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STUDENT SERVICES DIRECTORY

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

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

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

It is important for the readers to note that SBU students must comply with all current Policies and Regulations as published in the SBU Policy and Regulation Manual, a copy of which is available in the Library, Front desk area, any Administrative Office, or on SBU website at www.southbaylo.edu. New Regulations are generally reviewed and approved by the President. Once approved, they are released and placed in the SBU Policy and Regulation Manual.

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

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

The SBU Administration
FOUNDING PHILOSOPHIES

South Baylo University was founded on three principal objectives: values, peace, and professionalism.

VALUES: The University encourages critical examination of one’s own value judgments, and the discovery of the true values upon which acquisition of knowledge is based. The educational values of South Baylo University rest upon guiding the student to discover these values, and to institute them in the acquisition of knowledge.

PEACE: The University has adopted the policy of making itself the meeting place for different cultures and values. In this way, a mutual understanding and synthesis may occur. For this reason, the University encourages the enrollment of international students who aspire to learning 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.

Value
Peace
Professionalism
MISSION, VALUE & PURPOSE

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

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.
STUDENT RIGHTS AND RESPONSIBILITIES

By virtue of its commitment to developing and maintaining an affirmative environment for learning and teaching, South Baylo University has taken appropriate actions to ensure that the rights and freedom of all its campus constituents, especially students, are protected, known, and constantly emphasized in its major publications. The development of this Student Manual for current and prospective students would not be complete without this important section on student rights and responsibilities.

South Baylo University frames its attention to student rights and responsibilities more positively: “SBU’s collegial atmosphere develops a sense of self-worth in students and obliges them to exert positive influence on society.” SBU is not only committed to the general principles of access, inquiry, treatment of records, and due process in disciplinary proceedings as espoused in the “Joint Statement of Student Rights and Freedoms” adopted by the National Association of Student Personnel Administrators, but it has also developed standards of conduct to ensure that the rights and freedoms as well as academic freedom of all students are protected.

South Baylo University is quite clear about what conduct will not be acceptable if students are to continue to enjoy the rights and freedoms inherent in their selection, enrollment and matriculation. Therefore, this Student Manual outlines most of the Policies and Regulations needed for students to pursue their academic endeavor at the University.

I. GENERAL INFORMATION

Any questions or problems concerning South Baylo University, a School of Oriental Medicine, which may have not been satisfactorily answered or resolved by the University may be directed to the following:

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

Or

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: (916) 263-1897

Questions or problems that may have not been resolved may also be addressed to:
Buckley Amendment:

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

II. STUDENT TUITION RECOVERY FUND (STRF)

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.

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.

III. NEW POLICIES AND PROCEDURES OF BPPE

South Baylo University makes every effort to inform students of the changes in the Policies and Procedures that have been implemented by the Bureau of Private Post-secondary Education (BPPE). In instances where these Policies and Procedures have been implemented after the publication of a SBU new Student Manual. The University will announce the new Policies or Procedures to the students in the following methods:

1. Posting on the bulletin boards, as well as in the administrative Offices, Clinics, and Student Lounges
2. Posting with the necessary information will be available in the Administration Offices
3. Instructors will announce in classes

IV. REFUSAL OF SERVICE TO STUDENTS

The University reserves the right to refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse services to a student who has left matriculation with financial obligations unresolved.
0150.00 P - EDUCATIONAL PHILOSOPHY
The educational philosophy of the University shall be to utilize current scientific knowledge in furthering the understanding of Acupuncture and Oriental Medicine, and to effectively integrate evidence based knowledge into a system of diagnosis and treatment compatible with the sound practice of Acupuncture and Oriental Medicine. The University shall strive to develop in students an intellectual maturity based upon learned information and recognizing the necessity of fulfilling civil, moral, and professional codes of ethics. The University shall also seek, to aid in the development of compassionate and competent licensed Acupuncturists of the highest caliber.

0200.00 P - ACADEMIC FREEDOM
South Baylo University is fully committed to the protection of academic freedom to inquire and express truth any type of establish form. A diversity of opinion, course content, and teaching methods are welcome and seen as contributing to the growth of the University and professionalism of the faculty.

0251.00 P - RIGHTS AND RESPONSIBILITIES
SBU protects the right of all faculty, students, and staff to freely pursue academic endeavor. Academic endeavors include teaching, engaging in research and scholarly activity, and promoting freedom of expression.

The University does not support any conduct that violates civil or criminal law whether such unlawful conduct is committed on or off campus. Conduct that disrupts educational activities will not be permitted. Full-time members of the faculty will:

1. Perform instructional duties that support teaching effectiveness in accord with established requirements or Regulations of the University.

2. Engage in professional development to enhance the knowledge and the prestige of the University through research, scholarly publications, and interest in professional groups and societies.

3. Engage in professional growth activities to enhance the knowledge and the prestige of the University through participation in professional conferences, CEU’s, advanced degree programs, and professional organizations.
4. Provide services through academic and registration advisements, maintain regular office hours, participate in SBU committees and other organized activities, and participate in approved community sponsored activities.

5. Participate in research and scholarly activities such as conducting research, presenting a research at national and/or professional conferences, publishing articles or textbooks in the peer reviewed literature.

Faculty activities should not conflict with or infringe upon the welfare of SBU’s instructional program or SBU’s ability to provide the educational program in Acupuncture and Oriental Medicine.

Faculty members are not permitted to endorse any commercial products, entrepreneurial or proprietary organizations that relate to the field of Acupuncture and Oriental Medicine unless expressly authorized in advance by the President.

SBU faculty and staff are encourage to exercise appropriate restraint, professionalism, and competence in apprehending the official roles. The duties will be perform without interference from personal or professional activities. Faculty and staff members campaigning as political candidates or as supporters of political candidates for professional, local, state, or federal offices shall do so on personal time. If necessary, a leave of absence may be arranged to permit any faculty and staff to engage in political activities requiring time away from the responsibilities at SBU.

**0330.00 P - COMPLIANCE**

In compliance with federal, state, and local government requirements and the Civil Rights Act of 1964 as amended, SBU shall not discriminate against any individual on the basis of age, sex, race, color, religion, national or ethnic origin, or physical disability, in the administration of the educational programs, admissions policies, scholarship and loan programs, school administered programs, and publications.

**0340.00 P - CODE OF INDIVIDUAL RIGHTS**

The administration shall maintain and implement a code of rights with regard to each individual within the organization. In accordance with this code, each individual shall be entitled to a clear understanding of the objectives of the organization and of the department of which he is a member; resources adequate to meet objectives; the freedom to seek the most effective methods for producing results, encouragement in accepting responsibility and achieving his full potential; and sanction to seek information and assistance from any other part of, or person in, the organization, so long as organizational relationships and responsibilities are observed in decision-making and conveying instructions for operational procedures.
0350.00 P - ACADEMIC HONESTY
The integrity of the educational process shall be dependent upon the sincere efforts of fairness and impartial evaluation of faculty and the honest academic conduct of all students. Students shall be expected to conduct themselves responsibly in the fulfillment of their courses of study.

0360.00 P - ADJUDICATION
The legal and personal rights of all individuals shall be considered and protected. Students or faculty members subjected to an adverse finding are entitled to due processes of the University this due process includes proper grievance procedures and regulations. The appeal process complies with the standard operating procedures of the University.

2700.00 R - LOGO
South Baylo University has an official logo which shall be used on letterheads, envelopes, brochures, publications, transcripts, business cards, etc. Every entity which in any way officially represents the University must use the official logo. The official logo and the name “South Baylo University” are the properties of the University and may only be used by authorization by the administration. The official logo and the name of the University cannot be used for private purpose without the written consent and approval by the administration.
4115.00 R - SMOKING ON CAMPUS
South Baylo University, as a leading institution in Oriental Medicine health care field, recognizes and embodies the Surgeon General’s statement that smoking is hazardous to health. To promote health and to protect the welfare of all individuals associated with the University, smoking will be prohibited inside all University owned and operated facilities. This includes all university clinics, health centers, offices, restrooms, educational rooms, laboratories and auditoriums.

4124.00 P - ALCOHOLIC BEVERAGES ON CAMPUS
South Baylo University shall not permit the use of alcoholic beverages on its facilities at any given time. The University supports a drug-free and alcohol free environment policy.

