



## ADMISSIONS INFORMATION



### Admission Policies

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, South Baylo University admits all qualified applicants regardless of age, sexual preference, religion, national origin, race, creed, marital status, disability, or ethnic origin. All applicants must submit complete, official academic transcripts, or records of all previous education at higher educational institution(s) attended. Failure to comply may result in admission being denied, may delay enrollment at the University or may create a loss of academic credit. The University recruits and admits domestic and international students who have demonstrated the potential to complete SBU's academic programs successfully. Motivation and interest to succeed are considered in addition to the applicants' academic qualifications.

### Admissions Requirements

To be admitted to the University as a student in Master of Science in Acupuncture and Oriental Medicine degree program, an applicant must present the following qualifications:

1. A candidate for admission must have completed two (2) years of college education (90 quarter units/60 semester units) at the Baccalaureate level, or the equivalent, from an institution accredited by an agency recognized by the U.S. Department of Education. The minimum entrance requirements in general education for applicants without a degree are outlined as follows.
2. General Education Requirements

Categories	Minimum Units
Communications	8
Humanities	8
Social and Behavioral Sciences	8
Mathematics- At least one course College Algebra or higher.	4
Interdisciplinary or Electives	14
<b>Total</b>	<b>42</b>

College courses with a "D" grade cannot be counted toward the 90-quarter or 60 semester units needed to enroll at the University, but will be counted in the cumulative GPA calculation to determine admission eligibility to the University. General education courses must have been earned at an accredited institution and approved as a degree-granting Postsecondary educational institution or the equivalent, prior to enrollment at SBU.





If an applicant has successfully completed 90 quarter (or 60 semester) units of college work, but was found to be deficient in the General Education (GE) requirement mentioned above, he/she may enroll at the University under the condition that he/she will complete the GE requirement within six (6) quarters from the enrollment date. The University offers 30-quarter units in general science (Anatomy, Physiology, Physics, Biology, etc.), which may be used to satisfy the science requirement in GE. All applicants must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher (based on official transcripts submitted for evaluation) to enroll. However, the Admissions Office will give preferential admission to prospective students with a CGPA of 2.5 or higher on a scale of 4.0.

3. If the prerequisite educational requirements were earned at a recognized, and approved foreign institution the prospective student's official transcripts must be evaluated by a credential evaluation agency which is a member of the National Association of Credential Evaluation Services (NACES). A copy of the evaluation must be forwarded directly from the credit evaluation agency to the SBU Admissions Office for admission determination.
4. Each prospective foreign student must demonstrate Language Proficiency evidenced by a minimum score of 500 PBT; 173 CBT; 61 iBT or passing an EPAT (English Proficiency Aptitude Test) for English Language Program. Students enrolled in the Korean or Chinese Language program must also demonstrate English language proficiency evidenced by a minimum score of 450 PBT; 133 CBT; 45 iBT and a mean score on the TSE prior to entering Clinic Internship.
5. The prospective student should show evidence of maturity and understanding of the roles and responsibilities of a primary healthcare professional.

## **Admissions Procedures**

For admission to South Baylo University, applicants must meet the admission requirements that were listed in the "Admission Requirements" section above. The procedural items are required to be completed so that an admissions decision can be rendered. Please submit:

1. A properly completed SBU Application Form with a non-refundable \$100 Application fee.
2. Official transcripts from all colleges attended sent directly to the Admissions Office at South Baylo University (1126 N. Brookhurst St Anaheim, CA 92801).
3. Two letters of recommendation.
4. Proof of meeting the TOEFL and TSE requirements, if applicable.
5. An interview with the Director of Admissions or staff. If the applicant lives outside of California or outside the United States, a phone interview or an interview conducted by an alumnus may be substituted.

All applications and supporting documents submitted to and received by the University shall become its property.





## **International Students Admissions**

For Admission to SBU, all international students must:

1. Submit evidence of possessing financial resources to complete the academic program including mandatory bank balance statements.
2. Comply with laws, rules, and regulations of the U.S. Citizenship and Immigration Services (CIS).
3. Have academic transcripts evaluated by a recognized Credential Evaluation Agency with the original evaluation provided to the University.
4. Demonstrate English Language proficiency through submission of the official report of the TOEFL and the TSE.

