

# STUDENT MANUAL

MASTER OF SCIENCE IN ACUPUNCTURE AND ORIENTAL MEDICINE

2019-2020



**SOUTH BAYLO  
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 endeavor.

This information, along with the Policies and Regulations are essential for the students to meet their educational objectives while attending the University.

Although the SBU Catalog contains similar information, the Student Manual includes new and more detail information on many areas which may not be found in other printed materials, except in the SBU Policy and Regulation Manual.

It is important for the readers to note that SBU students must comply with all current Policies and Regulations as published in the SBU Policy and Regulation Manual, a copy of which is available in the Library, the Administrative Office, or on the SBU website [www.southbaylo.edu](http://www.southbaylo.edu). New Regulations are generally reviewed and approved by the President.

SBU does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, or handicap in the employment of qualified workers and in the admission of qualified students.

SBU is fully committed to the protection of academic freedom to inquire and express truth in whatever form it is found. A diversity of opinions, ideas, creativity, and innovative thinking serve as a foundation for the growth of the University and its constituents.

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					
													31															

  

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	3	4						1			1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

  

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	6	7			1	2	3	4	5					1	2	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	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 2  
 January 9  
 February 25 - March 12  
 February 18 (President's day)  
 March 6 - 12  
 March 13 - March 31

**Spring Quarter**

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

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

**Summer Quarter**

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

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

**Fall Quarter**

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

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	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		
31																					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																			
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 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 is a private institution and that it 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 is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs.

The Master of Science in Acupuncture and Oriental Medicine program of the South Baylo University – Anaheim 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.

The Master of Science in Acupuncture and Oriental Medicine program of the South Baylo University – Los Angeles has been granted Candidacy by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

The Doctor of Acupuncture & Oriental Medicine (DAOM) program of the South Baylo University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and oriental medicine practitioners. ACAOM is an accrediting agency recognized by the United States Department of Education (USDE).

ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347, Tel: (952) 212-2434; Fax: (952) 657-7068; website : [www.acaom.org](http://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 (Title IV, HEA Programs) 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.

### Veterans / GI Bill

South Baylo University'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 in California 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  
Website: [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833**  
**Internet website address: [www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**Telephone: (916) 431-6959, Fax number: (916) 263-1897**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888- 370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **University History**

South Baylo University 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.

## **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 are tax deductible.

South Baylo University does not have a pending petition in bankruptcy, is not operating a debtor in possession, or has not filed a petition in bankruptcy within the preceding five years.

## **Non-Discrimination Policy**

In compliance with federal, state, and local government requirements South Baylo University 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 as determined under California employment laws.

## **Drug-Free Campus Compliance**

It is the policy of the Board of Trustees of South Baylo University that the learning environment be free of unlawful or banned substances. Specifically, all members of the University's community, including administration, faculty, staff, students, and guests, must abstain from the consumption, use, or possession of alcohol, narcotic, or illegal drugs on campuses. The misuse of prescription drugs while on the University property is also prohibited. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances may seek confidential referrals from the University Administration for agencies providing assistance with alcohol or drug-related problems.

## **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

## Freedom of Access

South Baylo University 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. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of duties are confidential.

## Right to Appeal

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness." With the intent of assuring fairness and objectivity, the University has created and implemented procedures for appeals by students. The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond student control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

## 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. 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 storage shall be provided 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. Student transcripts 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., S.W.  
Washington, D.C. 20202-5920  
(800) 872-5327, (800) USA-LEARN

## 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 requests for 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.

## Hearing Committee

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that is considered to be unfavorable.

## Student Grievance Procedure

### General Information

Students who feel aggrieved with the University or any of its policies and regulations, practices and procedures, faculty, staff or other student(s) should submit the grievance in writing to the Academic Dean who will act upon the complaint. A response to the grievance shall be made as quickly as possible. Should the student(s) feel aggrieved with the Academic Dean, a written petition should be submitted to SBU President for appropriate action. In the handling of student grievance and the investigation of alleged wrong doing or violation of the University policies and regulations, the Academic Dean may request the input and participation of the Academic Council. Action(s) taken by the Academic Dean with or without consultation with the appropriate council of the University shall be provided to the involved individual(s) in writing. Student(s) sanctioned by disciplinary actions, either academic or administrative, can appeal their status with the University by providing the President with a written appeal within 10 working days of the receipt of the disciplinary action. The written decision provided by the President shall be final. An aggrieved student has the right to direct the unresolved issue or grievance to the Bureau for Private Postsecondary and Education (BPPE) in Sacramento, California or to the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in Laurel, Maryland. (See Academic Catalog).

### Complaint Procedure

Some problems or disputes, such as sexual harassment and certain other incidents, due to the private and sensitive nature of the problem may be more appropriately handled through the complaint process. In these instances a complaint may be filed with the Academic Dean, Program Director Chair, Program Advisor, or responsible administrator requesting an investigation into the alleged action(s) or nature of the complaint.

