



SOUTH BAYLO UNIVERSITY

Doctor of Acupuncture and Oriental Medicine

2017 - 2018 Academic Catalog

<http://southbaylo.edu>

SOUTH BAYLO UNIVERSITY



**Doctor of Acupuncture and
Oriental Medicine**

**ACADEMIC CATALOG
2017 - 2018**



Chairman's Message



During the 60's, major paradigm shifts in science took place. In the old paradigm, "the whole is the sum of its parts." Thus, the whole could be understood from the properties of the parts. In the new paradigm, the properties of the parts can be understood only from the dynamics of the whole. What we call a part is merely a pattern in an inseparable web of relationships.

The primary motive of founding SBU was to introduce age-old medicine of Asia that was perfectly in accord with the new paradigm of science. In the process of creating a new medical profession based on the new scientific paradigm, SBU emphasizes on reviewing one's own value system to judge if it contributes to peace: peace of all kinds.

David Park, Ph.D.
Chairman
Board of Trustees, South Baylo University

Value
Peace
Professionalism

MESSAGE FROM THE PRESIDENT

Welcome to South Baylo University! This is one of the oldest institutions, where you can experience the excitement of learning and the attainment of a quality education in Acupuncture, Herbology, and Oriental Medicine.

As a leader in Acupuncture and Oriental Medicine education, SBU pursues its Mission by providing excellence in teaching in a student-centered environment. SBU's commitment to improving patient healthcare and education means that our students benefit from the latest diagnostic and treatment techniques that are integrated into the SBU healthcare approach. Our faculty, students, and staff work together to advance knowledge in the both Eastern and Western sciences to improve quality of education.

As one of the finest and largest Acupuncture and Oriental Medicine schools in the nation, SBU strives to offer you a challenging AOM primary healthcare professional program in three languages (Chinese, English, and Korean).

Through its Research Center, SBU attempts to discover knowledge about more effective therapeutic methods and the scientific foundations of Acupuncture and Oriental Medicine. SBU supports faculty and students in their research endeavors, and ensures the integrity of its research by strict adherence to the highest ethical standards.

I sincerely hope you sense in this publication the essence of South Baylo University being a progressive University of Acupuncture and Oriental Medicine where experienced and caring faculty and staff are dedicated to teaching, student learning, and achievement.

Jason Shin
President



ABOUT THIS CATALOG

The South Baylo University (SBU) Academic Catalog 2017-2018 is published to assist students in making decisions regarding academic goals in Oriental Medicine and Holistic Health. It serves as an announcement of current SBU policies and procedures. SBU reserves the right to modify and properly exercise its educational responsibility. Every effort is made to ensure that the course information, applicable policies, and other materials presented in the South Baylo University Catalog are accurate and current. The appropriate instructional departments or administrative offices will be consulted for updates, including catalog supplements. In the event a correction or update is warranted, a catalog addendum will be published electronically and will be available for download.

This catalog is for Anaheim Main Campus and Los Angeles Campus in California.

Information regarding South Baylo University, including accreditation, academic programs, faculty, tuition, and other costs, is available in the catalog. A paper copy of South Baylo University Catalog may be obtained by writing the South Baylo University Admissions Office 1126 North Brookhurst Street, Anaheim, CA 92801 or by calling (714) 533-1495. This catalog can be access online at www.southbaylo.edu.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (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.

South Baylo University publishes a new catalog annually. This catalog is effective July 1, 2017 through June 30, 2018.

CATALOG OF RECORDS

Student graduation requirements are stated in the Catalog of Record in effect at the time of enrollment. The program of study must reflect the total number of units required in the catalog under which the student petitions to graduate. The best balance of required courses is recommended by academic advisors to formulate an acceptable program within the established total unit guidelines.

CUSTODIAN OF RECORDS

The University maintains student records in accordance with the California Bureau of Private Postsecondary Education (BPPE) guidelines. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts which are stored in locked, fire-proof locked cabinets. Academic records are kept for an indefinite period of time; all other files may be purged after five (5) years.

2017 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	6	7	1	2	3	4			1	2	3	4									1		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	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	3	4	5	6					1	2	3							1							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	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	1	2	3	4	5	6	7					1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	24	25	26	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 3
 JANUARY 15
 FEB. 6 - MARCH 6
 FEB. 20 (PRESIDENT'S DAY)
 MARCH 7 - 13
 MARCH 14 - APRIL 2

SPRING QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR SUMMER QUARTER
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SPRING QUARTER BREAK

APRIL 5
 APRIL 16
 MAY 8 - JUNE 5
 MAY 29 (MEMORIAL DAY)
 JUNE 5 - 11
 JUNE 12 - JULY 4

SUMMER QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR FALL QUARTER
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SUMMER QUARTER BREAK

JULY 5
 JULY 12
 AUG. 7 - SEPT. 3
 SEPT. 4 (LABOR DAY)
 SEPT. 6 - 12
 SEPT. 11 - OCT. 1

FALL QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR WINTER QUARTER
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 FALL QUARTER BREAK
 UNIVERSITY CLOSED