If an applicant of foreign nationality is accepted to the Master's Degree program offered by the University, an I-20 will be issued to assist the student in obtaining an F-1 student visa. No fee is charged for issuing the I-20 for the first time. It is the student's obligation to immediately inform the University of his/her address changes since the University must be able to contact the student at any time; otherwise, the enrollment of the student will be suspended (as required by Federal law).

## **English Language Requirements**

Foreign students who are from non-English speaking countries are required to provide evidence of a TOEFL exam with a minimum score of 61 on the iBT; 173 on the CBT; 500 on the PBT prior to matriculation into the English language program.

For foreign students enrolling in the Chinese or Korean Language Programs, a minimum score of 45 iBT; 133 CPT; 450 PBP and mean score on the TSE score will be required prior to entering the Observation Phase of Clinical Internship.

For students who have completed two years (60 semester or 90 quarter credits) of baccalaureate level education in an institution accredited by an agency recognized by the US Department of Education or an equivalent educational institution in another country that teaches in the English language, the English proficiency requirement may be waived.

## **Note to All Prospective Students**

After processing your completed application, the Admissions Office will inform you of its decision. Several of the steps outlined above require a lot of time to accomplish. It is wise to start the admissions process well in advance of the term for which you are applying. To have the opportunity for admission and to apply for financial aid, your application file should be completed four weeks before the start of classes. After this time, students may be admitted only as time and space permit.

Any questions about application dates or any other part of the admission process should be directed to:

**South Baylo University Office of Admissions**

1126 N. Brookhurst St., Anaheim, CA 92801

Tel: (714) 533-1495 Fax: (714) 533-6040 E-mail: [admissions@southbaylo.edu](mailto:admissions@southbaylo.edu)





## **Conditional Admissions**

At the discretion of South Baylo University, a student may be admitted with “Conditional Admission” status when they have declared in writing and demonstrated that they are admissible but have not yet provided all of the necessary documentation. Such students will have only one quarter to provide the missing documentation. Upon receipt and review of the missing documentation, if that documentation does not meet admission requirements, they must withdraw their application for the program. They may reapply for admission once the necessary requirements have been satisfied.

## **Transfer of Credit Policy**

### **• Transfer Students**

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admissions procedures. (as mentioned above.) Upon admission, academic credits earned at other institutions will be assessed by the Academic office and transfer credit will be granted based on course content and instructional hours equivalency to courses offered at SBU.

Full (Evaluation and 100%) acceptance of Acupuncture and Oriental Medicine transfer credit will only be offered for courses taken at institutions approved by the California Acupuncture Board and accredited by ACAOM. Other courses accepted for transfer credit must be from institutions with regional or professional accreditation. These courses must be similar to SBU courses in course content and hours of instruction. Credit cannot be given for courses with a grade lower than “C”. Students may take challenge/placement exams for course credit when it is appropriate. An administrative fee of 50% of the course tuition fee is charged for each challenge/placement exam.

### **• Evaluation of Transfer Credits**

Evaluation of Transfer Credits (TC) shall be made by the Academic Office upon receipt of the following:

1. Official transcripts from the transferee’s previous colleges or universities;
2. Completed the Transfer Credit Evaluation Request Form.

Any credit which is used to meet the admissions requirements shall not be used again for credit toward the AOM program of the University.

Transfer credits for AOM courses from a nationally accredited AOM university/college that is approved by the California Acupuncture Board can be fully accepted if equivalent to the University’s courses. Equivalency and comparability of Transfer Credits (TC) is based on the nature, contents, quality, level, and units/hours in the course-by-course evaluation process. Credit may be granted to an applicant who has taken professional work in an accredited Medical, Dental, Osteopathic, Chiropractic, or an AOM university/college for Western Medicine courses for example.





Credits earned by students from foreign universities/colleges must be evaluated by a Credential Evaluation organization, such as WES and IERF prior to their award. Students from foreign universities/colleges will be required to take and pass (grade of 70% or above) challenge / placement exam(s) in order to receive transfer credits. An administrative fee of 50% of the course tuition fee is required for each challenge/placement exam. No transfer credit shall be allowed for courses with a grade below “C” (on a 4.0 scale). AOM courses taken from a foreign university/college that is not approved by the California Acupuncture Board will only be accepted to the 50% maximum.