- 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.
- Step 2: The administrator while maintaining confidentiality of the dispute, 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 proposed resolution, he or she may then initiate a formal grievance procedure.

## **Sexual Harassment Policy / Title IX**

South Baylo University 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 is committed to an employment and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the University. Sexual harassment violates South Baylo University 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.

### **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. 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. 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 with the amendments prominently displayed in the campus newsletter.

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.
- No student will threaten 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.
- Illegal intoxication with controlled substances.
- 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.

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 Academic Dean, 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:

**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 Academic 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 academic advisors will assist students in every way possible, the responsibility for following all policies, procedures, requirements, and deadlines will rest with the student. A student is expected to satisfy the requirements of the catalog in effect at the time the student is admitted to the University and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of graduation provided the student complies with all requirements of the later catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered or resolved by the University may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

P.O. Box 980818, West Sacramento, CA 95798-0818

Telephone: 916-431-6959, Fax: 916-263-1897

## 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 important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining SBU's standards of academic performance established for each course in which the student is enrolled.

## **Drug, Alcohol and Smoking Policies**

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically all members of the University community which includes administration, faculty, staff, students, and guests, must abstain from the possession or consumption of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy may lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advisement from the Student and Alumni Services Coordinator for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of SBU that smoking is prohibited in all University facilities. At the discretion of the administration, an outside area may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

*See the Guide for Drug And Alcohol Abuse Education And Prevention Program(DAAPP) for details.*

## **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, and prospective employees, information about campus safety policies and procedures and statistics. The latest report will be posted on the campus bulletin board, and is available upon request by contacting the Student and Alumni Services Coordinator or by writing to the administrative office.

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

## Orientation

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

## Student Advising

### Academic Advising

Academic Advising is provided to students by the Academic Dean, Program Directors, Program Student Advisors, and available Faculty for a variety of academic needs that include, but not limited to, admission interviews, 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 for Comprehensive Competency Examination (CCE) preparation and eligibility, planning for remedial activities for successful academic progression, and related academic matters.

### Clinic Internship Advising

Clinic internship enrollment advising is provided by the Clinic Directors so that prospective interns can complete all internship course prerequisites, and understand various clinical settings for the safety of patients, and clinical competency expectation. Mandatory attendance in Clinic Orientations is required of interns as they progress through each phase of the internship 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 assist students to find housing information, schedule for 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 assist 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.

### Personal Advising

Personal Advising Services are available through the Orange County Health Services and specialists in local areas.

## 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 and academic advising of students is an integral part of academic life and a function of South Baylo University. SBU students are permitted to receive on-campus tutoring by designated and approved student tutors, faculty members, or other instructional personnel. SBU faculty members (full-time or adjunct) are not permitted to tutor students for a fee on-campus or outside of SBU facilities. All tutoring functions will be coordinated by the Office of Student Services and Academic Dean's Office, and provide tutoring at no charge.

Students receiving tutoring must meet one or more of the following criteria:

- Currently on Academic Probation
- Re-taking the class due to failure (grade of "C" or lower) in a previous quarter
- Currently receiving a grade of "C" or lower in the class (in Week 4 or later)
- Documented disability status (paperwork on file and tutoring recommended as accommodation by the academic office)
- Other circumstances as approved by the Program Director

Violation of this regulation may be considered as grounds for dismissal from the University.

## Housing Services

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Services Office helps students find appropriate housing. A range of cost of the housing in the Southern California is between \$500 and \$2,000.

## Disability Services

The University is committed to accommodating students with physical and learning disabilities. Reasonable accommodations and other support services are managed by the Academic and Student Services Offices and are tailored to meet the needs of each individual student. An individual needing assistance should contact the Academic Office or the Student Services Office. It is recommended that new students with special needs contact the office early in their first term to arrange for support services.

## 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 accommodate 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. Prior to the first initial class period, the student(s) requiring accommodations will 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 accommodating students with protected disabilities, the University will do its best to maintain academic and institutional integrity.

## **Student Body Associations**

All students are encouraged to participate in the South Baylo University Student Body Associations. These organizations are recognized by the faculty and administration and is important to the student's education and cultural experience. Through participation in these associations students can provide information that assist the faculty and administration. This information strengthens and endorses continual improvement of the student's academic and college life.

## **Refusal of Service**

The University may refuse any type of service to those students who have not paid tuition and/or fees. The University may also refuse re-admission to a student who has left the University with outstanding financial obligations and/or dismissed for unethical conduct.