OCTOBER 2
 OCTOBER 11
 NOV. 6 - DEC. 4
 NOV. 23 & 24 (THANKSGIVING HOLIDAY)
 DECEMBER 4 - 10
 DEC. 11 - JAN. 1, 2018
 DEC. 25, JAN. 1, 2017

This Academic Catalog contains academic programs and services, and those policies, procedures, and regulations of the University. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein. SBU Academic Catalog is published annually. This publication is effective as of July 1, 2017 through June 30, 2018

2018 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	6				1	2	3				1	2	3	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	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	3	4					1	2	1	2	3	4	5	6	7				1	2	3	4	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

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

SPRING QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR SUMMER QUARTER
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SPRING QUARTER BREAK

APRIL 2
 APRIL 11
 MAY 7 - JUNE 4
 MAY 28: MEMORIAL DAY
 JUNE 4 - 10
 JUNE 11 - JULY 1

SUMMER QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR FALL QUARTER
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 SUMMER QUARTER BREAK

JULY 2
 JULY 11
 AUGUST 6 - SEPTEMBER 2
 JULY 4: INDEPENDENCE DAY
 SEPTEMBER 3: LABOR DAY
 SEPTEMBER 4 - 10
 SEPTEMBER 11 - 30

FALL QUARTER

CLASSES BEGIN
 LAST DAY TO ADD & DROP
 REGISTRATION FOR WINTER QUARTER
 ACADEMIC HOLIDAY
 FINAL EXAMS WEEK
 FALL QUARTER BREAK
 UNIVERSITY CLOSED

OCTOBER 1
 OCTOBER 10
 NOVEMBER 5 - DECEMBER 3
 NOV. 22 & 23: THANKSGIVING HOLIDAY
 DECEMBER 3 - 9
 DECEMBER 10 - JANUARY 1, 2019
 DECEMBER 24, 25, 31 & JANUARY 1, 2019

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GENERAL INFORMATION

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 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 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 Mission Statement

The Mission of South Baylo University 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 Values

The Values of South Baylo University 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 Purpose

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

Educational Objectives

In order to fulfill its mission, South Baylo University 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.

Educational Programs

South Baylo University (SBU) offers the Doctor of Acupuncture and Oriental Medicine (DAOM), Master of Science in Acupuncture and Oriental Medicine (MSAOM), and Acupressure-Tuina Massage(ATM), at the Anaheim main campus located at 1126 N. Brookhurst St., Anaheim, CA 92801 and the Los Angeles campus located at 2727 W. 6th St., Los Angeles, CA 90057.

The University encourages students and faculty to excel academically in a nurturing and supportive environment.

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. South Baylo University offers programs leading to the Doctor of Acupuncture and Oriental Medicine, Master of Science in Acupuncture and Oriental Medicine, and Acupressure-Tuina Massage.

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 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.

Acupressure-Tuina certificate program is an unaccredited program. The Federal Financial Aid program is not eligible for students enrolled in an unaccredited program.

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). The Federal Financial Aid program is not eligible for students enrolled in an unaccredited program.

USCIS / SEVIS Approval

The University is authorized by the U.S. Immigration and Naturalization Service to process Form I-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.

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
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

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.

Board of Trustees

South Baylo University was incorporated as a 501 (c) (3) non-profit, public-benefit corporation under the laws of State of California in May of 1980.

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

Current board members are listed on page 55 of this catalog.

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.

Location and Environment

The main campus of South Baylo University is located in North Anaheim, Orange County, California. Orange County is well known for its world class recreational areas, including Disneyland, Knott's Berry Farm, home of Los Angeles Angels of Anaheim baseball and Anaheim Ducks hockey teams, and is renowned

for its access to many beaches and museums (Getty, MOCA as examples) located in the local Orange and Los Angeles County areas, less than twenty miles away. The weather is predominantly mild and sunny year round which is conducive to continuous outdoor activities. Students can capitalize on the Southern California experience by studying at either the Anaheim campus or the Los Angeles campus. The area provides access to several eminent universities and colleges.

Main Campus: 1126 N. Brookhurst Street, Anaheim, CA 92801

Tel: (714) 533-1495 Fax: (714) 533-6040

Los Angeles Campus: 2727 W. 6th Street, Los Angeles, CA 90057

Tel: (213)738-0712 Fax: (213) 480-1332

School Website: www.southbaylo.edu Email Address: info@southbaylo.edu

Campus Facilities

The Anaheim Main Campus is housed in a modern three-story 36,000 square foot professional building. The building includes nine classrooms, library, medical clinic, intern lounge, cafeteria with book store, computer laboratory, anatomy laboratory, faculty and student lounge, and administrative offices. The adjacent parking area accommodates approximately 200 vehicles.

The Los Angeles Campus is located in a 38,000 square foot, two-story building. The site has eight classrooms, one auditorium, library, computer laboratory, student and faculty lounge, cafeteria, bookstore, intern lounge, and medical clinic. The parking space accommodates 80 vehicles.

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.

Statement of Academic Freedom

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

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.

Faculty Role in Academic Governance

Faculty members play an important role in all areas of University activities, especially in the areas of program and curriculum development, student advising, and research functions.

