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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 updated regularly as policies change or new sections are added.
INTRODUCTION

This Student Handbook has been designed to provide South Baylo University students with current and updated information, Policies, and Regulations related to their academic endeavor. This information, along with the Policies and Regulations are essential for the students to meet their educational objectives while attending the University. Although the SBU Catalog contains 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, the Administrative Office, or on the SBU website 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.
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
South Baylo University has established Program Outcomes that drive its curriculum.

**Outcome 1:** Graduates apply the knowledge of conventional Medicine in the practice of AOM.

- 1.1 Graduates will be able to understand the basic theories of biomedical science, and apply the knowledge of conventional medicine in the practice of AOM.
- 1.2 Graduates will be able to have diagnostic knowledge and awareness of treatment protocols of conventional medicine.

**Outcome 2:** Graduates demonstrate competency in the practice of Acupuncture and Oriental medicine.

- 2.1 Graduates will be able to explain the major concepts and theories of Acupuncture and Oriental medicine.
- 2.2 Graduates will be able to perform AOM diagnostic methods and assessment criteria, and formulate, implement, monitor, and adapt treatment plans.
- 2.3 Graduates will be able to perform Acupuncture treatments.
- 2.4 Graduates will be able to practice herbal medicine and provide advisement on nutritional and dietary supplements.

**Outcome 3:** Graduates demonstrate competencies in patient care in compliance with ethical, legal, and safety guidelines and communicate effectively in diverse settings.

- 3.1 Graduates will be able to identify medical emergency situations and conduct standardized procedures, including referrals to other primary healthcare professionals, emergency actions, and compliance with legal regulations.
- 3.2 Graduates will be able to adapt to multicultural environments and practice in diverse community contexts.

**Outcome 4:** Graduates can develop and implement effective treatment plans, maintain standardized medical records, conduct case reviews, and manage their clinical practice.

- 4.1 Graduates will be able to develop treatment protocols for individual patients and record patient medical information and treatment according to standardized guidelines.
- 4.2 Graduates will be able to present case reviews and communicate with other primary healthcare professionals, write medical/legal reports, as well as bill for services using appropriate codes.

**Outcome 5:** Graduates understand basic research concepts and utilize scientific methods related to the AOM clinical practice.

- 5.1 Graduates will be able to critically review research data and studies, and relate findings to their clinical practice.
- 5.2 Graduates will be able to interpret clinical research protocols
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:

Bureau for Private Postsecondary Education
2535 Capitol Oak Drive Suite 400
Sacramento, CA 95833

Website: 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:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
8941 Aztec Drive, Eden Prairie, MN 55347
Tel: (951) 212-2434; Fax: (952) 657-7068

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.
INSTITUTIONAL AFFAIRS

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 advocates 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, etc.

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 encouraged 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 the code, each individual shall be entitled to a clear understanding of the objectives of the organization and department of which the individual 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 the 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 SBU, the 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, envelops, brochures, publications, transcripts, businesscards, 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.
ADMINISTRATIVE AFFAIRS

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 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 clinics, 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 in the 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 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, barbituates);
4. Stimulants (such as amphetamines, methamphetamines);
5. Benzodiazephines (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 R - TUITION PAYMENT SCHEDULE
After registration and payment of 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 the Wednesday 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 Wednesday 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 has 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 3rd day of the 2nd Week</td>
<td>No Penalty</td>
</tr>
<tr>
<td>(Grace Period)</td>
<td></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 parking 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. Sidewalks
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” 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

5004.00 R - COURSE UNITS
One (1) quarter unit shall equal to one (1) instructional didactic hour per week for ten (10) weeks, with a final exam given in the tenth (10th) week. Two (2) clinic internship hours or laboratory hours per week for ten (10) weeks (or 20 clinic or laboratory hours per quarter) shall constitute one quarter unit.

5005.00 R - FIRST DAY OF CLASSES AND 10 WEEKS OF INSTRUCTION
SBU will maintain the academic year of three (3) quarters, each having ten (10) weeks in length. If a National Holidays occurs on a Monday, classes that are scheduled on a Monday will have the final examination(s) on the Monday of the eleventh week. This assures that classes scheduled on Mondays will have a minimum ten (10) weeks of instruction. The University will do its best to maintain a quarterly instruction time of minimally 10 weeks, including a final exam.

5020.00 P - DEGREE CONFERRED
The degree conferred for completion of the professional graduate work shall be Master of Science in Acupuncture and Oriental Medicine.

5025.00 P - RESIDENCY REQUIREMENTS
At least forty five (45) quarter units with one(1) year residency is required for students who graduated from foreign AOM institutions with an overall GPA of 2.3 or higher. However, completion of at least sixty five (65) quarter units with one(1) year residency require the following students to earn the Masters degree from SBU.

a. Students transferred from AOM schools approved by the CAB and accredited by the ACAOM with completion of more than 200 quarter units

OR

b. Students who graduated from foreign AOM institutions with an overall GPA of 2.3 or lower.