## TUITION AND FEES

### - Master of Science Acupuncture and Oriental Medicine Program

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

Tuition for First Term, Based on Minimum Academic Load: 12 units @\$126 per unit	\$1,512
Registration Fee @ \$55/quarter (Non-Refundable)	\$55
<b>TOTAL CHARGES FOR A PERIOD OF ATTENDANCE</b>	<b>\$1,567</b>

Tuition, Total Didactic Units Required: 212 @\$126 per unit	\$26,712
Tuition, Total Internship Hours: 960 @\$12 per hour	\$11,520
Registration Fee, Based on 12 Quarter Terms @\$55 per quarter (Non-Refundable)	\$660
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.)	\$1,500
Malpractice Insurance, based on 6 Quarter Terms @\$50 per quarter (Non-Refundable)	\$300
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)	\$350
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$41,042</b>

<b>OTHER CHARGES</b>	
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)	\$50
Challenge Examination per exam, if applicable (Non-Refundable)	50% of course tuition fee
Additional TC Evaluation Fee (Non-Refundable)	\$50
CPR Transfer Credit Fee (Non-Refundable)	\$30
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)	\$10
CCE Retake Examination per exam, if applicable (Non-Refundable)	\$50
Lab Fee per course, if applicable, (Non-Refundable)	\$50
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)	\$30
Issuance of I-20 for extension or reissue, if applicable (Non-Refundable)	\$20

**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.

## 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.

These payment policies will not be applicable to students who receive funds through federal financial aid program or any other 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 federal and university sources. Financial aid is in the form of scholarships, Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), 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.

PELL GRANT is federally funded program and does not have to be repaid. It is available to undergraduate students who demonstrate financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG) is federally funded program and does not have to be repaid. This program is for Pell Grant recipients and is based on financial need and the availability of funding.

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 the 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, are 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 <https://www.southbaylo.edu/ca/financialaid/consumerinfo.htm>.  
See the *Financial Aid Policies and Procedures Manual* for more details.

## **Refund Policy (Student's Right to Cancel Policy)**

The student has the right to cancel an enrollment agreement and receive a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro rata basis.

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 (credit units x 10) for which the student has paid.

The student will not receive a tuition refund after more than 60% of the instruction of a course has been conducted. Except for tuition, all other charges and fees paid at the time of enrollment are non-refundable. Books, textbooks, and other materials purchased by the student at the University's bookstore are the property of that student. The University will neither accept return of purchased materials, nor make refunds for services. To receive a tuition refund, a student must submit in writing a dated and signed request for withdrawal. The refund formula above shall be based on the day the University's office receives the withdrawal notice from the student. Verbal, e-mail, or telephone withdrawal notices will not be accepted.

Students must submit their request to cancel the enrollment agreement to the Registrar. No refund will be issued unless the student's account has credit balance. Refunds will be processed within ten (10) working days from receipt of the student's request to the Registrar. No refunds may be disbursed to a student until the Financial Aid Program has been repaid.

The University is obligated to repay the following funds: Title IV Sources: Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, and Scholarships. Refunds will be determined by the percentage of tuition contributed by that source.

## **Student Tuition Recovery Fund (STRF) Policy**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by case, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P. O. Box 980818, W. Sacramento, CA 95798-0818; Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll-free telephone No. 888-430-7589 and Fax No. 916-263-1897.

## **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 out, are dismissed, or take a leave of absence. Recalculation is done from the actual date the student begins the University 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
3. Federal Pell Grant
4. FSEOG

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.

*See regulations in the Financial Aid Policies and Procedures manual for more details.*

# SCHOLARSHIP OPPORTUNITIES

## Academic Excellence Scholarship Award

- SBU awards this scholarship to the student who demonstrates excellence in academic performance each quarter.
- Prospective recipients must meet the following criteria:
  1. Completed at least two (2) quarters of full-time study at the University
  2. Enrolled in 12 or more units for the quarter in which this scholarship is awarded.
  3. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.75 or higher.
  4. Involved in activities and/or services to fellow students, the University, and the AOM profession.
  5. Demonstrated a genuine need for financial assistance.
  6. Abided by the code of conduct stated in this catalog.
- Prospective recipients are required to submit a scholarship application to the academic office by the final week of the academic quarter.
- The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipients.
- The Student Service Advisor will notify the student of the award by the first week of the following academic quarter.
- The Academic Dean presents the scholarships to students during the quarterly Student Council Orientation for new students.
- Qualified students may not receive more than three (3) scholarships during his/her tenure at the University.
- The amount of this scholarship per student per quarter can be up to \$500.