Faculty members are elected or volunteer to serve in various committees to assist in the development and improvement in areas such as academic, operational, personnel, student services, research, library and institutional resources and planning.

The Program Advisory Committee, consisting of outside professionals and content experts related to the programs offered in the campus, are tasked with providing current trends and practices in the field to align the job market demands with curriculum. In the meantime, faculty members likewise provide their comments and suggestions on the program alignment standards as presented by the committee.

The Academic Council deliberates on academic programs and policies to enhance the quality of the programs offered in the campus. Faculty members actively participate in the deliberation process. The Academic Dean and Program Directors shall work closely with the faculty members and receive their inputs in order to maintain a balanced academic environment in the school.

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 web site.

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

Applicants to the Doctor of Acupuncture and Oriental Medicine (DAOM) degree program must meet the following requirements:

1. Applicants must hold a Master's degree or equivalent in Acupuncture and Oriental Medicine from an ACAOM accredited institution, or its equivalent.
2. All pre-admission courses must be completed with no less than a 2.5 cumulative grade point average on a 4.0 scale.
3. International students must have course work that has been verified by an educational evaluation service for equivalency to the SBU Master's degree Program. If prerequisite educational requirements were earned at a recognized and approved foreign educational institution, applicant's official transcript must be evaluated by an agency which is a member of the National Association of Credential Evaluation Services (NACES).
4. Each applicant must demonstrate English language proficiency as stated in the English Language Requirements.
5. Applicants without acupuncture licensure require an approval of the Academic Dean and Doctoral Program Director. However, an applicant should hold a license in Acupuncture and Oriental Medicine prior to the beginning of clerkship training.
6. An applicant must demonstrate suitability for graduate degree program of acupuncture and Oriental medicine

Admissions Procedures

An applicant to the Doctor of Acupuncture and Oriental Medicine (DAOM) must observe the following procedures:

1. Submit a completed Application Form with a non-refundable \$100 application fee.
2. Send official transcripts from all colleges or universities attended directly to the Admissions Office at South Baylo University.
3. Submit two (2) letters of recommendation.
4. Submit a resume that includes educational background, professional and work experience, research and publications, and any additional appropriate information.
5. Submit a personal essay.
6. Submit proof of English language proficiency as stated in the English Language Requirements.

All applications and supporting documents submitted and received shall become the property of the University

Admission Evaluation

Applicants will participate in an interview with the Director of Admissions or staff or other official of the University. However, if the applicant lives outside California or outside the United States, a phone interview or an interview conducted by an alumnus may be substituted.

Admissions Committee reviews each applicant's file including academic records, CA Board licensure / NCCAOM Board certification, personal essay, and resume. The application will be reviewed and decided for admission on an individual basis, and the student may be asked to provide additional evidence of academic and professional proficiency.

Once accepted into the program, the student must sign the enrollment agreement and schedule a time for registration, at which time an academic advisor will provide academic information and discuss the plan of study.

English Language Requirements

Foreign students who are from non-English speaking countries are required to provide a minimum score of 61 on internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam prior to matriculation into the English language program.

Foreign students enrolling in the Chinese or Korean Language Programs are required to provide a minimum score of 45 on TOEFL iBT which also requires a minimum speaking exam score of 18 and a minimum listening exam score of 15 prior to entering the clerkship training.

The English proficiency requirements may be waived if an applicant satisfies one of the followings:

- Speaks English as his/her official or native language.
- Completed 90 quarter or 60 semester units 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.

Transfer of Credit Policy

Transfer Students

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admissions procedures. Upon admission, academic credits earned at other educational institutions will be 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.

Transfer credit for courses with a grade of 'B' or better completed at the accredited doctoral level program or through the challenge examination may be given to students enrolled in the Doctoral degree program. The unaccredited course work deemed equivalent to the SBU doctoral degree program may be challenged by examination for transfer credit with approval of Doctoral Program Director.

Evaluation of Transfer Credits

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

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

Transfer credits for AOM courses from nationally accredited AOM educational institutions which are 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, content, quality, level, and units/hours in the course-by-course evaluation process.

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

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

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

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

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

Transfer Units to Qualify for SBU Quarter System

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at South Baylo University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Doctor of Acupuncture and Oriental Medicine Program is also at the discretion of the institution to which you may seek to transfer.

If the credits or degree that you earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending South Baylo University to determine if your credits or degree will transfer.

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 University has the authority to grant or deny a request for readmission at its discretion.

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

Students who are placed on Academic Warning or Academic Probation at the time of their withdrawal 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.

Note to All Prospective Students

After processing the completed application, the Admissions Office will inform the prospective applicant of the decision. It is wise to start the admissions process well in advance before the applying quarter. To apply for admissions the application file should be completed four weeks prior to the start of the quarter. After this time, the applicant may be admitted only as time and space permit.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. The catalog may be obtained at the admissions office or can be accessed through the University website (www.southbaylo.edu/catalog.htm).