4125.02 R - DRUG AND ALCOHOL ABUSE STANDARDS OF CONDUCT
The University, consistent with Federal, State and local laws prohibits the unlawful possession, use, or distribution of illicit drugs and abuse of alcohol, on its property or as part of any of its activities whether on or off campus. The University will impose sanctions on students or employees who are caught in the act of, or been proven to be guilty of, abusing drugs or alcohol on the University property. The sanctions will be in keeping with the University regulations on Rules of Conduct for employees and Disciplinary Standards for students. This will include actions that can lead to suspension, dismissal or termination with referral for prosecution.

4125.03 R - CONTROLLED SUBSTANCES AND ALCOHOL ABUSE
All drugs listed in 21 United States Code Section 812, Schedules I-VI are considered controlled substances including, but not limited to:

1. Opiates and opium derivatives (such as heroin, morphine, codeine);
2. Hallucinogenic substances (such as marijuana, LSD, phencyclidine, peyote);
3. Depressants (such as methaqualone, barbiturates);
4. Stimulants (such as amphetamines, methamphetamines);
5. Benzodiazepines (such as Valium, Librium);
6. Coca leaf derivatives (such as cocaine, “free base” or “crack” cocaine); and
7. All of the mixtures, derivatives, preparations, compounds, isomers, esters, ethers and salts.

All drugs that are prescribed by a licensed physician for medical purposes are not included in the drug abuse program unless the prescription is in itself abused and affects the employee or student while on University property.
Alcoholic beverages may be allowed on the University property or at any University related functions whether on or off campus as long as it is in keeping with the Regulation on Alcoholic Beverages on Campus and is not abused.

4300.00 R - TUITION, CREDIT UNITS AND FEES
Tuition for each academic year shall be established and published by March 31 prior to the first day of each academic year, which begins in July 1. An estimate of the tuition and fees schedule shall be posted and made available to the students near the beginning of each Academic Year. The University reserves the right to adjust tuition and/or fees without prior notice. Tuition and fees must be paid to the University by the published due date to avoid late penalty charges.

4305.00 R - NON-REFUNDABLE FEES
All charges, except for tuition, shall be non-refundable. Fees are encumbered for expenditures immediately upon collection.

4306.00 Rd - TUITION PAYMENT SCHEDULE
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 Saturday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the remaining 50% quarterly tuition and fees is subject to a penalty. These payment policies will not be applicable to students who receive funds through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

4306.01 R - ADVANCED PAYMENT OF TUITION
Students have an option to pay tuition in advance and at the current rate, only at time of registration provided that such a payment shall not be less than $16,000.00 (representing about half of the total tuition costs) along with a $50.00 administrative fee. Any future remaining tuition payment, if any, shall be at the current tuition charge. Any refund of the unused advanced tuition payment shall be assessed for a processing fee of $200.00. All other fees or related charges shall be paid separately at each registration and may be subjected to a penalty charge for late payment as indicated in 4306.00 R - Tuition Payment Schedule.

4307.00 R - PENALTY FOR LATE PAYMENT OF 50% TUITION AND FEES
A penalty shall be assessed for all payments of tuition and fees received after the grace period ending on Saturday of the 2nd week of the quarter. Failure to pay all debts to SBU prior to the close of a quarter shall result in a delinquent account unless an authorized deferment is issued by the Academic Dean or Finance Officer. A student will not be allowed to register for a subsequent
quarter if the student not paid for tuition and fees for the previous quarter. Any student who has a delinquent account shall have all student records encumbered until the account is cleared. A penalty for late payment of the 50% quarterly tuition and fees will be assessed according to the following schedule:

<table>
<thead>
<tr>
<th>WEEK OF QUARTER</th>
<th>% of Unpaid Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to the 6th day of the 2nd Week (Grace Period)</td>
<td>No Penalty</td>
</tr>
<tr>
<td>Thereafter</td>
<td>10%</td>
</tr>
</tbody>
</table>

Any late tuition and fees payment outside of Regulations 4306.00 R and 4307.00 R shall carry a 10% penalty charge of the outstanding amount and also an interest charge of 5% annual simple interest rate.

Continuation of education after payment on late tuition and fees, and penalty may be subjected to obtain written permission from the Academic Dean and Finance Officer.

**4309.00 R - RE-ADMISSION OF STUDENT WITH DELINQUENT ACCOUNT**

A returning student with a delinquent account may be readmitted based upon the following conditions:

1. Payment of all outstanding balance along with a 5% annual simple interest charge with a cashier (bank check) check or cash
2. Payment of all bad checks fees, if applicable
3. Be approved for re-admission by the Program Director
4. Compliance with all current SBU Policies and Regulations
5. Compliance to Policy 5170.00 P - Readmission

**4312.00 R - TUITION REFUND**

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

The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours (credit units x 10) for which the student has paid.

The student will not receive a tuition refund after more than 60% of the instruction of a course has been conducted. Except for tuition, all other charges and fees paid at the time of enrollment
are non-refundable. Books, textbooks, and other materials purchased by the student at the University’s bookstore are the property of that student.

The University will neither accept return of purchased materials, nor make refunds for services. To receive a tuition refund, a student must submit in writing a dated and signed request for withdrawal. The refund formula above shall be based on the day the University’s office receives the withdrawal notice from the student. Verbal, e-mail, or telephone withdrawal notices will not be accepted.

4315.00 R - UNIVERSITY OBLIGATIONS
South Baylo University will withhold grades, transcripts, registration privileges, or any combination thereof, from any student or former student who has failed to clear SBU obligation such as returned check, unpaid loan, unreturned equipment, equipment breakage, unpaid fines or materials owed to the library, and fees. Any item withheld shall be released when the student clears the University obligation.

4616.00 R - STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT
In compliance with the Student’s Right-to-Know and Campus Security Act of 1990 and to ensure a safe and secure environment, South Baylo University has adopted the following procedures:

1. Faculty, staff, and students should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to SBU administration or call 911. In most cases, an Administrator will respond to the scene and complete an Incident Report. If necessary, the Anaheim or Los Angeles Police Department will be contacted.

2. Only designated employees of SBU are authorized to have keys to the facilities and no students or outside individuals are to have access to the University’s facilities without staff supervision. Faculty safety and security problems should be reported to the Director of Operations.

3. The Director of Operations has the authority to enforce the University’s Code of Conduct, under the Education and Penal code of the State of California; and according to the Education Code is the liaison with local police and sheriff’s departments in all cases of criminal actions. The University emergency procedures require that faculty, staff, and students should make a prompt and accurate report to the Director of Operations in the event of an emergency.

4. The University’s programs, which inform the students and employees about being responsible for their own safety and the safety of others include:
   a. Emergency procedures publication or notice posted widely on campus.
b. Notices which are distributed periodically to all employee.
c. Periodic articles in the University newspaper on safety related issues.
d. Safety programs presented to all three language programs.
e. Staff development programs.

5. The Student Code of Conduct and the State Penal Code prohibit the possession, use, and sale of alcoholic beverages, and illegal drugs on campus, except as specified in the Education Code.

4700.00 R - PARKING
Parking at the South Baylo University is a privilege and not a right. All students and employees of South Baylo University must display the Parking Permit when parking at the University grounds. Parking over night or during off-business hours is not permitted. Violation of the regulation will lead the parked vehicle to be towed at the owner’s expenses in accordance to City of Anaheim ordinances.

4701.00 R - PARKING PERMIT - *Anaheim campus only*
Students enrolled at South Baylo University must secure a Parking Permit by paying a fee of $10.00 at the time of registration each quarter. Students with a leave of absence must re-apply for a new Parking Permit and pay the appropriate fee.

4702.00 R - SPEED LIMIT
The speed limit is 5 mph on campus property, unless otherwise posted. Not-with-standing the speed limits, no person shall operate any vehicle, bicycles, carts, or other forms of transportation at a speed that is greater than is reasonable, having due regard for the traffic, the surface and width of the passage way (street), and the safety of persons or property.
A driver of a vehicle in violating of the speed limit can receive a written warning with a copy placed in the student or employee file. Recurrent speeding violations can lead to loss of parking privilege at the University grounds.

4703.00 R - PEDESTRIANS
Pedestrians have the right of way over vehicles when crossing the parking lot(s) or open campus space. The driver of a vehicle on the University property must use due care for the safety of any pedestrian at any place on the University property.

4704.00 R - OVERNIGHT PARKING - *LA Campus Only*
In compliance with the Los Angeles County Zoning Ordinance, there shall be no overnight parking of any vehicle on campus in which a person would sleep, eat, or use as a temporary home-away-from-home. The only exception to overnight parking shall be if there is a malfunction
of a vehicle and it has been reported or the driver has been granted, in writing, permission by a Director to leave the vehicle overnight on the University property.