## Clinic Excellence Scholarship Award

- SBU awards a scholarship to the student who demonstrates excellence in clinical internship each quarter.
- Prospective recipients must meet the following criteria:
  1. Completed all requirements for entering Observation Phase of the Clinic Internship as a full-time student at the University.
  2. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.5 or higher.
  3. Recommended by the Clinic Supervisors.
  4. Enrolled in 120 or more internship hours for the quarter in which this scholarship is awarded.
  5. Dressed professionally and appropriately at all times.
  6. Complied with Clinic Rules & Regulations, including prerequisites, CNT, HIPAA, & OSHA.
  7. Actively recruited patients for the SBU Clinics.
  8. Involved and collaborated in activities and/or services to fellow interns, the University, and the AOM profession.
  9. Demonstrated a genuine need for financial assistance.
  10. Abided by the code of conduct stated in this catalog.
- Prospective recipients are required to submit a scholarship application to the Director of Clinic by the final week of the academic quarter.
- The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipients.
- The Clinic Director will notify the intern by the first week of the following academic quarter.
- The Clinic Director presents the scholarships to interns during the quarterly Student Council Orientation for new students.
- Qualified interns may not receive more than two (2) scholarships during the tenure at the University.
- The amount of this scholarship per student per quarter can be up to \$400.

## Alumni Association Scholarship Award

- At discretion of the SBU alumni association this scholarship is awarded to the student designated by the alumni association.
- The alumni association in consultation with the Scholarship Award Committee designates the recipient(s).
- The President of the alumni association presents this scholarship to students during the quarterly welcome event for new students.
- The amount of this scholarship will be determined by SBU alumni association.

## Special Scholarship Award

- This scholarship is awarded to the students with funds received from anonymous donors to assist students financially.
- The Scholarship Award Committee reviews the criteria for awarding the scholarship, if the recipient is not designated by the donor.
- The President presents the scholarships to the designated students during the quarterly welcome event for new students.
- The amount of this scholarship will be determined by the donor.



## **Student Services Scholarship Award**

- SBU awards this scholarship to the student who demonstrates excellence in student services and activities each quarter.
- Prospective recipients must meet the following criteria:
  1. Completed at least two (2) quarters of full-time study at the University.
  2. Enrolled in 12 or more units for the quarter in which this scholarship is awarded.
  3. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.0 or higher.
  4. Involved in activities and/or services to fellow students, the University, and the AOM profession.
  5. Recommended by the student councils and the student services advisor.
  6. Engaged in student council activities and programs.
  7. Abided by the code of conduct stated in this catalog.
- Prospective recipients are encouraged to submit a scholarship application to the Student Services office by the final week of the academic quarter.
- The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipients.
- The Student Services Advisor will notify the student of the award by the first week of the following academic quarter.
- The Student Services Advisor presents the scholarships to students during the quarterly Student Council Orientation for new students.
- Qualified students may not receive more than two (2) scholarships during his/her tenure at the University.
- The amount of this scholarship per student per quarter can be up to \$300.

## **President Scholarship Award**

- At discretion of the President this scholarship will be awarded to exceptional students whose performance in academics, involvement in student activities, and services to the University and the AOM profession exceed above and beyond the basic requirements.
- The President in consultation with the Scholarship Award Committee designates the recipient(s).
- The President presents the scholarships to the students during the quarterly welcome event for new students.
- The amount of this scholarship per student will be determined by the President.

## **Founder Scholarship Award**

- At discretion of the Founder this scholarship will be awarded to exceptional students whose performance in academics, involvement in student activities, and services to the University and the AOM profession exceed above and beyond the basic requirements.
- The Founder in consultation with the Scholarship Award Committee designates the recipient(s).
- The Founder presents the scholarships to the students during the quarterly welcome event for new students.
- The amount of this scholarship per student will be determined by the Founder.

# ACADEMIC POLICIES

## Registration and Enrollment

South Baylo University School of Oriental Medicine admits new students every quarter. All students must register for certain 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 the equivalent of five (5) full-tuition students.

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

## Enrollment Agreement

The enrollment contract or agreement signed by a prospective student will not become valid and binding until the student makes an initial visit to the University or attends the first class of instruction. The University encourages all prospective students to visit the campus (Anaheim campus or Los Angeles campus) prior to the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may influence a student's decision to enroll.

## 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 the second week except under the emergency circumstances.

Improper dropping of classes by students receiving financial aid can jeopardize their eligibility status and 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 the second week of classes, a prorated amount will be reimbursed to the student. Students cannot drop any class from the 8th week of quarter.

## Maximum Academic Course Load

An excessive academic load can affect student learning and performance. Students in the Master's degree programs may not take more than thirty five (35) credits in any given quarter term. This includes didactic hours, clinic internship hours and research/scholarly activity hours. Any exceptions must be submitted by the student to the Program Director, Academic Dean, and Registrar for approval.

## Late Registration

Continuing students must register for the next quarter and pay the registration fee of \$55.00 during the registration period (week 7 to week 10 of each 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 cannot register later than the Wednesday of the second week of the quarter which is the last day of Add/Drop. A late fee of \$15.00 per course will be charged if a student adds a class after the last day of Add/Drop, provided that the student did not miss more than two (2) weeks of class attendance.

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.

