligations.

Clerkship Training

See Procedures and Regulations regarding the clerkship component of the program may be found in the Clerkship Manual.

INTERNATIONAL STUDENTS

International Students are required to keep up with immigration regulations and procedures. International Students must keep regular contact with the International Student Advisor. Maintaining legal status is the student's responsibility. By signing the I-20 form, the student certifies that they have read and understand all of the rules and regulations regarding the F1 visa status. The student will be held responsible for these rules while in the US. The immigration paperwork is one of the most important sets of documents while studying and traveling in the United States. Students must make sure all documents are in a safe and secure place at all times.

Immigration Documents

Passport

A passport is a travel document issued by your country of citizenship or residence. It states your identity and nationality and shows the date of issuance as well as the date of expiration. Your passport allows you to enter designated countries and to return to your country.

When you are in the U.S, you must make sure that your passport remains valid no less than six months into the future. If your passport is about to expire, contact the country's consular office or embassy in the U.S. to apply for an extension or a new passport. If you lose your passport, contact your consular office or embassy immediately to replace it.

F-1 Visa

A visa is a stamp in your passport that permits someone to enter to the United States. The type of visa you applied for and received at the US embassy or consulate defines what you are allowed to do while in the U.S. An F-1 student visa may be granted to someone who is considered to be a full-time student seeking temporary entry in order to study. Each visa states the visa number, location and date of issuance, visa type (F-1 students, B-2 tourist, etc.), the number of entries into the US permitted with that particular visa (most are multiple entry visas), and the expiration date.

Your visa may expire while you are in the US. It is used only to enter the country.

If, however, you are leaving the US, and your visa has expired, you must contact the consulate or embassy in your country of origin in order to request another F-1 visa. It is not possible to apply for a new visa in the US.

If you are academically suspended from SBU, you will fall out of F-1 student status, as your I-20 becomes invalid. You may not remain within the United States if you are not pursuing a full course of study at SBU or another institution.

I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status

An I-20 can be issued by South Baylo University to student applicants who meet admission and financial requirements. The I-20 from SBU enables students to apply for an F-1 visa and allows entrance to the U.S.

You are always responsible for maintaining your status and to keep your I-20 valid at all times.

Do not let it expire or lose it. Your I-20 must be signed every 1 year by the Designated School Official at SBU. Be sure to sign the I-20 and that all information is typed correctly.

Check to see if your name is spelled correctly and your birth date, country of birth, and citizenship is accurate and that your major is noted in section 5. The date typed in section 5 as your completion date must always be in the future. If you notice that your date of completion is about to expire, see the International Student Advisor to find out if you are eligible for an extension of stay or whether you must apply to USCIS to be reinstated to student status.

Full Course of Study

International Students must register for a "Full Course of Study" to maintain F1 Student Status. International Student's must register for a minimum 8 credits for the doctoral degree program each quarter.

Change of Address

While studying in U.S. with F1 status, it is very important to report any change of address. All International Students must submit a change of address form to International Student Advisor and mail an AR11 form to USCIS.

Annual Vacation

Annual Vacation may be requested annually after completing 3 consecutive quarters of "Full Course of Study". Students must submit a form to the Registrar and the International Student Advisor for permission to take the annual vacation.

Travel Outside the United States

When you travel outside the U.S., you must have the International Student Advisor sign the back of your I-20 in order to reenter the U.S. This signature indicates to USCIS that you are in legal F-1 student status with the school that issued the I-20.

Required Documents for re-entering the U.S.:

- . A Valid Passport at least 6 months into the future.
- . I-94 card
- . A Valid Visa
- . SEVIS I-20 with recent signature
- . Evidence of financial support documentation.
- . Proof of course registration (optional)
- . Official transcript from SBU (optional)

If you are out of the U.S. for less than 5 months, you can re-enter the U.S. with the same I-20 and are not required to pay the SEVIS fee. Re-enter with the following documents:

- . I-20 with a current travel signature on page 3
- . Valid F-1 visa in your passport
- . Valid passport

If you remain outside the U.S. for more than 5 months, you will be required to obtain a new I-20 with a new SEVIS number.

Important Reminder

Do not let your I-20 expire while you are still a U.S. student at SBU. YOU are responsible for maintaining your F-1 Status.

STUDENT SERVICES DIRECTORY

Student and Career Services

Student Services Coordinator (Anaheim Campus): Alyona Carrico 714 -533-1495 Ext. 229

Registrar's Office

Registrar Services (Anaheim Campus): Woo Jin Han, 714-533-1495 Ext. 275

Program Student Advisor

Doctoral Program Director:	Soo Kim	213-738-0712	sookim@southbaylo.eu
Doctoral Program Student Advisor:	Rabiha El-Habbal	714-533-1495	elhabbal@southbaylo.edu
Doctoral Clerkship Coordinator:	Anne Ahn	714-533-149	anneahn@southbaylo.edu
Doctoral Clerkship Coordinator:	Seon Hawa Hue	213-738-0712	shue@southbaylo.edu
Doctoral Research Coordinator:	Ju-Tzu Li	714-533-1495	jli@southbaylo.edu
Doctoral Research Coordinator:	Joseph Suh	213-738-0712	hhsuh@southbaylo.edu

Financial Aid Office

The Financial Aid Office administers and coordinates funds from federal, state, and institutional sources.

The funds are provided to eligible students.

Financial Aid Office (Anaheim Campus): Mimi Park , 714-533-1495 Ext. 243

International Student Advisor

International Student Advisor (Anaheim Campus): Woo Jin Han, 714-533-1495 Ext. 275

Library and Resource Center

Provides information pertaining to Oriental Medicine and other education resources to help guide the student to a better understanding of the program.

Director of Libraries (Anaheim Campus) First Floor: 714-533-1495 Ext. 240,
(Los Angeles Campus): Second Floor 213-738-0712,

Visit our online library at www.southbaylo.edu

Health Services / SBU AOM Clinic

Main Campus (Anaheim) Third Floor: 714-535-3886

Los Angeles Campus: First Floor 213-738-1974

CIS Department

Main campus (Anaheim): James Kim, 714-533-1495 ext. 271

EMERGENCY CONTACT LIST

If you suspect an immediate threat to yourself or facilities: **DIAL 911**

	Anaheim campus	Los Angeles campus
Security Guard	Hamilton International 213-769-0071	Hamilton International 213-769-0071
Operational Security	Mr. Park 213-503-7895	Mr. Lee 213-276-9138
Police	Anaheim Main Station 425 S. Harbor Blvd. Anaheim, CA 92805 Non-emergency 714-765-4311	Rampart Police Station 1401 W. 6th St Los Angeles, CA 90017 Non-emergency 213-484-3400
Fire Department Dial 311	201 S. Anaheim Blvd Anaheim, CA 92805 Non-emergency 714-765-4000	1819 W. 7th St Los Angeles, CA 90057 Non-emergency 213-485-6211
Hospital	Anaheim General Hospital 3350 W Ball Road Anaheim, CA 92804 Non-emergency 714-827-6701	California Hospital Medical Center 1401 S Grand Ave Los Angeles, CA 90015 Non-emergency 213-748-2411
Poison Control	Irvine Medical Center Regional Poison Center 101 The City Drive, South Route 78 Orange, CA 92668 800-544-4404	University of Southern California Regional Poison Center 1200 North State, Room 1107 Los Angeles, CA 90033 800-825-2722