**4705.00 R - NO PARKING AREAS**
The following areas of the University property are designated as no parking zone:

1. Driveways
2. Any other place on campus except designated parking places
3. Side walks
4. Areas covered with green or red paint and on grass

The University reserves the right to tow any vehicle found to park in “No Parking Areas” as listed above.

**4706.00 R - HANDICAPPED PARKING**
Students, faculty or staff personnel possessing a Department of Motor Vehicle (DMV) issued “Handicapped” plate or Sticker can use the assigned blue-lined stall reserved for the handicapped. Without proper legal permit as indicated above, any vehicle parked in the designed handicapped parking stall shall be towed according to Regulations 4707.00 R and 4708.00 R.

**4707.00 R - TOWING INFRACTIONS**
Any parked vehicle on the University’s property and found to be in violation of South Baylo University’s Policies and Regulations as published in the SBU Policy and Regulation Manual can be towed at the owner’s expenses.

**4708.00 R - TOWING**
Acting under the provision of the California Vehicle Code (CVC) 21113 Part (a) which provides for an educational non-profit institution to establish parking procedures to control all vehicles parked on such property and acting under CVC 22658 which provides for the removal and impounding of vehicles which are in non-compliance with the University’s established and published Regulations, South Baylo University, having met all requirements as set forth in these codes, reserves the right to remove and impound any student or employee vehicle or any other vehicle that fails to comply with the established parking Regulations of the University. All fees incurred by the removal and impounding of a vehicle will be the responsibility of the registered owner.
Removal and impounding of a vehicle shall be the responsibility of the Director of Operations.
ACADEMIC AFFAIRS

8504.00 R - COURSE UNITS
One (1) quarter unit is ten (10) hours of didactic instruction, or twenty (20) hours of clinical clerkship. Thirty (30) hours of clinical externship or independent study is computed to yield one (1) quarter unit.

8505.00 R - QUALITY OF INSTRUCTION FOR DOCTORAL PROGRAM
Quality of instruction at South Baylo University will include the education and pedagogic experience of doctoral faculty members, as reflected and evidenced in the documentation maintained in the faculty credentials file and by the performance in classroom, laboratory setting, clinical setting, student counseling or mentoring, and any other instructional activities.

The formal education of SBU’s doctoral faculty, in the disciplines taught, will subsequently exceed the level at which the teaching is being done. Doctoral faculty members will be adequately conversant with the upper reaches of the disciplines that are assigned to teach and will be encouraged to become involved in academic and clinical pursuits, which will enhance the specialized and general knowledge.

SBU’s doctoral faculty will strive to motivate doctoral students in AOM scholarly activity, to seek solutions to problems and to reach for understanding beyond that which is required within the classroom environment or assigned course. Individual doctoral faculty member will attempt to relate the teaching material to current available information, or in reputable published journals, or textbooks.

The classroom, laboratory setting, research and clinic environment will give evidence of providing true learning experience, which can be applied in AOM practice. Doctoral faculty members will be evaluated for determining the degree to which they are helping doctoral students learning and meeting their educational objectives and the university. The Doctoral Program Director will assess the teaching effectiveness of doctoral faculty.

8510.00 P - DOCTORAL DEGREE CONFERRED
The degree conferred for completion of the doctoral graduate work shall be Doctor of Acupuncture and Oriental Medicine (DAOM).

5051.00 R - RELEASING STUDENT RECORDS
South Baylo University will not release personally identifiable data or academic records about students to a third party without the students’ prior written consent, if student is not available, a notarized consent is needed, except to persons and agencies authorized by law. The University may make an exception to this, in response to legitimate inquiries, by providing general directory information to include:
1. Name, Major Field of Study, Dates of Attendance
2. Degree(s) and Awards Received

Only currently enrolled students may withhold directory information by filing a Notice to Deny Disclosure of Personal Information Form with the Registrar’s Office. This must be done within the first two weeks of each quarter. (Source: Title V, California Administrative Regulations).

5051.01 R - POSTING OF GRADES
It is a violation of a student’s right to privacy when grades or personal information is posted, or otherwise presented in a public manner using names and complete social security numbers. This would also include circulating grade sheets in class using names or social security numbers.

8512.00 R - GRADE APPEAL PROCESS
Academic appeals consist of complaints from students concerning final grades. Most of these 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 months following the posting of that grade. If the three month deadline has lapsed, the grade becomes permanent on the student’s transcripts.

The following steps are to be followed by students who wish to file an academic appeal in order to provide them with due process:

1. The student shall meet with the faculty member 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 Doctoral Program Director. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Doctoral Program Director will then schedule a meeting with the student and the faculty member in an attempt to resolve the complaint. The Doctoral Program Director and faculty member with whom the complaint is filed will then communicate a decision in writing to the student.
3. If the matter is not resolved at Step 2, Doctoral Program Director shall schedule a meeting with the student and the Hearing Committee consisting of the Doctoral Program Director and two randomly selected doctoral 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. The Doctoral Program Director will communicate the decision of the Hearing Committee in writing to the student. In academic appeals, the decision of the Hearing Committee is final.

This process will be accomplished in a reasonable period of time not to extend beyond six months of the occurrence of the incident which gives rise to the complaint. A student’s failure to comply with the steps of the aforementioned process will nullify the complaint.
5060.00 R - NAME CHANGES IN STUDENTS’ UNIVERSITY RECORDS
The name of any currently enrolled, former, or graduated student, may be changed in the official
University record to show a different name other than the one used at matriculation time or
during the term of enrollment. The change can only be made based upon the following:

1. A written, signed, and notarized request submitted by the current, former, or graduate
   student to change the name on the official University record.
2. Submission of supportive credible evidence such as a certified copy of a marriage
   certificate or a name changed by a court decree.

For cross reference purposes, the official University transcript shall be modified to show the
new name in its entirety (First, Middle, Last), as well as to indicate the original name in its
entirety (First, Middle, Last), immediately after the new name. The graduation diploma(s) and
certificates shall be issued with the new name only.

<table>
<thead>
<tr>
<th>Examples of transcripts:</th>
<th>Jane Jones change to: Jane Doe AKA Jane Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jane Smith change to: Jane Smith-Doe AKA Jane Smith</td>
</tr>
</tbody>
</table>

At no time shall the original name be removed from the official transcript or be replaced by
the new name. The student is required to pay a processing fee and complete the Name Change
Notification Form.

5065.01 R - FALSIFICATION OF OFFICIAL DOCUMENT
Upon the discovery of submission of forged official documents such as passport, alien registration
card, I-94 and/or F-1 visa, the enrolled student shall be dismissed from the University and the
forged documents reported to the appropriate State or Federal authorities or agencies.

5145.00 R - OBLIGATIONS AT MATRICULATION
Each matriculating student shall be encourage to meet the prerequisites and curriculum
requirements delineated in the catalog, which is current at the time of enrollment. Students shall
be responsible for staying informed of all rules, regulations and policies, which are published
and available on campus.

8563.00 R – TRANSFER CREDITS POLICY
Upon admissions, the academic work earned elsewhere, but equivalent to the SBU doctoral
program, will be evaluated for similar content so that the appropriate transfer credit be granted.

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.

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

More than 32 quarter units (equivalent to 21 semester units) at the graduate level earned by another institution may not be accepted as transfer credits toward the Doctoral degree program.

**8564.00 R – AUDIT STATUS FOR DOCTORAL PROGRAM**
An applicant wanting to audit doctoral courses must apply for admissions, meet all entry requirements and must also meet current prerequisites. Students enrolled in the Doctoral degree program with an Audit Status will be required to pay a current application fee, all other applicable fees, if any, and 50% of the current tuition. Students enrolled on an Audit Status will only receive a Pass/ Fail grade for the attended class(es).

**8517.00 P – READMISSION FOR DOCTORAL PROGRAM**
A student not maintaining continuous attendance at SBU is required to apply in writing to the Doctoral Program Director for readmission. Transcripts of interim academic work must be submitted before readmission will be approved. If the lapse in attendance has exceeded one year, the returning student must fulfill the entrance requirements applicable to the class the student seeks to enter, and be evaluated by the Doctoral Program Director. If a student has interrupted the education at SBU for a period in excess of five years, no credit shall be allowed on re-enrollment or transfer for courses previously taken. The student must also meet current admission and academic requirements. Students who were dismissed for academic or disciplinary reasons must be approved by the Doctoral Program Director before re-entering SBU.