## Course Schedules

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with the Registrar's Office. The class schedule may be revised after the quarter has begun before the Add/Drop deadline. All revisions are filed with the Registrar's Office. The initial class schedule and any revision thereafter must be approved by the Academic Dean.

## 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 can be dropped from the course with a "W" 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 can not 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 transcript utilizing the grading system below. Once grades are submitted to the Registrar, grades can only be changed by the second Wednesday of the next quarter and solely by the instructor of the course, and by submission of an appropriate written reason and evidence for the grade change to the Academic Dean. The Registrar's office is responsible for the recording of official grades in student's official academic records.

Grade	Grade Point	Description
A+	4.0	Excellent
A	3.8	
B+	3.5	Above Average
B	3.0	
C+	2.5	Satisfactory
C	2.0	Unsatisfactory
D	1.0	Below average
F	0.0	Failure

Grade	Grade Point	Description
P	N/A	Passed
I	N/A	Incomplete
R	N/A	Repeated Course
W	N/A	Withdrawal
DS	N/A	Dismissal
AU	N/A	Audit
TC	N/A	Transfer Credit
IP	N/A	In Progress

### Units of Credit

One quarter unit is equal to ten (10) didactic hours of instruction and a minimum of twenty (20) hours of out-of-class student work per quarter; or twenty (20) clinical internship hours per quarter.

### 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 to provide a mutually agreed upon completion date. An "I" must be corrected within the first two weeks of the following quarter. Multiple Incomplete grades may 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 \$50.00.

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). Fifteen (15) quarter units of transfer credit shall constitute one (1) quarter term to be used in the determination of Maximum Time Frame (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 a permission 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.

#### **Failure (F) or Passed (P)**

Courses graded on a pass/fail basis are not included in the calculation of the student's cumulative GPA. However, a (F) or (P) grade is included in the calculations of the Minimum Completion Percentage and Maximum Time Frame (MTF). The unit credits of a course with an (F) or (P) 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 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. The Satisfactory Academic Progress (SAP) is maintained by meeting the following requirements:

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Registrar and the Financial Aid Officer generate and monitor respective SAP reports. 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. 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). For example, the MTF for a master's degree program is 6 calendar years  $MTF = 1.5 \times \text{normal program length} = 1.5 \times 4 \text{ years} = 6 \text{ years}$ . 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.

**Special Letter Grades and SAP Evaluation**

**Transfer Credit (“TC”):** Transfer credits are not calculated in the student’s CGPA and QGPA. Transfer credits are counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).

**Pass/Fail Credits (“P/F”):** Courses graded on a pass/fail basis are not included in CGPA and QGPA calculations, but are counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).

**Withdrawal Grade (“W”):** If a student withdraws from a course and receives a “W”, the grade is excluded from the CGPA and QGPA calculations, but is counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).

**Incomplete Grade (“I”):** An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not included in the calculation of CGPA, QGPA, the Minimum Completion Percentage, and the Maximum Time Frame (MTF) until a letter grade is assigned..

**Audited Courses (“AU”):** Audited courses do not affect the calculations of CGPA, QGPA, the Minimum Completion Percentage, and the Maximum Time Frame (MTF).

**Repeated Courses (“R”):** Students can repeat any course only once. Only the higher grade will be included in the calculations of CGPA, QGPA, the Minimum Completion Percentage, and the Maximum Time Frame (MTF).

**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 Master of Science in 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	
Master of Science in Acupuncture and Oriental Medicine	Percentage of MTF attempted	Minimum Completion Percentage	Minimum Cumulative GPA / Minimum Quarterly GPA
	33%	67%	2.0 / 2.0
	67%	67%	2.1 / 2.1
	100%	-	2.3 / 2.3
Students must graduate within the Maximum Program Frame for the program.			
Program	Normal Program Length	Maximum Time Frame	
Master of Science in Acupuncture and Oriental Medicine	4 calendar years	6 calendar years	

**Academic SAP Statuses**

A student may be placed on the following academic SAP status and must take the required action associated the status. A student who is placed on academic SAP status, but meets the 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 status. A student is eligible to enroll and receive a federal student aid unless the student is in dismissal status.

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

**Warning:** Students are placed on Warning status in the first 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 to meet an academic advisor at least once a quarter.

**Probation:** Students are placed on Probation status in the second 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 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 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 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 in which the student requests re-admission. 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.

### **SAP Appeals Committee**

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 statuses, 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.

## **Challenge Examination**

Students transferring from an Acupuncture and Oriental Medicine College which is not approved by California Acupuncture Board or not accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) may apply for the privilege of taking Challenge Examination(s) in order to earn transfer credit for courses taken at such college(s).

The University can also use Challenge Examination(s) to determine the knowledge and competency of a transferring student who may have completed the course(s) with a grade of "C" or higher in non-accredited and non-approved schools.

