



## STUDENT RIGHTS AND RESPONSIBILITIES



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

### **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 he/she 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 their duties are confidential.

### **Right to Appeal**

With the intent of assuring fairness and objectivity, the University has created and implemented procedures for appeals by students.

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness." 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 address, e-mail address, phone number, grades, financial information, and attendance dates. 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 his/her academic file. A student interested in reviewing his/her file must submit a request in writing to the Registrar. A student also has the right to submit written requests for amendments to his/her academic record.

### **• 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 his/her file to be used as reference checks 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(s). 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, admissions 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 shall be retained permanently by the University.

### **• 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  
(202) 260-3887





## Disabilities Policy

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

*See regulations on Reasonable Accommodations for Disabled Students in the Student Manual.*

## 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 he/she believes is unfavorable.

## Student Grievance Procedure

Students who feel aggrieved with the University, its policies, its practices and procedures, or its faculty and staff may submit grievances in writing to the Academic Dean, who will act upon it, or direct it to the President for action which may result in an investigatory hearing and appropriate action. In any event, a response will be sent as quickly as possible. Due process will be an integral part of all dispute resolutions. *See Regulations on Student Complaint & Formal Grievance Procedures in the Student Manual.* Any questions or problem which have not been satisfactorily answered or resolved by the University may be directed to the:

**Bureau for Private Postsecondary and Vocational Education,  
Mailing Address:**

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

Or may also be addressed to:

**Accreditation Commission for Acupuncture and Oriental Medicine  
(ACAOM)**

Maryland Trade Center 3  
7501 Greenway Center Drive, Suite 760  
Greenbelt, Maryland 20770 -Telephone (301) 313-0855 – Fax (310) 313-0912



## **Sexual Harassment Policy**

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 a term or condition of a person's status in a program, academic decision, employment, or admission.
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.

## **Code of 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 Executive Council or may take other 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 prohibit unlawful possession of or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is **STRICTLY PROHIBITED**.



## **University Catalog**

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she 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 and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog.

## **Classroom Conduct**

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, 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 standards of academic performance established for each course in which he or she 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, abstain from the consumption/use 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 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 can seek confidential counseling from the Director of Student and Alumni Services 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, outside areas 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.



### **Library**

South Baylo University provides three libraries for student and faculty use. The University Library in Anaheim, the University Library in Los Angeles, and the University Research Library serve the university community for scholarly study and research endeavors. The library facilities offer reading rooms, individual study carrels, and student conference rooms. Total book volumes number approximately 12,000, and the current reference collection comprises over 11,000 journals, periodicals, and magazines. Reflecting the curricula of the University, Chinese, Korean, and English language instructional holdings have been acquired to reinforce and support such specialized programs.

Instructional materials including videotapes, CD ROM, slides, and various models or artifacts are utilized in the libraries. These types of learning materials are not available for student circulation; however, faculty members may check out such holdings along with slide projectors, LCD projectors, TV monitors, and VCR equipment for classroom presentations and usage. A TV monitor is located at the Anaheim library for students to view videotapes and other software appropriate to classroom assignments or in support of individual learning projects. Various anatomical models are held in the libraries, but other such holdings have been remanded directly to the classrooms for optimum usage. Other specimens relevant to the study of the healing arts are maintained. Computer access is available in all libraries in addition to other locations on the University campus.

The University's Libraries are basically open at least six days a week, and are under the supervision of a professional library director. At times, a graduate level and academically trained deputy director or library coordinator supervises the libraries with the assistance of the University graduate staff.

Service is the main purpose of the SBU libraries as every effort is being expended to enhance learning and instruction in the professional programs leading to licensure as primary health care providers. With the emerging advanced programs for the acupuncture profession, libraries must accommodate those studying for a first professional degree in the healing arts with research and basic science materials. Also, the requirements related to the graduate practitioner must be addressed with an emphasis toward clinical investigation. It is the intent of the professional librarians and the library staff to make the library a place conducive to productive study with the cooperation of all involved. With student and faculty support, extraordinary progress is now evident. The future holds much promise for the evolution and development of a library program in which the training of healing arts professionals will place them on a level of parity with other primary health care providers.





## **Student Advising**

### **• Academic Advising**

Academic Advising is provided to students by the Academic Dean, Department Chairs 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 Exams preparation and eligibility, planning for remedial activities for successful academic progression, and related academic matters.

### **• Clinic Internship Enrollment Advising**

Clinic internship enrollment advising is provided by the Clinic Director or Associate Clinic Director 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.

At times, faculty, department chairs, and administrators conduct informal counseling (i.e., time management, job conflict, and study time schedule, etc.) with students for successful and timely completion of the 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 Director of Student & Alumni Services for housing information, schedule for public transportation, application for personal banking, etc. Professional meetings with SBU alumni OM practitioners for currently enrolled students can also be arranged by this office. The Director also supervises the Quarterly Student Day Events, a luncheon gathering of students and administrative staff for improved communication.