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

**5170.01 R - READMISSION AFTER LEAVE OF ABSENCE OR WITHDRAWAL FROM THE UNIVERSITY**
After a period of leave of absence or withdrawal from the University, all re-admitted students must comply with current SBU policies and regulations and be subjected to current tuition and fees schedule as well as changes in the curriculum.

Students with a leave of absence of 12 months or more (regardless of the reason) must, in addition to the above, re-submit a new Application Form and pay the appropriate Application Fee in order to re-activate the academic file. Students shall retain the original student identification number.
5173.00 R - ATTENDANCE
To obtain credit for a course, a student shall be required to be present at eighty (80) percent of the scheduled periods. When the student’s absences in a class have exceeded TWENTY (20) PERCENT, THE STUDENT MAY BE DROPPED FROM THE CLASS. If excessive absences accumulated, the faculty and/or the Academic Dean shall inform the student of the status. If justifiable cause can be shown for the absenteeism, the student may be permitted to make-up a missed assignment and maintain enrollment in the course.

If absenteeism exceeds thirty (30) percent, the course must be repeated, regardless of the reason for the absences. Notification of such action shall be made in writing by the Academic Dean. In exceptional circumstances, the instructor shall have the authority to make a recommendation to the Academic Dean for exemption to enforcement of guidelines for repetition of the course.

5173.01 R- TARDINESS
Students are expected to be in attendance and on time to maintain the quality and quantity of the student’s academic work. Excessive tardiness is a serious matter since it can disrupt the class environment and concentration of the faculty and students. The faculty in charge of the class must report to the Academic Dean regarding any student with more than three (3) excessive tardiness. Repeated tardiness can affect the academic performance of the involved student which may also result in lower or failing grades.

If a student cannot attend the class, the student is advise to call the University so that the appropriate instructor can be notified.

8574.00 R - GRADUATION REQUIREMENTS FOR DOCTORAL PROGRAM
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 at least 3.0 Cumulative Grade Point Average (CGPA) from all courses taken at the University.
3. Complete doctoral research project through approval of 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.
8574.01 R - LICENSURE REQUIREMENTS
Requirements for eligibility for licensure do not apply to the Doctoral degree program.

8575.00 R – MAXIMUM PROGRAM LENGTH FOR DOCTORAL PROGRAM
The doctoral students are required to complete the program within a maximum of four (4) calendar years from the date of matriculation. The period of time due to “Leave of Absence” shall not be counted toward the maximum program length. Applicants from other institutions requiring additional study to satisfy prerequisites are held to the four (4) year time line.

8576.00 R – RESIDENCE REQUIREMENTS FOR DOCTORAL PROGRAM
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.

5175.00 P - HANDICAPPED STUDENTS
No visually handicapped person shall be denied admission or denied the right to take any examination, or denied a diploma or certificate of graduation, or a degree on the grounds that the student is visually handicapped.
Visually handicapped students shall be required to pass oral, written, and practical examinations and meet all of the requirements of the University in order to qualify for graduation. Special scholastic or other types of privileges shall not be granted. Visually handicapped individuals shall carry out the usual laboratory assignments, including acupuncture technique, anatomy dissection, or laboratory work.

5187.00 R - CLASSROOM ATTENDANCE
Attendance by non-registered students must have the approval of the faculty member teaching the class and cannot be allowed beyond the second week of the quarter.

5190.00 R - CLASSROOM ANNOUNCEMENTS
No person, administrator, staff, faculty, student nor visitor shall be permitted to make an announcement to a lecture or laboratory class during scheduled class time without the express consent of the class instructor in charge.

5195.00 R - ORIENTATION
The University shall conduct an orientation session for entering students. The purpose of the session shall be to brief new students on the rules, regulations and procedures which the student will be required to follow as members of the student body and to familiarize with the campus environment. Orientation attendance shall be a mandatory part of the initial registration proceedings.
**8685.00 R - REGISTRATION**
Students are required to register for the next quarter classes during the posted registration period and to pay a Registration Fee of $55.00, tuition and related fees. To meet Satisfactory Academic Progress (SAP) and time limitation for graduation, students are required to register for a minimum of eight (8) quarter units.

**8685.01 R - LATE REGISTRATION**
Continuing students must register for the next quarter and pay the registration fee during the scheduled registration period. A late fee of $150 will be charged to those students who do not register by the registration deadline.

**8690.00 R - ADD AND DROP A COURSE**
No more than two courses may be dropped by the 2nd week of each quarter. An equivalent number of courses may be added without penalty (financial or attendance). At the completion of Add/Drop form students must comply with the Satisfactory Academic Progress (SAP) regulation as required by SBU. No other course additions will be allowed after the 2nd week except under emergency circumstances that would apply in cases of incomplete grades. A late fee of $15.00 per course will be charged if a student adds a class after the last day for Add/Drop form 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.

**5215.00 R - INCOMPLETE GRADES**
An “I” (incomplete) grade may be given to a student for just cause or justifiable excuse such as medical or family emergency and the student was unable to complete the required academic work, or was unable to take the midterm or final examination at the scheduled time. It is the student responsibility to explain the justifiable reason to the instructor and determine with the instructor the work needed to be completed and mutually agreed upon a completion date. An “I” grade must be corrected within the first two weeks of the following academic quarter.

Incomplete grades, when not corrected within the time frame indicated above will automatically convert to “F” grades. If the instructor who issued the “I” grade is no longer teaching, determination of the work needed to complete the course shall be made by the Academic Dean and may be assigned to the instructor who is currently teaching the same course. The student is responsible to complete the academic deficit in a timely manner. Each make up examination requires a fee of $50.00.

**5215.01 R - RECURRENT INCOMPLETE GRADES**
Students with recurrent incomplete grades (quarter after quarter) shall be placed on academic probation until these incomplete grades can be corrected. Students with incomplete grades for four (4) consecutive quarters can be subjected to academic dismissal from the University.
Students with incomplete grades shall be advised of the Regulation in writing by the Registrar.

**8516.00 R - MAKE-UP EXAMINATIONS**

Students who find it impossible to take an examination on the scheduled date must make arrangements in advance with the instructor either to take the examination at another time before the deadline for grade reporting or request an Incomplete grade to be assigned. If a make up exam is required students must complete a Make-up Examination Form and pay a $50.00 administrative fee. No exception will be made to these regulations without written approval of the Doctoral Program Director.

**5218.00 Rd - WITHDRAWAL FROM COURSE(S)**

Students may withdraw from classes during the first two (2) weeks of each quarter without affecting the Grade Point Average (GPA). Thereafter, students are required to obtain permission from the Academic Dean to withdraw from course(s).

Withdrawal from enrolled classes after the Add/Drop period, before the 5th week of the quarter, will result a “W” grade recorded in the official transcript. Withdrawals are not permitted during the final three (3) weeks of instruction except in cases of serious accident or illness. A grade of “F” is automatically entered in the grade report if a student does not attend the final three (3) weeks of class without being excused.

All withdrawals must be requested by completing the Add and Drop Form. E-mail, 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 Direct Subsidized Stafford Loan, and Federal Pell Grant up to the net amount disbursed from each source.

**5219.00 Rd - 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 Doctoral Program Director. 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 they wish to complete their 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 Doctoral Program Director or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.

Students will be advised that if the absent exceeds for more than fifteen (15) years, the student must repeat all previous courses over or must take placement examinations upon re-entry into the DAOM program.

8509.00 R - LEAVE OF ABSENCE
All Leaves of Absence (not to exceed 180 days in any 12-month period) must be approved to avoid withdrawal status. Time during an approved Leave of Absence will not be included in the calculation of a student’s 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 Request for Leave of Absence form. The Leave of Absence is effective only when the Academic Dean has granted permission. A student who has taken a Leave of Absence without the Academic Dean’s permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence.

In accordance with University Regulations, a student may request a Leave of Absence (LOA) from the University and maintain his/her enrollment status under the following conditions:
1. File a request for a Leave of Absence not to exceed 180 days in any 12 month period. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so.
2. Receive approval for the Leave of Absence request by the Academic Dean and 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, 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 would begin on the 1st day of the student’s Leave of Absence.
4. The student’s withdrawal date is the last date of academic attendance as determined by the University from its attendance records.
5. The approved Leave of Absence time will not be counted toward the student’s expected “time of completion”.