You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

FINANCIAL INFORMATION

Tuition and Fees

Doctor of Acupuncture and Oriental Medicine Program

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

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

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

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

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

Payment Policies

After registration and payment of the registration fee, students must pay 50% of the quarterly tuition and fees prior to the beginning of the term. The remaining 50% of the quarterly tuition and fees must be paid during the grace period ending on Wednesday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the remaining 50% of quarterly tuition and fees is subject to additional charges.

These payment policies will not be applicable to students who receive funds through federal and state student financial aid grant and loans programs, or through any other federal or state programs.

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 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 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 <http://www.southbaylo.edu/consumer>

Student's Right to Cancel

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

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

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

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

Refund Policy

The student has the right to withdraw from a course of instruction at any time after the cancellation period (described above) and receive a pro rata refund for the current term if the student has completed less than 60 percent of the scheduled class days through the last day of attendance in that term. The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours for which the student has paid. The refund does not apply to fees identified "non-refundable", and it will be issued within ten (10) working days of withdrawal.

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

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

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

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

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

Student Tuition Recovery Fund (STRF) Policy

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; 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 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.

Veteran Affairs Educational Benefits

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

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

STUDENT RIGHTS AND RESPONSIBILITIES



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

Freedom of Access

South Baylo University 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.

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 is considered to be unfavorable.

Student Grievance Procedure

Students who feel aggrieved in their relationships with the University, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the Dean, who will act upon it or direct it to the President of the University. A response will be made within five working days upon receipt of the written grievance.

Dismissal of a student will not take place without a formal hearing. Should the student feel aggrieved with the Dean, a petition should be submitted to the President, who, if necessary, will arrange a hearing with the Management Council for the student and Dean. Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the University should be directed to the following:

Bureau for Private Postsecondary Education (BPPE)

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

Telephone: 916-431-6959, Toll Free: (888) 370-7589, Main Fax: 916-263-1897

Website: www.bppe.ca.gov

Or

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347

Tel: (952) 212-2434; Fax: (952) 657-7068; website : www.acaom.org.

COMPLAINTS PROCEDURES

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances a complaint may be filed with the dean, director, or responsible administrator requesting an investigation into the alleged action(s) or nature of the complaint.

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will maintain the confidentiality of the dispute, insofar as possible, gather the necessary and relevant facts, and inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuation, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

FORMAL GRIEVANCE PROCEDURES

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence by the student and by the other party shall be forwarded to the Director of Operations to be retained in a confidential file pending resolution of the grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the Dean.

FOR ALL GRIEVANCES

Step 1:

- 1.1 The student shall give written notification to the person he/she alleges has aggrieved him/ her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance or incident report (INR) must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student addressing the allegations with accompanying explanations or:
 - a. Agreeing to grant the remedy(ies) requested in full, or
 - b. Agreeing to grant the remedy(ies) requested in part with an explanation, or
 - c. Agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.
- 1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2

- 2.1 Within 30 days of receipt of the response in Step 1, or in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.
- 2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material (including INR, if any) from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 3: APPEAL LEVEL

A. Student v. Student

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

B. Student v. Staff

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Director of Operations.
2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
3. The Director of Operations shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing if appropriate and convey its recommendation to the Director of Operations.
 - a. The Committee shall be appointed by the Director of Operations within 10 calendar days after receiving the written notice of grievance or notice of appeal.
 - b. The Committee shall forward its recommendations, to the Director of Operations within 30 days of its appointment
 - c. The Committee shall include the one (1) student member with voting privileges.
 - d. No member of the Committee shall be a student, faculty, staff or administrator from the same class or the same department or service area as the grievant or the person(s) against whom the grievance is filed.
4. The Director of Operations shall respond to the student in writing within 10 days of receiving the recommendation(s) of the Committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for such action(s).

C. Student v. Faculty

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Dean.
2. The Dean shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action to be taken, and the justification for the action.
3. If the grievant is not satisfied with the results at Dean's level, he/she can appeal to the President within 30 days of receiving the written response from the Dean, or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the grievance to a committee established at this level who will review the grievance. The Committee may hold a hearing if appropriate and convey its recommendations to the President
 - a. The Committee shall be appointed by the President within 10 calendar days after receiving the notices of grievance, or notice of appeal, and shall include one (1) student member with voting privileges.
 - b. The Committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the Committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

D. Student v. Dean/Director and Staff V. Staff

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from the Dean/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing if appropriate and convey its recommendations to the President.
 - a. The Committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance of appeal and shall include one (1) student member with voting privileges.
 - b. The Committee shall forward its recommendation to the President within 30 calendar days of its appointment.

3. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

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 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 quarter's from the dismissal.

University Catalog

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program the student is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While 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.

Cheating and Plagiarism Policies

Cheating

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

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

Plagiarism

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

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual

work such as a musical composition, computer program, photograph, painting, drawing, sculpture, or research or the like as one's own.

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

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- a specified reduction in the course grade;
- a failing grade in the course; or
- dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Council

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Manual and the Student Manual.

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.

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.

STUDENT SERVICES

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, Doctoral Program Director, Doctoral Program Student Advisor, 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, planning for remedial activities for successful academic progression, and related academic matters.

Clinic Clerkship Advising

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

Financial Advising Service

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

General Advising

General advising is provided by the Office of Student Services. The Office of Student Services 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 arrange 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.