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course at the University with a condition that the student is required to attend classes and perform additional academic work to fulfill the one (1) outstanding or missing unit as well as to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement.

Upon completion, the faculty shall record a pass (P) or fail (F) grade of the student’s work on the form and submit it to the Registrar no later than the Add/ Drop deadline of the following quarter. The registrar shall place “TC” for the appropriate course on the student’s transcript only upon receiving a pass grade for this one (1) unit requirement.

No more than one (1) outstanding or missing unit can be granted for each group of subjects (Anatomy & Physiology, Pathology, Clinical Sciences, Herbology, Acupuncture, Herbal Prescriptions, etc.). When dealing with two (2) missing units within the same group of subjects, the student may be required to take a course of that same group of subjects at the University and to pay only half tuition for that course. This will safeguard the student’s knowledge in that course. An evaluation form for this requirement shall be filled out by the student and approved by the appropriate Program Student Advisor or Academic Dean.

The Registrar will inform students of any award of transfer credits in writing. The Registrar will also maintain records of transfer credits granted in individual student’s transcript and academic file.

Transfer credit evaluation shall be completed within the quarter that the official transcript and TC evaluation request form were received.

Transferring students must comply with 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 to be used in the determination of time limitations for graduation.

A forty-five (45) quarter unit minimum residency at SBU is required of each transferring student. The initial transfer credit evaluation granted at the time of admission to the AOM program is free of charge. However, succeeding TC evaluations by the Academic Office will require a \$50 processing fee.



**• Transfer Units to Qualify for SBU Quarter System**

In determining the time limitation to complete the degree program, all transfer credit for previous work as granted by the Academic Office of the University shall be used.

Fifteen (15) quarter units constitute one quarter for use in the determination of time limitation. Students will transfer a normal academic year consisting of approximately 45 quarter or 30 semester units.

**Admission to Advanced Standing**

Credits for basic science subjects on a professional level shall be given upon a course-by-course evaluation, only courses closely approximating in content and hours to the similar courses offered by the University will be accepted.

Professional level is defined as an accredited Chiropractic, Dental, Medical, Osteopathic, or Traditional Chinese Medicine College. No candidate for admission to advanced standing placement will be accepted if dishonorably dismissed from such a school.

In accepting credits from other institutions, the Academic Dean shall ascertain that said credits are not being applied towards both admission pre-requisites and Oriental Medicine program requirements.

Candidates must file with the Admission Department the same documents as required for an enrolling student, certified transcripts of work completed, along with a letter of honorable dismissal or withdrawal from the college the student previously attended. No credit for courses with a grade below “C” (2.0 on a 4.0 scale) may be transferred.

**Readmission**

A student not maintaining continuous attendance at SBU is required to apply in writing to the Academic Dean for readmission. Transcripts of interim academic work must be submitted before readmission will be approved. If the lapse in attendance has exceeded one year, the returning student must fulfill the entrance requirements applicable to the class the student seeks to enter, and be evaluated by the Academic Dean.

The student must also meet the current admission and academic requirements. Students who were dismissed for academic or disciplinary reasons must be approved by the Academic Dean before re-entering SBU.

Re-entry students will not be given a specific graduation date. Graduation will depend on successful completion of all requirements of the University’s academic program(s).





## **Admissions for Non-Degree Seeking (NDS) Applicants**

The University will consider applicants who are not seeking a degree, but who require course work to meet an educational objective other than the University's degree. These include students participating in the California Acupuncture Board approved tutorial programs, licensed acupuncturists, medical doctors, and other health professionals. Admissions for these students must be approved through the usual process described in the Admissions procedures above.

At registration, priority is given to degree-seeking applicants and placement of NDS students will be granted only on a space-available basis. NDS students do not receive a degree from South Baylo University, but do receive an official transcript showing coursework that has been successfully completed. NDS students may take up to 60% of the Master's degree program. They may also elect to become fulltime, degree-seeking students.

In this case, coursework successfully completed at South Baylo University will be applied toward the degree. NDS students are not eligible for Federal Financial Aid.