8519.02 R - UNAUTHORIZED LEAVE OF ABSENCE OR WITHDRAWAL
A student may request for a Leave of Absence (LOA) or Withdrawal status by following established procedures and filing appropriate forms available at the front desk. If a student drops enrollment by excessive absenteeism from classes or unofficially withdraws from the University without proper documentation, the student will be placed on Academic Probation due to a failure grade received (see 5218.00 R).
If a student wants to re-enter/enroll at the University, the student must comply with current academic regulations. Students on financial aid program will be placed on Academic Probation for one more quarter for failure to comply with Satisfactory Academic Progress (SAP) regulations. Upon correction of academic deficiencies by end of the re-entry quarter, the student can regain full eligibility for Financial Aid program for the following quarter.

**5220.00 Rd - COURSE FAILURE**
Students who failed a course will not receive credit for the course nor will the units or hours be counted towards graduation. Students who failed a course may be eligible to retake that course the next time the course will be offered. A student with three or more multiple failure grades “F” shall be counseled by the Doctoral Program Director and may be considered for academic dismissal by the University.

**8521.00 R - ACADEMIC PROBATION AND DISMISSAL**
If a student does not maintain Satisfactory Academic Progress, the student will be placed on Academic Probation and will be officially notified by the Doctoral Program Director.

Students on academic probation will be given two (2) quarters from the date of academic probation to improve their grades to the required level or to correct the academic deficiency. Students on academic probation for two (2) consecutive quarters will be dismissed from the University.

Violation of code of conduct may result in dismissal from the University and possible prosecution. The tuition refund formula as stated in this Academic catalog applies to dismissed students as well as those who withdraw.

**8533.00 R – SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DOCTORAL PROGRAM**
Doctoral students must maintain Satisfactory Academic Progress (SAP) by
1. Maintaining a Cumulative Grade Point Average (CGPA) of 3.0 or higher.
2. Enrolling in a recommended average academic course load of eight (8) or more units per quarter.
3. Maintaining adequate and sufficient academic progress to complete the Doctoral Degree in Acupuncture and Oriental Medicine in four (4) calendar years or less beginning with initial matriculation.

A full-time doctoral student can complete the Doctoral degree program in an average of fourteen (14) quarters. However, a student must complete the Doctoral degree program within four (4) calendar years or 16 quarters. A student may extend the maximum program length upon approval of the Academic Dean.
A student whose Quarter Grade Point Average (QGPA) falls below 3.0 (on a 4.0 scale) will be allowed to continue on financial aid for a maximum of two more quarters before financial aid will be suspended or terminated for failure to maintain SAP toward the doctoral degree program.

A student receiving Veterans Affairs (VA) benefits will have a total of three (3) quarters to correct an academic deficiency (QGPA below 3.0) before financial aid, including VA benefits, is terminated. Failure to maintain SAP will result in academic probation status and will be issued a financial aid probation notice detailing the consequences of probation and the need to improve the GPA to an acceptable level. When financial aid is suspended, a student can only be reinstated for financial aid assistance if QGPA is raised to a minimum of 3.0.

A student has the right to appeal the suspension of financial aid, particularly in the case of extenuating circumstances by submitting written supporting documents to the Financial Aid Office. If a student is suspended or dismissed from the University for any reason (academic or administrative), financial aid eligibility will be terminated at the time of suspension or termination.

Failure to maintain Satisfactory Academic Progress will result in academic probation.

8538.00 R - GRADING SYSTEM FOR DOCTORAL PROGRAM
The following grading scale will be used to maintain and promote academic integrity of the doctoral program. Grade points associated with each letter grade are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Below Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Passed</td>
</tr>
<tr>
<td>NP</td>
<td>N/A</td>
<td>Not Passed</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>DS</td>
<td>N/A</td>
<td>Dismissal</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audit</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>R</td>
<td>N/A</td>
<td>Repeat Course</td>
</tr>
<tr>
<td>IP</td>
<td>N/A</td>
<td>In Progress</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td>Extension</td>
</tr>
</tbody>
</table>
5240.01 R - STUDENT IN POSSESSION OF VIOLATED COPYRIGHT MATERIALS
Any doctoral student in possession of a product, a book or a manual which has been illegally reproduced or proved to be in violation of copyright shall be referred to the Doctoral Program Director Office. The illegally reproduced product, book, or manual shall be confiscated and disposed.

The involved student shall be disciplined according to Regulation 6510.01 - R: Rule of Conduct and Regulation 5241.00 - R: Probity.

5241.00 R - HONESTY (STUDENT)
Upon enrollment at South Baylo University, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards of the Acupuncture and Oriental Medicine profession. A student in violation of any of the following shall be subject to redress.

1. Presentation of the ideas, representations, or words of other as one’s own, or permitting another to present one’s work without the customary and proper acknowledgment of the sources.
2. Referral to or use off during an academic or clinical session, unauthorized materials, sources, or devices. Examples include, but are not limited to:
   a. Books, manuals, written materials, Internet materials, etc.
   b. Falsification of academic and clinical records, educational degrees, titles, job positions, etc.
   c. Inappropriate comments to patients, faculty, staff, and students.
3. Providing or acceptance of unauthorized assistance during an examination. Examples include, but are not limited to:
   a. Looking or viewing at other students examination answers
   b. Talking to another student or assisting another student with examination, and/or answers
   c. Making or receiving gestures from another student to benefit in an examination
4. Possession, purchase, sale or use of a copy of any materials intended as an instrument of evaluation (test or examination), in advance of its administration by the faculty.
5. Practice of any form of deceit in any academic or clinical examination setting, including acting as or enlisting a substitute.
6. Dependence on the aid of others or providing such aid in a manner prohibited by the faculty, in the research, preparation, creation, writing performance, or publication of work submitted for academic credit or evaluation.
7. Attempts to change one’s academic record, to access the University computers, break-in offices for reasons not in keeping with academic probity.
8. Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations.
9. Making verbal or written threats, or any act of physical abuse toward students, faculty, or
staff of the University. A violation of this requirement will result in immediate suspension while review of the incident is in progress.

10. Willful violation or abuse of the cannons of ethics for the University or the profession.

5242.00 R - ACADEMIC DISHONESTY
Any evidence of improper communication, use of books or notes, sharing examination answers, substituting a test, giving examinations answers to other student(s) during an examination will be sufficient ground for an instructor/proctor to collect the examination papers of the involved student(s) and dismiss the student(s) from the class. Such offenses customarily will result in an automatic “F” grade on the examination and course, and will be place in academic probation or suspension.

The faculty/proctor must prepare and submit an Incident Report detailing the unprofessional conduct of the student(s) and submit it along with the evidence, if any, to the Academic Office. The reported, cheating offense(s) will be handled by the Academic Office and assisted by the Academic Council if suspension of the involved student(s) warrants such action.

The Academic office shall advise the student(s), in writing, of the status within a period of five (5) working days. The Registrar will insert 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 (seven working days) to appeal this sanction, in writing, to the Executive Council. No appeal can be accepted beyond that specified time.

Academic dishonesty is commonly referred to as “Personal Integrity” in other official documents or publications published and released by the University such as Catalog and Student Manual.

It is important to note that “Academic Probation” usually deals only with academic issues such as failure of courses, excessive absenteeism toward end of quarter, failure to maintain Satisfactory Academic Progress (SAP), cheating during an examination, and plagiarism. An “Administrative Probation” deals with non-academic issues such as behavioral issues, destruction of university’s properties, thefts, drugs related, or any other crime offense.

5243.00 R - DISRUPTIVE BEHAVIOR
South Baylo University shall not tolerate any disruptive behavior in a learning environment convened by a faculty member or Clinic Supervisor in its educational facilities, as enrollment at the University is a privilege and not a right.

Disruptive behavior by a SBU student is defined as any act which denies others the freedom to receive an education, to attend scheduled classes, to study, to receive services, to speak, to
be heard, to pursue research or to receive AOM care. Such behavior is antithetical to academic freedom and to the rights of all members of the SBU academic community.

Initial situations of mildly disruptive behavior shall be managed informally by a staff or by a faculty member based upon that individual’s personal judgment at the time. However, if disruptive behavior progresses or is of serious nature in its initial form, the formal procedure shall be as follows:

1. An instance of disruptive behavior shall result in an immediate oral and public warning by the SBU staff, faculty or clinic supervisor.

2. A subsequent instance may result in the expulsion of the student for the day from the premises (room, hall, classroom, etc.) by the SBU staff, Faculty or Clinic Supervisor.

3. Continued disruptive behavior may result in the expulsion of the student permanently by the SBU staff, faculty or clinic supervisor. A statement of the reason for permanent expulsion shall be given in writing by the Academic Dean or Director of Clinics with a copy provided to the Registrar for placement in the involved student’s file.