A prospective transfer student applying for Challenge Examination(s) at SBU shall be required to pay 50% of the regular tuition for each Challenge Examination. The opportunity to take a Challenge Examination may only be granted by the Academic Dean based upon an equal number of units for a course of similar content and subject as listed in the University's Catalog. Challenge Examination(s) are graded basis upon the current grading system of the University.

Upon passing the Challenge Examination(s) with a grade of "C" or higher, transfer credit (TC) for that course(s) will be recorded in the official transcript of the transferring student. No grades shall be posted on the official transcript for Challenge Examination(s).

## Transfer of Credit Policy

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 assessed by the Academic Office and transfer credit will be granted based on course content and instructional hours equivalency to the courses offered at SBU. Any credit used for admissions requirements shall not be used again for credit toward the Master's degree program.

AOM courses taken at educational institutions approved by the California Acupuncture Board and accredited by ACAOM may be fully accepted for transfer credit.

AOM courses taken from accredited educational institutions that are not approved by the California Acupuncture Board may only be accepted for a maximum of 50% of transfer credit.

AOM courses taken from unaccredited educational institutions that are approved by the California Acupuncture Board may only be accepted for a maximum of 50% of transfer credit.

All other courses that were taken from educational institutions accredited by an accrediting agency which is recognized by the United States Department of Education may be fully accepted for transfer credit.

Courses taken from unaccredited educational institutions that are not approved by the California Acupuncture Board will not be accepted for transfer credit.

Equivalency and comparability of Transfer Credits (TC) is based on the course title, content, quality, level, and units/hours in the course-by-course evaluation process. Credit cannot be given for courses with a "C" grade or lower.

If SBU has question as to whether the content of prior coursework is equivalent to the course for which the transfer credit is sought, SBU will require the student to provide additional information regarding the course or may require the student to take a challenge examination. Half of the course tuition fee is required as an administrative fee for each challenge examination.

Courses taken from foreign educational institutions must be evaluated by a credential evaluation agency which is a member of the National Association of Credential Evaluation Services (NACES) prior to granting transfer credit. AOM courses taken from a foreign educational institution may be accepted for a maximum of 50% of transfer credit if equivalent to the University's courses. All other courses that were taken from a foreign educational institution may be fully accepted for transfer credit if equivalent to the University's courses.

If a student has successfully completed a minimum of 70% or more of the required hours in a qualified transferring course, that student needs to attend the equivalent course in order to complete the number of hours that are deficient. The faculty of the particular course will verify the student's competency in the course through a comprehensive examination.

If a student has completed less than 70% of the required hours in a qualified transferring course, the equivalent course must be successfully repeated in its entirety for credit.

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. Fifteen (15) quarter units shall constitute one (1) quarter term, which will be used in the determination of time limitations for graduation.

The initial transfer credit evaluation granted at the time of admission to the AOM program is free of charge. However, each additional TC evaluation will require a \$50 processing fee. South Baylo University has not entered into an articulation or transfer agreement with any other college or university.

More than 30% of quarter units (equivalent to 20% of semester units) at the graduate level earned by another institution may not be accepted as transfer credits toward the Master's degree program.



## **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 \$50.00. The Make-Up Examination fee may be waived by the instructor if student's absence from the examination is due to valid medical reasons, documentary proof must be presented.

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 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 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 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.

## **Comprehensive Competency Examinations (CCE) II**

Students who enroll in the Master of Science in Acupuncture and Oriental Medicine program are required to pass all sections of the CCE II examination prior to graduation and taking NCCAOM Certification Examinations. Students are required to pass the CCE II within the Maximum Time Frame (MTF) in order to graduate from the school.

## **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 eligibility for future financial aid and loan payment deferment.

Leave of Absences (LOA) for international students shall not exceed 90 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 request the 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**

Full-time students must carry an average academic load of twelve (12) units or more per quarter. This academic load is used to determine Satisfactory Academic Progress (SAP) and time limitation for graduation regulations and related Federal regulations.

## **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.

The faculty must prepare and submit an Incident Report detailing the unprofessional conduct of the student(s) and submit it to the Academic Office. When reported, cheating offenses will be handled by the Academic Office in coordination with the Program Student Advisor if suspension of the involved student(s) warrants such action.

The Academic office shall advise the student(s) in writing within a period of five (5) working days. The Registrar will record in the student(s) academic records a notation "Probation for Academic Dishonesty" along with the date of the reported incident. Upon receipt of the written notice from the Academic office, the student(s) will be given a reasonable time to appeal this sanction, in writing, to the Executive Council. No appeal can be accepted beyond the specified time. Academic dishonesty is commonly referred to as "Personal Integrity" in official documents or publications published and released by the University.

## **Maximum Program length**

Students in the Master of Science in Acupuncture and Oriental Medicine are required to complete the program within a maximum of six (6) calendar 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. Make a request to withdraw by using an official Course Withdrawal Request Form.
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.