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.

Career Placement

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

Tutorial Services

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

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.

SBU Policy and Regulation Manual

Policies, rules, regulations, and updates are published in the SBU Policy and Regulation Manual. A copy of this manual is kept in the Libraries. Faculty, administrators, staff and students must comply with the SBU Policies and Regulations.

Parking

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

New Policies and Procedures of BPPE

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

1. Posting on bulletin boards.
2. Distributing flyers with changes of information.
3. Publishing information in the Newsletter.
4. Announcing changes by instructors.
5. Posting on the University's website.

ACADEMIC POLICIES



Registration and Enrollment

South Baylo University 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. Registration forms are available at the reception area.

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 Doctoral degree program may not take more than twenty (20) credits in any given quarter term. This includes didactic hours, clinic clerkship hours and research/scholarly activity hours. Any exceptions must be submitted by the student to the Doctoral 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 6 to week 9 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 two weeks 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.

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.

Class 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.

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 table for Doctoral Degree Program

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

Once grades are submitted to the Registrar, grades can only be changed solely by the instructor of the course not later than the second Wednesday of the next quarter by submitting the Grade Change Request Form to the Academic Dean for approval. The Registrar's office is responsible for the recording of official grades in student's official academic records.

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). Eight (8) quarter units for the doctoral degree program shall constitute one (1) quarter term to be used in the determination of time limitations for graduation, i.e., MTF.

Withdrawal (W)

Students may withdraw from courses by Wednesday of the second week of the quarter without affecting GPA. Thereafter, students are required to obtain 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.

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.

Assignments/Homework

In general, students are expected to spend at least two (2) hours of out-of-class coursework for every one (1) lecture or didactic hour in each course. This policy is in compliance to clock-to-credit hour conversion policies and regulations of the federal government.

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.

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

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.

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, or the Minimum Completion Percentage until a letter grade is assigned.

Audited Courses ("AU"): Audited courses do not affect the calculations of CGPA, QGPA, or the Minimum Completion Percentage.

Repeated Courses ("R"): Students can repeat any course only once. Only the higher grade will be included in the calculations of CGPA, QGPA, and the Minimum Completion Percentage.

Academic SAP Policy

Academic SAP reports are generated at the end of each quarter term for each student. The CGPA, QGPA, and the Minimum Completion Percentage must be at or exceed the SAP requirements associated with the evaluation interval. If a student does not meet the CGPA, QGPA, and/or the Minimum Completion Percentage the end of the

term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the percentage of MTF attempted.

Students are evaluated at the end of each term			
Students who are enrolled in the Doctor of Acupuncture and Oriental Medicine must maintain a minimum Cumulative GPA, a minimum Quarterly GPA, and the Minimum Completion Percentage for the program at 33%, 67%, and 100% of the Maximum Time Frame as shown below.			
Program	Evaluation Interval	SAP Requirements	
Doctor of Acupuncture and Oriental Medicine	Percentage of MTF attempted	Minimum Completion Percentage	Minimum Cumulative GPA / Minimum Quarterly GPA
	33%	67%	2.5 / 2.5
	67%	67%	2.7 / 2.7
	100%	-	3.0 / 3.0
Students must graduate within the Maximum Program Frame for the program.			
Program	Normal Program Length	Maximum Time Frame	
Doctor of Acupuncture and Oriental Medicine	3 calendar years	5 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. 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).

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".

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.

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.

Readmissions

Refer to Readmission Section of Admissions Information.

Residence Requirements

To receive the Doctoral degree from SBU, a student must have been a resident for a minimum of three (3) quarters, or one (1) academic year, and must have successfully completed at least two thirds (2/3) of doctoral requirements at the University.

Maintaining Full-Time Status

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

Academic Dishonesty

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

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

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 Doctor of Acupuncture and Oriental Medicine are required to complete the program within a maximum of five (5) 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 (Buyer'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 eight (8) quarter units for the Doctoral program. 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.

ACADEMIC PROGRAMS

Doctor of Acupuncture and Oriental Medicine (DAOM)

The DAOM program is a professional doctorate program designed to further expand the working knowledge and competencies of acupuncturists and oriental medicine practitioners through higher level clinical research, advanced practices, and demonstration of expertise in selected areas of specialty in the field of Acupuncture and Oriental Medicine (AOM).

Program Goals and Competencies

In alignment with SBU’s mission statement, the following objectives were designed to achieve program goals and competencies. Graduates of the DAOM program at SBU will be able to:

Outcome	
1. Demonstrate advanced knowledge of patient assessment and diagnosis. Upon graduation, doctoral students will be able to demonstrate deepened and broadened knowledge of:	<ul style="list-style-type: none"> a. Interpret classical texts of AOM of patient assessment and diagnosis; b. Integrate both Biomedical and AOM diagnosis; c. Conduct patient assessment and diagnostic skills of various medical conditions that are commonly seen in AOM clinical practice.
2. Demonstrate ability to perform advanced clinical intervention and treatment. Upon graduation, doctoral students will be able to:	<ul style="list-style-type: none"> a. Apply advanced patient assessment and diagnostic skills for clinical intervention and treatment; b. Implement advanced and special AOM therapeutic modalities for effective treatment; c. Formulate appropriate management strategies for patients with medical conditions commonly seen in AOM clinical practice.
3. Demonstrate consultative and collaborative skills and knowledge when interacting with other healthcare providers in case management. Upon graduation, doctoral students will be able to:	<ul style="list-style-type: none"> a. Obtain adequate knowledge of general biomedicine. b. Communicate effectively with other healthcare providers.
4. Demonstrate expertise in selected specialty(s). Upon graduation, doctoral students will be able to:	<ul style="list-style-type: none"> a. Implement expertise, knowledge, and skills in at least one area of specialty; b. Implement integrative approaches with Western and Oriental medicine in the treatment of at least one area of specialty.
5. Demonstrate ability to conduct clinical research. Upon graduation, doctoral students will be able to:	<ul style="list-style-type: none"> a. Understand the scientific research design and methodology of clinical inquiry; b. Conduct critical analysis of the scientific literature and apply findings to clinical practice; c. Design, implement, and conduct research in an area of interest utilizing academic form and style; meeting standards suitable for peer-reviewed professional publications; d. Present and/or publish research findings to professional colleagues, the public, or in journals.

Complete Course List

Curriculum for Doctoral Degree Program

Course#	Course Title	Units	Hours
Required Didactic Courses		44	440
CD700	Clinical Research Design	4	40
CT700	Advanced Practice Management	4	40
OM700	Classical Internal Medicine A	4	40
OM701	Classical Internal Medicine B	4	40
OM710	Classical Formulas	4	40
OM720	Logics of Oriental Medicine	4	40
OM730	Advanced Oriental Medicine Diagnosis	4	40
AC700	Advanced Acupuncture Theory & Therapy	4	40
AC710	Special Acupuncture Theory & Therapy	4	40
BM700	Medical Microbiology and Immunology	4	40
BM710	Biomedical Assessment & Diagnosis	4	40
Elective Didactic Courses (Complete sixteen (16) units from the below)		16	160
PM700	Advanced Pain Management	4	40
IM700	Integrative Geriatrics	4	40
IM710	Integrative Gynecology	4	40
IM720	Integrative Pediatrics	4	40
IM740	Integrative Neurology	4	40
IM750	Integrative Physiology	4	40
PD710	Professional Development	4	40
Clinical Training and Research		33	660
CL810	Collaboration with Other Healthcare Providers	5	100
CL830	Clinic Supervision and Teaching Practice	5	100
CL840	Specialty Development	15	300
CL850	Clinical Research Project	8	160
Total Requirements for Doctoral Degree Program		93	1260
Total Didactic Course Credits and Hours		60	600
Total Clinic Credits and Hours		33	660

Graduation Requirements

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

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

Licensure Requirements

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

Course Descriptions for Doctor of Acupuncture and Oriental Medicine

CD700 Clinical Research Design

4 Units

Prerequisite: None

This course covers an overview of the basic research strategies, methods, and goals of clinical research. Topics include study design, data analysis and interpretation, and determination of appropriate methodologies to answer different research questions. Participants will learn about bias and confounding in observational research, the clinical value of diagnostic tests, the use of cross-sectional, case-control and cohort study designs, and various statistical modeling used in clinical research. This course also include Evidence-based medicine (EBM), which is designed to make students to apply more uniformly the standards of evidence gained from the scientific method to certain aspects of integrative medical practice. Specifically, EBM course seeks to assess the quality of evidence relevant to the risks and benefits of Acupuncture and Oriental Medical treatments, help students to search the conscientious, explicit and judicious use of current best evidence in making decisions about the care of individual patients.

CT700 Advanced Practice Management

4 Units

Prerequisite: None

This course helps doctoral students enhance clinical practice through the understanding of healthcare systems and the effective use of insurance billing and record keeping skills for practice management. Enhancing management skills, communications with the insurance company, relationships with the patients, and record keeping and marketing methods will be covered. This course also includes general concepts and requirements of the learning portfolio. It introduces doctoral students to the development of the portfolio with artifacts/student work/reflection earned from didactic training.

OM700 Classical Internal Medicine A

4 Units

Prerequisite: None

This course covers the fundamental theory and practice of Acupuncture and Oriental Medicine as provided in the Huang Di Nei Jing. Diagnosis and treatment methods as provided in the Huang Di Nei Jing are also covered.

OM701 Classical Internal Medicine B

4 Units

Prerequisite: None

This course covers the fundamental theory and practice of Acupuncture and Oriental Medicine as provided in the Huang Di Nei Jing. Diagnosis and treatment methods as provided in the Huang Di Nei Jing are also covered.

OM710 Classical Formulas

4 Units

Prerequisite: None

This course covers the fundamental theory and practice of herbal formulas as presented in various classical text, include but not limited to, Jin Gui Yao Lue (Essential Prescriptions from the Golden Cabinet), Shang Han Lun (Discussion of Cold-Induced Disorders, Qian Jin Yao Fang (Essential Formulas for Emergencies [Worth] a Thousand Pieces of Gold), Dongui Bogam (Mirror of Eastern Medicine), Wen Bing (Systematic Differentiation of Warm Disease).