4. The disciplinary action(s) listed herein above, may be appealed by the student within five (5) working days to the Executive Council in accordance with the provisions for appeal and due process.

In addition, disruptive behavior which constitutes a threat to persons and/or property will be immediately referred to the Program Director or Branch Director for adjudication and disciplinary sanction according to the published Student Grievance Procedure.

The University shall report to the U.S. Citizenship and Immigration Services (CIS) any foreign student holding an F-1 student visa who has been dismissed from the University for Disruptive Behavior.

Cases of imminent danger to life and property shall be referred to appropriate law enforcement authorities.

5400.00 P - LIBRARY
The University Libraries are an integral part of the academic program and provide extensive support for instruction and research with appropriate learning and research materials.

5420.00 R - DONATIONS TO THE LIBRARY
South Baylo University (SBU) Libraries may accept donations from alumni members and friends of the University using the following criteria:
1. As a general policy all donated publications must have been published within the last ten years; of course, historical documents may not follow such a guideline.

2. Monetary donations must be established and audited through the University Financial Office.

3. All materials donated to the university libraries will become the property of SBU with the right reserved to utilize in any manner commensurate with the educational mission and may be transferred or disposed of as the growth and needs of the collections indicate.

4. The university libraries will only accept donations with the agreement that the university is exempt from any liability and reserves judgment in the application and retention of such accepted materials.

5. It is the library policy to always acknowledge the support of the acupuncture profession, and appropriate donor recognition may be achieved through book plates, announcements, and special designations.

6. Donated materials outside the scope of acupuncture or Traditional Chinese Medicine are encouraged but remain subject to professional library judgment and application to the educational mission of the university.
6000.00 P - STUDENT AFFAIRS
The purpose of the Office of Student Affairs shall be to facilitate interactions between the student body and the University to serve as a clearing house for student problems and activities.

8615.00 R - STUDENT ADVISING FOR DOCTORAL PROGRAM
The University shall provide program advisor to assist the students. The Doctoral Program Director, Doctoral Program Student Advisor, or Doctoral Clerkship Coordinator shall be available and assigned to guide and advise students with academic problems. They may be made available to assist students with problems of a social or personal matter.

6020.03 R - USE OF STUDENT LOAN MONEY
The student has the responsibility to use funds received from financial aid sources in the manner specified by the awarding agency. In the event of federal funding, the student agrees to use this money for educationally-related expenses, which include costs for tuition, fees, books, supplies, transportation, housing, food costs, and incidental expenses.

6020.04 R - LIMITATION OF STUDENT LOAN
Students in the Master’s degree program at SBU who have a total of $110,000 in borrowed educational loans can no longer apply for the maximum allowed financial aid amount. Instead, the student can only apply for the amount needed to pay for tuition and fees. This regulation is to ensure that the students will have enough financial aid funds to complete the educational program.

6020.05 R - EXIT INTERVIEW
Students receiving financial aid assistance are required to have an Exit Interview with the Financial Aid Officer before graduation or withdrawal. The Financial Aid Officer shall mail the Exit Interview form to any student who missed the Exit Interview to complete and to mail back the form to the Financial Aid Office.
The Exit Interview performed by the Financial Aid Officer shall be one of the required clearance procedures for students prior to graduation and withdrawal.

6022.00 R - CLEARANCE PROCEDURES FOR GRADUATION/ WITHDRAWAL
At graduation time or at time of requesting a withdrawal status, students are required to have clearance by completing a Clearance Form for Graduation/Withdrawal Form issued by the Registrar. The Clearance Form must be completed and signed-off by the Registrar, and placed in
the student’s file so that any request for services such as request for official transcripts, certification letter, attendance verification letter, and recommendation letter can be issued on behalf of the student. The University reserves the right to refuse services to a student if the student’s file does not have a valid and completed Clearance or Withdrawal Form from the University and have indebtedness and other obligations.

**6053.00 R - EMERGENCY STUDENT LOAN**

South Baylo University has an emergency student loan established to assist students in special need or difficult time. The loan shall be disbursed as an unsecured loan to officially registered students who receive financial aid program and with the approval of the Financial Aid Officer.

The loan shall be in denominations of $300.00; two loans per student per calendar year will be allowed as funds are available. A second loan may be made with an outstanding first loan. No loans will be made to students who have received all of the financial aid check for that calendar year. All loans are due and payable when the student’s next financial aid check is received by the University. All loans outstanding beyond 5 working days of the student’s receipt of the financial aid check will be assessed a 5% late charge fee. All loan payments shall include a $5.00 service charge per loan, to cover the cost of administering the emergency student loan program.

The Financial Aid Office will be responsible for the verification of financial aid received by the student, for record keeping, accepting payments, disbursement, and sending notices to students, if necessary.

**6054.00 R - DISBURSEMENT OF STUDENT LOAN FUNDS**

South Baylo University shall disburse Financial Aid funds according to the Department of Education regulations. Therefore, the University shall disburse the Financial Aid funds by crediting the student’s account and issuing a check for any credit balance by the third (3rd) day after receiving said funds.

If the Financial Aid funds disbursement to the student’s account creates a credit balance, SBU will pay the credit balance amount directly to the student as soon as possible, but not later than 14 days after the credit balance occurred. The student shall be notified that the check is ready for immediate pick-up.

**6055.00 R - LOANS/GRANTS**

The Financial Aid Office shall keep current information on Pell Grants and shall assist the students in locating the appropriate lending office to meet the requirements.
6065.00 R - VETERAN'S BENEFITS
A veteran’s representative may be appointed to serve as the liaison between the Veteran’s Administration and the qualified student. The representative may assist veterans in obtaining, completing, and filing necessary forms. The Academic Dean shall provide the authorizing signature required on the forms.

6070.00 R - REHABILITATION
Students qualified to receive state or federal educational subsidies shall be entitled to receive special consideration through the Financial Aid Office, which shall assist them in completing registration and obtaining tuition deferments, and generally expedite the administrative aspects of their matriculation.

8620.00 R - TUITION PAYMENT
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 Saturday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the remaining 50% quarterly tuition and fees is subject to a penalty.
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.

6075.00 R - STUDENT RECOGNITION PROCEDURES
In order to provide a mechanism recognizing students who contribute to the betterment of the University, activities will be coordinated through the Academic Dean’s Office. Any person or group wishing to issue a certificate or award to a student should request the assistance of the Academic Dean’s Office.

The Academic Dean will provide counsel in determining recognition a letter of appreciation from the Dean’s office, a certificate of appreciation bearing the signature of the President of the University or signatures of the student group(s).

a. Copies of all correspondences will be placed in the student’s permanent file by the Registrar.
b. If appropriate, copies of correspondence will be distributed to project directors, faculty, or other persons involved.
c. Certificates should be presented only in cases of exceptional service to the University.
d. The title “Dr.” shall not appear on any such certificate of awards.
8630.00 P - DEFINITION OF GRIEVANCE
A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a student, faculty member, administrator, or staff personnel, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant.

8635.00 P - DISCIPLINARY STANDARDS
Enrollment at South Baylo University shall be considered a privilege a right, which carries obligations of conduct both inside and outside of the classroom. Violation of the University policies and Regulations, and rules can place as a student a candidate for suspension or dismissal, according to the determination of the Academic Council.

6078.00 R - REASONABLE ACCOMMODATIONS FOR STUDENTS
Under the Americans with Disabilities Act(ADA) and the Rehabilitation Act of 1973, South Baylo University has an obligation to provide reasonable accommodations to qualified students with protected disabilities. Protected disabilities are physical or mental impairments that substantially limit one or more major life activities. Major life activities include any function that the average person in the general population can perform, such as learning, reading, seeing, hearing, speaking, caring for oneself, performing manual tasks, walking, breathing, working, sitting, standing, lifting, and reaching.

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

Reasonable accommodations are any actions that allow a student to:
1. Have equally effective communication, or
2. Have equally access to instruction, programs, services, and activities sponsored by SBU

Providing reasonable accommodation is mandatory when a student:
1. Provides medical documentation of disability
2. Request a reasonable accommodation

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

Procedures to handle students with learning disabilities can include:

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

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

6510.00 P - INFRINGEMENTS OF CONDUCT
South Baylo University students shall at all times maintain themselves in a manner befitting professionals. The following shall be considered infractions of conduct: classroom tardiness; eating, drinking or smoking in prohibited areas; inappropriate attire; failure to meet financial obligations made with the University; unlawful displacement of University equipment or willful destruction of same; diagnosis or treatment of patients, family or friends prior to entering the Clinic Program; forgery of official documents. Following entry into the clinics, the intern may treat patients only in the clinic and under the supervision of a licensed practitioner.