Students on Financial Aid programs who withdraw from classes can jeopardize the financial aid status and loan deferment with the lending institution. Refund of tuition, if any, will be made in accordance with the Refund of Tuition and Fees (Student's Right to Cancel) regulation. For students receiving financial aid, any tuition refund will be made first to the Unsubsidized Direct Stafford Loan, then Subsidized Direct Stafford Loan, Federal Pell Grant, and FSEOG up to the net amount disbursed from each source.

## **Withdrawal from the University**

Students wishing to withdraw 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. 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. Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.

## **Independent Study**

Independent Study is offered only to students in 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 or Program Student Advisor 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 nine (9) quarter units. Upon approval for Independent Study, 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 Master of Science in Acupuncture and Oriental Medicine (MSAOM) degree is awarded to those who have fulfilled the following requirements:

1. Complete didactic courses and internship hours in the curriculum (or their equivalent) and have completed a minimum four (4) academic years (12 quarters) of full-time residency as a matriculated student at SBU. Thesis, dissertation, or project is not applicable to this degree program.

Or

A minimum of 65 quarter units with a minimum one academic year of residency must be completed at SBU for students who have completed the AOM curriculum in other approved educational institutions.

2. Achieve a minimum 2.3 Cumulative Grade Point Average (CGPA) for all courses taken at SBU.
3. Pass all sections of the Comprehensive Competency Examination II (CCE II).
4. Clear all indebtedness and other obligations to the University.
5. Complete an exit interview conducted by the Finance Officer, if applicable.

## Licensure Requirements

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). South Baylo University prepares its students to meet the professional requirements for California Licensure. A graduate of this program is eligible to sit for the Licensure Examination conducted by the California Acupuncture Board (CAB), provided the graduate has met all requirements. For other states, a graduate is recommended to contact the appropriate state licensing agency for specific licensing requirements. MSAOM graduates of SBU are also qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) examinations.

In California, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner who is able to practice independently acupuncture, herbal medicine, nutrition, oriental massage, acupressure, and breathing techniques within the scope of this practice. Licensure is regulated by the California Acupuncture Board (CAB), 1747 N. Market Blvd., Suite 180, Sacramento, CA 95835, Tel: (916) 525-5200.

Students taking the California Acupuncture Licensing Exam must complete an Exam Application and evidence of completion of Adult/Child CPR and First Aid. Students wanting to obtain licensure must complete a Live Scan Fingerprints. If the student has a criminal history record, the California Department of Justice or the Federal Bureau of Investigation will send the information to the Board. The Board will review the documents on a case-by-case basis to determine if there is any cause to pursue administrative action against the license.

Every student preparing to sit for the licensing examination is prudent to contact the CAB for specific information about licensure requirements before applying to take the examination. Since licensure requirements may change, students are advised to annually request per annum current licensure information. South Baylo University may not always be knowledgeable of changes in the requirements. SBU will recommend courses to be taken and procedures to be followed based on the best information it obtains from the CAB. Recent California Acupuncture Licensing Examination (CALE) is given in English, Chinese, and Korean. Additional information is available at <http://www.acupuncture.ca.gov/>.

### **Other States**

Laws regulating acupuncture vary from state to state and are constantly being revised. While the University does its best to keep current on licensure requirements, it does not guarantee that accurate current information is on file. Each student is responsible for obtaining licensure information and for the interpretation of such information.

### **Other Countries**

The University continues to strive towards recognition by the licensing agencies of other countries. For this reason students and faculty are kept informed as information becomes available.

### **National Certification Commission for the Acupuncture and Oriental Medicine (NCCAOM)**

The National Certification Commission for the Acupuncture and Oriental Medicine (NCCAOM) was organized to promote nationally recognized standards of excellence to insure public safety. There are separate examination and certificate programs for acupuncture and herbology. The NCCAOM certificate testifies that an individual has been recognized by colleagues to have the knowledge and skills necessary for safe and effective acupuncture and herbology practice. The NCCAOM examinations are used by the majority of state agencies as a part of the licensing requirement. Additional information is available from the National Certification Commission for Acupuncture and Oriental Medicine, 76 South Laura Street, Suite 1290, Jacksonville, Florida 32202. (904) 598-1005, Fax (904) 598-5001, email: [info@nccaom.org](mailto:info@nccaom.org).

## Clearance For Graduation

At graduation time or at 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 have indebtedness and/or other obligations.