### **• Admission Advising**

Admission Advising is provided by the Director of Admissions for successful completion of admission course prerequisites or for transfer of general education courses, if any. The Admissions Office staff also advises prospective students in securing the needed documents to complete the admission process.



**• International Student Advising**

International Student Advising is provided by the International Student Advisor so that an I-20 can be issued to a student to obtain an F-1 student visa. The Advisor routinely processes required annual ICE reports to certify satisfactory completion of foreign students in the program.

**• Personal Advising**

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

**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 key members of the SBU community.

**Career Placement**

Known vacancies in the field are posted on the bulletin boards around campus and/or published on our website. As the field of Oriental Medicine expands, opportunities for newly licensed acupuncturists to join existing practices are increasing. Often acupuncturists join with other holistically oriented practitioners to form multicare clinics. The acceptance of acupuncture treatments by many insurance providers has opened the field even more. However, due to the individual nature of the practice of Oriental Medicine, the University does not make any guarantees of employment.

**Tutorial Services**

Tutoring and/or academic advising of students is an integral part of academic life and is 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. All tutoring functions will be coordinated by the Office of Student Service and Academic Dean's Office and provided to requesting students at no charge to them.

**Housing Services**

There is no on-campus housing at South Baylo University. A housing announcement board is maintained in the student lounge. It lists individuals looking for housing, seeking roommates, and wanting to rent rooms in homes in close proximity to the campus. A housing guide is also available at the Office of Student & Alumni Services to assist students





in finding suitable off-campus housing. The guide contains apartment listings, prices, roommate considerations, community services and facts about rental and lease agreements plus other helpful housing information.

## **Disability Services**

The University is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are managed by the Academic Dean and are tailored to meet the needs of each individual student. Individuals wishing assistance should contact the Office of Academic Dean or the Office of Student & Alumni Services. It is recommended that new students with special needs contact the office early in their first term to arrange for support services. (Please see 6078.00 R in SBU Policy and Regulation Manual available at the Library for more information.)

## **SBU Policy and Regulation Manual**

All policies, rules, regulations, and updates are published in the SBU Policy and Regulation Manual; a copy is kept in the Libraries. Faculty, administrators, staff and students must comply with the policies and regulations at all times.

## **Student Body Associations**

The University enrolls students in three (3) language programs (English, Chinese and Korean). Students from each language program come together during a quarterly event called “Student Day”. These gatherings, with lunch hosted by the Associated Student Body and the University, are well attended by students from all three language programs. Announcements, recent news, and academic achievement awards are presented during this event.

## **Licensure**

### **• California Licensure**

In California, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner, able to practice independently to encompass acupuncture, herbal medicine, nutrition, oriental massage, acupressure, and breathing techniques within the scope of practice. Licensure is regulated by the California Acupuncture Board (CAB), 444 N. 3rd Street, Suite 260, Sacramento, CA 95814, (916) 445-3021.

Every student preparing to sit for the licensing examination is cautioned to contact the CAB even before initial enrollment for specific information about licensure requirements. Since licensure requirements may change, students are advised to annually request current licensure information. The University may not always be knowledgeable of changes in





requirements, or how specific changes may affect individual students.

The University will recommend courses to be taken and procedures to be followed based on the best information it can obtain from the CAB.

Recent CAB licensing examinations were given in English, Mandarin, and Korean. Specific information about future examinations should be obtained directly from the CAB. Additional information is available from <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 work towards recognition by the licensing agencies of other countries. 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 his / her peers 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 their 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, [info@nccaom.org](mailto:info@nccaom.org)

## **Bookstore**

The campus bookstore is independently operated in conjunction with the University. Textbooks and other academic resources, student supplies, limited food items, logo apparel and gifts are available.

## **Computer Laboratory**

The University maintains a large computer lab for student and faculty use to access the Internet and for word processing. The lab has twenty desktop computers networked to dedicated servers. A variety of software in the areas of word processing, spreadsheet, database, statistics, mathematics, herbology, and management are available. In addition, students have access to healthcare databases such as Medline, NLM, and on-line journals





in CAM that provide the bases for evidenced - based clinical decision making. SBU is a wireless Internet enabled facility. The Wireless System supports standard types of Wi-Fi™ devices. Students using lap tops, PDAs (Personal Digital Assistant), or any other mobile devices will be required to purchase a wireless network adapter for internet connection from anywhere in the University.

## **Parking**

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

## **Refusal of Service**

The University may refuse any type of service to 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.

## **New Policies and Procedures of BPPVE**

South Baylo University makes every effort to inform its students of changes in policy and procedures that have been promulgated by the Bureau of Private Post-secondary and Vocational Education (BPPVE). In instances where policies and procedures have been implemented prior to the publication of a new SBU Catalog, the University will bring Policies or Procedures to the attention of students in the following ways:

1. Posting on bulletin boards of the University, classrooms, student lounges, and study rooms.
2. Flyers with the necessary information will be available in the Administration Office.
3. Instructors will announce the new changes to students in classes, if necessary.
4. The University's Quarterly Newsletter "On the Point".
5. The University's website.