6510.01 R - RULE OF CONDUCT
South Baylo University students shall at all times maintain a professional manner. Student are required to be in compliance with the University’s policies and regulations. Any violation of
policies and regulations established by the University shall be addressed accordingly and may result in suspension or dismissal from the University. Any suspended or dismissed student shall be given the right to appeal the administrative decision.

6512.00 R - CAMPUS PHOTO I.D. CARD
Each enrolled student shall receive a campus photo I.D. card. The use of the card is strongly encouraged to all students. The campus photo I.D. card is require for the following services:

1. All campus laboratories
2. Check or credit card purchases in the bookstore

Students may be required to show the campus photo I.D. card to South Baylo University security personnel, if needed.

6517.00 R - USE OF BEEPERS AND CELLULAR PHONES
Students are required to turn off Mobile phones in the clinics and classrooms to avoid distraction during patients treatment procedures or students and the faculty member during class presentation. Mobile phone with vibratory mode may be used by the students, only if the sound does not emit.

Students violating the regulation shall receive an initial warning notice issued by the Doctoral Program Director or Doctoral Clerkship Coordinator with a copy placed in the student’s file. Recurrent offenses may lead to administrative probation and potential dismissal from the University.

6520.00 P - RAPE AND SEXUAL ASSAULT
Pursuant to adoption of Resolution No. 46 adopted September 8, 1987 by the California State Assembly, the University does hereby adopt a Rape and Sexual Assault policy, which shall be incorporated into the disciplinary policies and practices of the University.

Appropriate disciplinary action shall be taken against students or members of the University community who participate directly or indirectly in rape or sexual assault that occurs on University properties or at a University-related function or activity. The procedures set forth in South Baylo University Policies and Regulations shall be utilized in determining whether allegations pertaining to rape and sexual assault justify disciplinary action.

Due process shall be guaranteed by the University to any individual accused of the crime of rape or sexual assault. Appropriate consideration shall also be given to the rights of victims pursuant to the specific requirements of Assembly Concurrent Resolution No. 46.
After due process, a student with a recommendation for appropriate discipline related to accused of sexual rape or sexual assault will be advised of the action to be taken by the University which may include but not be limited to suspension or dismissal.

6525.00 P - STUDENT HARASSMENT
South Baylo University is committed to providing an environment that is free of discrimination. In keeping with this commitment, the University maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Harassment may be defined as to worry, impede, and/or to annoy persistently the peace of another student. The regulation applies to all members of the University community, including students. Furthermore, it prohibits harassment in any form, including verbal, physical, and/or visual harassment.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either
1) submission to such conduct is made an explicit term or condition of service or grading; 2) submission to or rejection of such conduct by a student is used as a basis of academic decisions; or 3) such conduct has the purpose or effect of substantially interfering with a student’s academic performance or creating an intimidating, hostile, or offensive academic or social environment. Students who violate the policy will be subject to discipline in accordance with the Student Honor Code and Code of Ethics and other policies and regulations of the University.

Any student who believes has been harassed by another student, an employee of the University, or any other person of the University, should promptly report the facts of the incident or incidents and the names of the individuals involved to either Director of Clinics, Academic Dean or the Student Services Coordinator. Alternative reporting can be made to any faculty or staff.

SBU will not tolerate harassment of any kind. Students found guilty of such action will be subject to discipline, including possible suspension or dismissal. No complaint will be ignored. In addition, the University will not allow the regulation to be abused by use for personal gain or vindictive reasons. Any student who makes such an accusation, which upon investigation is found to be untrue and known to be untrue by the person making the accusation, will be subject to the same severe disciplinary action, including possible suspension or dismissal as the person found guilty of harassment.

8625.00 R - STUDENT GRIEVANCE FOR DOCTORAL PROGRAM
Students who feel aggrieved with the university or with the policies and regulations, practices and procedures, faculty, staff or other student(s) should submit, in writing, the grievance to the Doctoral Program Director who will act upon the action. A response to the grievance shall be made as quickly as possible. Should the student(s) feel aggrieved with the Doctoral Program
Director, a written petition should be submitted to SBU president for appropriate action. In the handling of a grievance to include the investigation of alleged wrong doing or violation of university policies and regulations, the Doctoral Program Director may request input and participation of the Doctoral Academic Council. Action taken by the Doctoral Program Director with or without consultation with the appropriate council of the university shall be provided to the involved individual in writing. Student(s) sanctioned by disciplinary actions, either academic or administrative, can appeal the status with the university by providing the president with a written appeal within 10 working days of the receipt of the disciplinary action. The written decision by the president shall be final.

An aggrieved student has the right to direct the unresolved issue or grievance to the Bureau for Private Postsecondary Education (BPPE) in Sacramento, California or to the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in Laurel, Maryland.

8653.00 R - COMPLAINTS PROCEDURES (STUDENT)
Some problems or disputes, such as sexual harassment and certain other incidents, because of the private and sensitive nature may be more appropriately handled through the complaint process. In these instances a complaint may be filed with the Academic Dean, Program Director Chair, Program Advisor, or responsible administrator requesting an investigation into the alleged action(s) or nature of the complaint.

   **Step 1:** The student consults with one 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; 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, the student may then initiate a formal grievance procedure.

8653.01 R - FORMAL GRIEVANCE PROCEDURES FOR DOCTORAL PROGRAM
A student who feels aggrieved with the administration, its policies, practices and procedures,
faculty or colleagues may submit a grievance in writing to the Doctoral Program Director, who will act on it and direct it through the formal grievance procedures. In the event that the grievance is against the dean, the grievance shall proceed to Step 3, section D.

The Doctoral Program Director is responsible for academic grievances, the director of operations for administrative grievances and the director of operations oversees the processes. The Executive Council decides who handles each grievance.

The following steps are taken, in sequence, by the student initiating 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. A student has the right to withdraw a grievance at any stage of the proceedings causing the proceedings to terminate.

Copies of correspondence by the student and by the other parties are forwarded to the Doctoral Program Director and retained in a confidential file pending resolution of the grievance or further action by either party. If the allegation involves charges of discrimination or sexual harassment, copies of all correspondence is forwarded to the dean.

FOR ALL GRIEVANCES

Step 1

1.1 The student shall give written notification or Incident Report (INR) as to the circumstances of the grievance and/or the person student who alleges has aggrieved the student 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) of the alleged incident or of the time the student should have become aware of the alleged violation. If the student cannot be contacted through reasonable efforts because the student 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 student 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 student against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided the student 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 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 student against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided the student 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.

2.3 The student may grieve against anyone whom the student believes has treated the student inequitably. A grievance filed on behalf of a third party is not permitted. Students may grieve against another student, a staff member, faculty member, department chair, Dean or other university administrator. Each type of grievance is outlined in the following sections. The student should first determine against whom he/she is grieving and refer to that section for the procedures to be followed.

Step 3: FIRST APPEAL LEVEL

A. Student vs. Student
1. If the grievant is not satisfied with the results of Step 1 and 2, the student can appeal the grievance to the Academic Dean 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 Academic Dean 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 Academic Dean.
   a. The Committee shall be appointed by the Committee Chair or the ADA Officer within ten (10) calendar days after receiving the written notice of grievance or notice of appeal.
   b. The Committee shall forward its recommendations, to the Academic Dean within 30 days of its appointment
c. The Committee shall include the following: one (1) student member with voting privileges for each faculty, staff or administrative member with voting privileges.
d. No member of the Committee shall be a student, faculty, staff or administrator from the same class as the grievant or the person(s) against whom the grievance is filed.

3. The Academic Dean shall respond to the student in writing within ten (10) days of receiving the recommendation(s) of the Committee. The response shall contain the Academic Dean’s findings on the complaint. The action(s) is to be taken and the justification(s) for such action(s).

B. Student vs. 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, the student can appeal to the Academic Dean.
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 Academic Dean shall follow the procedures outlined in Step 3; A, 2 (a-d)-3 above.

C. Student vs. 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, the student can appeal to the Academic Dean.
2. The Academic 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 Academic Dean’s level, the student can appeal to the President within 30 days of receiving the written response from the Academic Dean, or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The Branch Director 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 Program Director.
5. 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 for each faculty, staff, or administrative member with voting privileges.
6. The Committee shall forward its recommendation to the President within 30 calendar days of its appointment.
7. 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 Dean’s and the Committee’s findings on the complaint, action(s) to be taken, and the justification(s) for the action(s).