# CLINICAL INTERNSHIP

Please see procedures and regulations regarding clinical internship in the Clinic Internship Manual

## Clinic Philosophy

The clinics operated by South Baylo University have a two-fold goal; to provide the best possible care to the patients and to prepare the interns to enter the community as highly educated and skilled acupuncturists and serve as primary health care providers. These purposes are accomplished by:

1. Providing each patient a comprehensive evaluation, history, physical examination, and follow-up studies as indicated to accurately determine the patient's health issues;
2. Presenting a report of findings to the patient, explaining the results of the examination and follow-up procedures, and the diagnosis;
3. Planning a well-thought-out treatment plan, implemented by the attending intern and supervised by the assigned clinic supervisor;
4. The clinical skills learned in didactic classes through continued observation and instruction by licensed clinic supervisors;
5. Advancing the knowledge and skills of the interns through on-going education and research to prepare them to be the finest primary healthcare practitioners; and:
6. Promoting intern interest in specialized areas and encouraging the student to continue their education after graduation through postgraduate courses.

By fulfilling these goals, South Baylo University Clinics, along with the interns, will be providing the finest care to patients in diverse communities.

## Malpractice Insurance

All interns serving in the South Baylo University (SBU) Clinics or Satellite Clinics shall carry malpractice insurance through a policy and with a company approved by SBU.

All Clinic Supervisors and Faculty members teaching Acupuncture technique needling classes shall also carry malpractice insurance.

## Malpractice Insurance Coverage for Clinics

All students who successfully complete the clinic entrance requirements and are permitted to enter the SBU Clinics or Satellite Clinics shall be immediately covered by a malpractice insurance policy. Payment of the malpractice insurance premium must be made in a timely manner.

All students entering the clinics, including the students taking the observation class (160 hours), shall be billed quarterly for an amount of \$50.00 for malpractice insurance fee. This fee shall be reviewed annually by the Finance Director and discussed at the Academic Council for possible adjustment or changes mandated by the insurance carrier.

Any interns required to repeat a portion of any clinic time shall be required to pay for the malpractice insurance fee. This fee is due and payable by the students at registration time or tuition due time only.

## Malpractice Insurance Coverage for Students

All students enrolled in actual practiced needling classes such as Acupuncture Techniques, CNT, internship, or clerkship shall be covered for malpractice insurance. The student shall be billed quarterly for a malpractice insurance fee of \$50.00 at the time of registration and payable to SBU by tuition due time.

Payment of the malpractice insurance premium must be made on a timely manner and with evidence that the list mentioned above is current and in force. For malpractice insurance coverage purpose only, a quarter ends the day before the next quarter begins.

## **Acupuncture Treatment at the University's Facilities**

For the safety of the patients and to maintain professionalism, no acupuncture treatments can be rendered to a patient or an individual outside of the University's Clinics. All acupuncture treatments rendered to patients must be supervised by licensed Clinic Supervisors with the patients having clinical files established by the front desk personnel of the clinics.

Interns are not allowed to treat students, other interns, friends or relatives without following the proper clinical procedures established above and also found in the SBU Clinic Intern Manual. Any student/intern found to violate this regulation will be disciplined as being in violation of Regulation 6510.01 R - RULE OF CONDUCT.

## **Purchase or Sale of Products in Clinics**

SBU staff, faculty, clinic supervisors, students, including interns are not permitted to conduct personal business of any products, such as supplements, vitamins, herbs or medical tools/instruments in SBU clinic facilities and campus. For a sale to be permitted, it must be done through the front desk of the clinic(s) or through the SBU bookstore with proper transaction receipt(s). Any sales outside the University's grounds cannot be marketed as endorsed or approved by South Baylo University, or any of its employees. Violation of this regulation may lead to probation and/or dismissal from the University.

# INTERNATIONAL STUDENTS

International Students are informed to keep up with immigration regulations and procedures. International Student must keep regular contact with the International Student Advisor. Maintaining legal status is the student's responsibility. By signing the I-20 form, student have read and understand all of the rules and regulations of 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 in US and traveling. 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 a return to your country.

When you are in the U.S, you must make sure that your passport remains valid 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 and your visa, 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 1year 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. If you change majors while you are enrolled, you must get a new I-20 to reflect this change. 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 12 credits for the master’s degree program and 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 at school and mail an AR11 form to USCIS.

## **Annual Vacation**

Annual Vacation can be requested each year after completing 3 consecutive quarters of “Full Course of Study”. Student 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 Foreign 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 are out of 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

Program Student Advisor (Anaheim Campus): Henry Choi, 714-533-1495 Ext. 228

Program Student Advisor (Los Angeles Campus): Chanhwi(Alex) Jung, 213-738-0712

## 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 ,7143-533-1495 Ext. 243

## International Student Advisor

International Student Advisor (Anaheim Campus): Sumeeta Rai, 714-533-1495 Ext. 230

## 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): 714-533-1495 Ext. 240, First Floor

(Los Angeles Campus): 213-738-0712, Second Floor

Visit our online library at [www.southbaylo.edu](http://www.southbaylo.edu)

## Health Services/SBU AOM Clinic

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

Los Angeles Campus: 213-738-1974 First Floor

## 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