OM720 Logics of Oriental Medicine

4 Units

Prerequisite: None

This course covers the historical development of Acupuncture and Oriental Medicine throughout different region and different era in Asian society. Fundamental theories and logics behind various schools of thoughts, include but not limited to, Wen Bu(Gently Tonify)溫補學派, Jin Yuan Si Zi金元四子學派, Shang Han傷寒學派, Wen Bing溫病學派, Jing Fang 經方學派.

OM730 Advanced Oriental Medicine Diagnosis**4 Units***Prerequisite: None*

This course covers different aspect of diagnostic methods and fundamental treatment principle base on various schools of thought, include but not limited to, Wen Bu(Gently Tonify)溫補學派。Jin Yuan Si Zi金元四子學派, Shang Han傷寒學派, Wen Bing溫病學派 in Oriental Medicine.

AC700 Advanced Acupuncture Theory & Therapy**4 Units***Prerequisite: None*

This course focuses on a study of Master Tong's Acupuncture Theory and Needling Techniques. An introduction of Master Tong's background, a comprehensive Master Tong's acupuncture theory, special acupuncture point locations and indications, diagnostic methods, needling techniques and clinical application will be covered.

AC710 Special Acupuncture Theory & Therapy**4 Units***Prerequisite: None*

This course focuses on a study of various acupuncture theory and therapy currently practiced in main stream acupuncture society today. Studies may include but not limited to; Saam Acupuncture, Korean Hand Acupuncture, Bo (Abdominal) Acupuncture, Zhu's Scalp Acupuncture and Ear Acupuncture. An introduction, background and a comprehensive acupuncture theory, special acupuncture point locations and indications, diagnostic methods, needling techniques and clinical application will be covered.

BM700 Medical Microbiology and Immunology**4 Units***Prerequisite: None*

This is a multidisciplinary course which includes biochemical, genetic, molecular biological and immunological aspects of the potential pathogens within the host environment. Mechanisms and processes of bacterial, viral, fungal and parasites pathogenicity; microbial transmission; host-parasite interaction; uses of and resistance to antimicrobial agents; public health and the control of infectious diseases are covered. Basic immunology, which includes natural immunity, acquired immunity, antigen recognition, cell-mediated immune responses, humoral immune responses, immunologic tolerance and autoimmunity, hypersensitivity diseases, immune response in tumors and transplants, congenital and acquired immunodeficiency are covered.

BM710 Biomedical Assessment & Diagnosis**4 Units***Prerequisite: None*

This course discusses various biomedical procedures used in diagnosing the different types of diseases. Clinical applications of various diagnostic imaging (X-ray, MRI, CAT scan, PET, etc.) that helps in diagnosing diseases especially chest, abdomen and joint diseases are introduced. Laboratory tests (stool, urine and blood tests; CBC; basal metabolic tests, etc.) interpretation is covered. The course also covers the normal ECG, and its variations in different heart diseases.

IM700 Integrative Geriatrics**4 Units***Prerequisite: None*

This course focuses on intervention with elderly patients at micro and macro levels. Major areas of discussion include advocacy and empowerment, long term care, geriatric assessment, coping with age-related changes, advance directives, guardianship, adult protective services, conflict resolution, and care giving. It also addresses the medical conditions that are most common, most serious, or most troublesome to older adults. Critical information about cancers, coronary artery diseases, and other common diseases, as well as the geriatric syndromes such as dementia, delirium, and falls are presented. The course introduces a comprehensive AOM treatment for commonly encountered senile diseases and therapies such as herbal therapy, acupuncture, moxibustion, Qigong, massage, diet therapy, etc., in addition to procedures to live a healthy long life.

IM710 Integrative Gynecology**4 Units***Prerequisite: None*

This course is designed to provide deep understanding and advanced knowledge of gynecological problems from both Biomedical and AOM perspectives. Integrative approaches for infertility, pre and post menopause, osteoporosis, as well as breast cancer, uterine cancer will be emphasized.

IM720 Integrative Pediatrics**4 Units***Prerequisite: None*

This course is designed to prepare the doctoral students to perform AOM diagnosis and treatment of commonly encountered pediatric diseases. Etiology, pathology, diagnostic assessment skills, and therapeutic approaches from both Biomedical and AOM point of view will be discussed.

IM740 Integrative Neurology**4 Units***Prerequisite: None*

This course provides the doctoral students with an in-depth understanding of integrated pathophysiology, neurological evaluation and assessment. Disorder of motor system, sensation, cranial nerves, autonomic function, Raynaud's disease, and Alzheimer will be discussed in this course. Correlation with the theories of the AOM and its clinical applications is addressed.

IM750 Integrative Physiology**4 Units***Prerequisite: None*

The course consists of two parts. The first part provides an understanding of the physiological balance and homeostasis of the Oriental Medicine theories in health and illness. In addition, the course will explain the role of the main organs in the balance mechanism and its relation to the modern concepts. The second part provides a comprehensive study of the Oriental Medicine theories in the vitality of the five organs and its relation to the modern concepts of endocrine system. Furthermore, the role of the endocrine system in maintaining homeostasis and the relationship of the nervous system to the endocrine system will be discussed.