D. Student v. Doctoral Program Director

Should the grievance be against the Doctoral Program Director a petition may be submitted to the President, who, if necessary, will arrange a committee to hear the case.

1. Step 1 and 2 of the grievance procedure are to be followed with the President or a committee directing such procedures.
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 the recommendations to the President.
3. 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 for each faculty, staff, or administrative member with voting privileges.
4. The Committee shall forward the recommendation to the President within 30 calendar days of the appointment. Any questions or problems which have not been satisfactorily answered or resolved by the University may be directed to the:

Any questions or problems, which have not been resolved at the University, may also be addressed to:

Bureau for Private Postsecondary Education (BPPE)
2535 Capital Oaks Drive Suite 400, Sacramento, CA 95833
Telephone: (916) 431-6959 Toll #: (888) 370-7589 Fax: (916) 263-1897
Email: bppe@dca.ca.gov Website: http://www.bppe.ca.gov

Or

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
14502 Greenview Drive, Suite 300B
Laurel, MD 20708
Telephone (301) 313-0855 – Fax (301) 313-0912Website: www.acaom.org
8728.00 R - MALPRACTICE INSURANCE
All doctoral students serving in the South Baylo University Clinics shall carry malpractice insurance through a policy and with a Company approved by the President.

All Clinic Supervisors and Faculty members requiring clinical practice shall also carry malpractice insurance.

8728.01 R - MALPRACTICE INSURANCE COVERAGE FOR CLINICS
All students who successfully complete the clinic entrance requirements and are permitted to enter the SBU Clinics or Satellite Clinics shall be immediately covered by a malpractice insurance policy. Payment of the malpractice insurance premium must be made on a timely manner.

All students entering the clinics shall be billed quarterly for an amount of $50.00 for malpractice insurance fee. This fee shall be reviewed annually by the Finance Director and discussed at the Academic Council for possible adjustment or changes mandated by the insurance carrier.

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

8730.00 R – EVALUATION/ASSESSMENT REPORTING
Doctorate Clinic Supervisors are responsible for providing the Doctoral Clerkship Coordinator monthly updates regarding doctoral student’s performance and fulfillment of doctoral clinic requirements. Reconciliation of patient records and Student Clerkship File (SCF) must be reviewed periodically by Doctoral Clinic Supervisors to determine fellows learning and smooth advancement in clerkship training. The evaluating Doctoral Clinic Supervisors must recommend remedial procedures to those doctoral students not meeting clinical competencies.

8734.00 R – CLERKSHIP REQUIREMENTS
In order to assess the clinic competency of the doctoral students, quantitative and qualitative assessment of learning and clinical performance shall be made and required. The quantitative assessment shall include the completion of 660 hours of clinic clerkship. Clerkship requirements can be divided as follows:
<table>
<thead>
<tr>
<th>Categories</th>
<th>Clerkship Hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collaboration with Other Healthcare Providers</td>
<td>100 hours</td>
</tr>
<tr>
<td>2. Diagnosis &amp; Treatment of Model Patients</td>
<td>100 hours</td>
</tr>
<tr>
<td>3. Clinical Supervising and Teaching Practice</td>
<td>100 hours</td>
</tr>
<tr>
<td>4. Specialty Development</td>
<td>200 hours</td>
</tr>
<tr>
<td>5. Clinical Research Project</td>
<td>160 hours</td>
</tr>
</tbody>
</table>

8745.00 R - PURCHASE OR SALE OF PRODUCTS IN CLINICS
SBU staff, faculty, clinic supervisors, students, including students are not permitted to conduct personal business of any products, such as supplements, vitamins, herbs or medical tools/instruments in the SBU clinic facilities and on SBU campus. For a sale to be permitted, it must be done through the front desk of the Clinic(s) or through SBU Bookstore with proper transaction receipt(s). Any sales outside the University’s grounds cannot be marketed as endorsed or approved by South Baylo University, or any of its employees. Violation of this Regulation may lead to probation and/or dismissal from the University.

**Please refer to the Doctoral Clerkship Manual for more details.**
STUDENT SERVICES DIRECTORY

Academic Advisor
Wayne Cheng 714-533-1495, Ext. 549, First Floor
Sheng Li 714-533-1495, Ext. 272, First Floor
Soo Gyung Kim 213-738-0712 (L.A. Campus)
Seong Hwa Hue 213-738-0712 (L.A. Campus)

Student and Career Services
Student Services Coordinator (Anaheim Campus):
Maria Maddock 714-533-1495 Ext. 275
Student Services Coordinator (Los Angeles Campus):
Karin Sham 213-738-0712

Registrar’s Office
Registrar Services (Anaheim Campus):
Christina Park, 714-533-1495 Ext. 229, First Floor
Registrar Services (Los Angeles Campus):
Michelle Park, 213-738-0712

Financial Aid Office
The Financial Aid Office administers and coordinates funds from federal, state, and institutional sources. The funds are provided to eligible students.
Main Campus (Anaheim): Mimi Park, 714-533-1495, Ext. 243

International Student Advisor
Assist students with international form
Main Campus (Anaheim): Sue Lee, 714-533-1495, Ext. 230

Library and Resource Center
Provides information pertaining to Oriental Medicine and other education resources to help guide the student to a better understanding of the program.
Director of Libraries: Edwin Follick Main Campus (Anaheim) 714-533-6077 or 714-533-1495, Ext. 240
Los Angeles Campus: 213-738-0712, Second Floor
Visit our online library at www.southbaylo.edu
Health Services/SBU AOM Clinic

Offers students medical services, first aid, AOM services and health education and consultation at an affordable cost.
Main Campus (Anaheim): 714-535-3886 Third Floor
Los Angeles Campus: 213-738-1974, First Floor

CIS Department

James Kim, 714-533-1495, Ext. 271, Second Floor

English Language Coordinator

Administer TOEFL/English Competency Test and TSE.
Main campus (Anaheim): Maria Maddock, 714-533-1495, Ext. 275
# EMERGENCY CONTACT LIST

If you suspect an immediate threat to yourself or facilities:

**DIAL 911**

### Campus Security

<table>
<thead>
<tr>
<th>Security Guard</th>
<th>Campus</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>Anaheim Campus</td>
<td>Hamilton International 713-769-0071</td>
</tr>
<tr>
<td>Security Guard</td>
<td>Los Angeles Campus</td>
<td>JK Private Protective 213-703-6505</td>
</tr>
<tr>
<td>Operational Security</td>
<td>Anaheim Campus</td>
<td>Mr. Park 213-503-7895</td>
</tr>
<tr>
<td>Operational Security</td>
<td>Los Angeles Campus</td>
<td>Mr. Lee 213-276-9138</td>
</tr>
</tbody>
</table>

### Police Department

<table>
<thead>
<tr>
<th>Station</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Station</td>
<td>Non-emergency 714-765-4311, Burglary 714-765-1942, Sexual Assault 714-765-1571</td>
</tr>
<tr>
<td>Rampart Police Station</td>
<td>Non-emergency 213-484-3400</td>
</tr>
</tbody>
</table>

### Fire Department

<table>
<thead>
<tr>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 South Anaheim Blvd, Anaheim, CA 92805</td>
<td>Non-emergency 714-765-4000, Dial 311</td>
</tr>
<tr>
<td>1819 West 7th Street, Los Angeles, CA 90057</td>
<td>Non-emergency 213-485-6211, Dial 311</td>
</tr>
</tbody>
</table>

### Hospital

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaheim General Hospital, 3350 West Ball Road, Anaheim, CA 92804</td>
<td>Non-emergency 714-827-6701</td>
</tr>
<tr>
<td>California Hospital Medical Center, 1401 South Grand Ave, Los Angeles, CA 90015</td>
<td>Non-emergency 213-748-2411</td>
</tr>
</tbody>
</table>

### Poison Control

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Irvine Medical Center, Orange County</td>
<td>800-544-4404</td>
</tr>
<tr>
<td>Regional Poison Center, 101 The City Drive, South Route 78, Orange, CA 92668-3298</td>
<td>800-825-2722</td>
</tr>
<tr>
<td>University of Southern California, Los Angeles County</td>
<td>800-825-2722</td>
</tr>
</tbody>
</table>
Regional Poison Center
1200 North State, Room 1107
Los Angeles, CA 90033

Never Endanger Your Personal Safety.

If you suspect an immediate threat to yourself or facilities:

To yourself or facilities, Call 911

Academic Program Advisor   714-533-1495, Ext. 275