PM700 Advanced Pain Management**4 Units***Prerequisite: None*

This course is designed to introduce the doctoral students with adequate pain management of patients, which include patho-physiology of pain, influencing factors, assessment of techniques, and interventions, both western and oriental medicine point of view. Evidence based acupuncture needling mechanism will be addressed to help students build up strong scientific background for acupuncture treatment for pain management. The medical conditions which is most commonly associated with pain and their treatment with AOM modalities including acupuncture treatment, acupressure, qigong, herbs and dietary supplements will be addressed.

CL810 Collaboration with Other Healthcare Providers**100 Hours***Prerequisites: Completion of a minimum of 16 units of didactic courses.*

Doctoral students are required to be licensed or certified to practice prior to clerkship training. Minimum TOEFL and TSE scores, if applicable. This phase of clinical clerkship training provides doctoral students with the opportunity to collaborate, consult, and interact with other healthcare providers, such as MD, DO, DC, PTD for clinical case management. Doctoral students are required to demonstrate competencies of biomedical knowledge and skills for clinical intervention. Integrative approach of both biomedical and AOM patient assessment skills and treatment procedures are developed through critical thinking and problem solving. Doctoral students must also show their ability to communicate effectively both orally and in writing with other healthcare providers for patient care.

CL830 Clinic Supervision and Teaching Practice**100 Hours**

Prerequisites: Completion of a minimum of 16 units of didactic courses.

Doctoral students are required to be licensed or certified to practice prior to clerkship training. Minimum TOEFL and TSE scores, if applicable. This phase of clinical clerkship training provides doctoral students with opportunity for assuming in-depth professional responsibilities and demonstrating professional role modeling. Doctoral students will be engaged in supervising MS level's interns in clinics, and in teaching MS level courses in classes.

CL840 Specialty Development**300 Hours**

Prerequisites: Completion of 24 units of didactic courses and relevant specialty courses included.

Doctoral students are required to be licensed or certified to practice prior to clerkship training. Minimum TOEFL and TSE scores, if applicable. The SBU doctoral program offers three choices of specialty, they are: Pain Management, AOM Geriatrics and AOM Rehabilitation for the doctoral students to learn and practice the knowledge and skills that are necessary for a clinical concentration. Each student is required to select at least one specialty and will be provided with a solid foundation throughout the specialty training to establish a strong connection in the specialized area.

1) Pain Management

This specialty is designed to enable students to demonstrate and apply advanced and in-depth knowledge and skills to manage a variety of pain related conditions. Students are required to complete PM700 Advanced Pain Management, AC 700 Advanced Acupuncture Theory and Therapy and/or AC 710 Special Acupuncture Theory and Therapy to prepare for gaining advanced knowledge of pain related subjects prior to starting clinical training for this specialty.

2) AOM Geriatrics

This specialty provides the students with a specialized clinical training in AOM assessment, diagnosing and treating injuries related to geriatric conditions. Students are required to complete IM 700 Integrative Geriatrics, AC 700 Advanced Acupuncture Theory and Therapy and/or AC 710 Special Acupuncture Theory and Therapy to prepare for gaining adequate knowledge and mastering necessary skills prior to starting the clinical training.

3) AOM Rehabilitation

This specialty provides the students with a specialized clinical training in AOM assessment, diagnosing and treating injuries related to neurological debilitations. Students are required to complete IM 740 Integrative Neurology, AC 700 Advanced Acupuncture Theory and Therapy and/or AC 710 Special Acupuncture Theory and Therapy to prepare for gaining adequate knowledge and mastering necessary skills prior to starting the clinical training.

CL850 Clinical Research Project**160 Hours**

Prerequisites: Completion of a minimum of 24 units of didactic courses and CD700 Clinical Research Design;

Doctoral students are required to be licensed or certified to practice prior to clerkship training. Minimum TOEFL and TSE scores, if applicable. This is the final phase of the program. Students are required to meet with doctoral research coordinator and research advisor to propose the topic with a brief statement for clinical research project prior to starting this component. Doctoral students must show their ability to read and understand scholarly research and to use it to support their own ideas and opinions.

Students must demonstrate an integration of the knowledge and skills required in the doctoral curriculum by successfully completing clinical research project. This project must demonstrate critical thinking skills and writing skills as a professional in the field of Acupuncture and Oriental Medicine. The format of individual clinical project must follow academic form and style standards suitable for peer-reviewed professional publications. In order to successfully complete this component students are required to present the results in a defense presentation and to publish in a professional journal, either in-house or external and to be approved by the Doctoral Research Committee.

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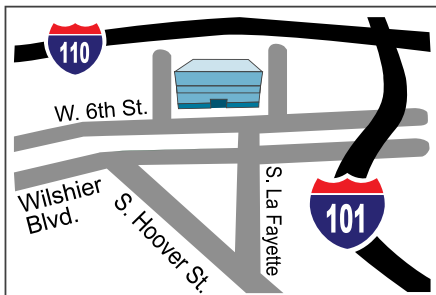
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