5051.00 R - RELEASING STUDENT RECORDS
South Baylo University will not release student confidential information, identifiable data, or academic records to a third party without the students’ prior written consent, if student is not available a notarized consent form 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.
5052.00 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 want 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 Academic Dean to whom the faculty reports. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Academic Dean with whom the appeal is filed will then schedule a meeting with the student and faculty member in an attempt to resolve the complaint. The Academic Dean 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, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. The Academic Dean will then schedule a meeting with the student to hear the student’s complaint. The Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty in order to hear the student’s complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual student complaint; the committee will not function as a standing committee. The Academic Dean 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, but 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.
Examples of transcripts:

<table>
<thead>
<tr>
<th>Jane Jones change to: Jane Doe AKA Jane Jones</th>
</tr>
</thead>
<tbody>
<tr>
<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 encouraged 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.

5159.00 R - MAXIMAL ACADEMIC COURSE LOAD
A heavy academic load can affect student learning and performance. Students are not allowed to carry an academic load of more than thirty-five (35) instructional contact hours per week. This includes didactic hours, clinic internship hours and research/scholarly activity hours.

5170.00 P - READMISSION
A student not maintaining continuous attendance at SBU is required to apply in writing to the Academic Dean for readmission. Transcripts of interim academic work must be submitted before readmission will be approved. If the lapse in attendance has exceeded one year, the returning student must fulfill the entrance requirements applicable to the class the student seeks to enter, and be evaluated by the Academic Dean. The student must meet current admission and academic requirements. Students who were dismissed for academic or disciplinary reasons must be approved by the Academic Dean before re-entering SBU.

Re-entry students will not be given a specific graduation date. Graduation will depend on successful completion of all requirements of the University 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 reactivate the academic file. The students shall retain the original student identification number.

5171.00 P - PROMOTION
Advancement in courses shall be considered a privilege, not a right, and shall carry with the obligations of conduct, appearance, and academic performance. Promotion from one quarter to another shall be based upon the careful evaluation of the student’s attendance, academic performance, and conduct: the
final standing of a student in each subject shall be based upon the composite judgment of the responsible faculty members, and not solely upon the result of written or practical examinations. A student enrolled at SBU shall not be permitted to register for a course until the prerequisite course(s) has been completed.

5171.01 R - PROMOTION CRITERIA
A student shall not be permitted to register for the next quarter if the student:

1. Has not met the condition(s) as indicated in the letter of acceptance or admission (conditioned acceptance)
2. Has not paid all tuition and fees from the previous quarter.
3. Have two (2) or more failure grades in courses taken during the previous quarter
4. Has a leave of absence for more than two (2) quarters (Student may have to meet new and current entrance requirements or current curricular changes)

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.

5174.00 R - GRADUATION REQUIREMENTS
The Master of Science in Acupuncture and Oriental Medicine (M.S.A.O.M.) degree is awarded to those who have fulfilled the following requirements:

1. Complete didactic courses and internship hours in the curriculum (or their equivalent) and have completed a minimum four (4) academic years (12 quarters) of full-time residency as a matriculated student at SBU. Thesis, dissertation, or project is not applicable to this degree program.
Or
A minimum of 45 quarter units with a minimum one academic year of residency must be completed at SBU for students who have completed the AOM curriculum in other approved educational institutions.

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

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.

5176.00 R - REQUIRED LENGTH OF STUDY
To comply with the California Acupuncture Board’s regulations, students enrolled in the Master’s Degree program in Acupuncture and Oriental Medicine at South Baylo University must complete all the academic and clinical requirements over a minimum period of four (4) academic years, eight (8) semesters, twelve (12) quarters, nine (9) trimesters, or thirty-six (36) months.

5176.02 R - TRANSFER UNITS TO MEET SBU QUARTER SYSTEM
In determining the time limitation to complete the degree program, all the transfer credits for previous work as granted by the SBU’s Academic Office shall be used. Fifteen (15) quarter units shall constitute one quarter to be used in the determination of time limitations.

5177.00 R - MAXIMUM PROGRAM LENGTH
Students are required to complete the Master’s degree program offered by the University in 24 quarters or six (6) calendar years beginning with initial matriculation in order to maintain with the updates in the curriculum, as well as examination contents.
Failure to complete the selected degree program during the allotted time period may result in denial of credit for units earned beyond the specified maximum length of study.
If a student is not able to complete the curriculum within 24 quarters or six (6) calendar years, a readmission process is required, and the student must comply with the most current curriculum upon readmission. Any extension in completing the curriculum must be approved by the Academic Dean, such as in the case of certified ADA students, fulltime students from other educational programs, or healthcare professionals.

5185.00 R - AUDIT OF UNDERGRADUATE AND GRADUATE COURSE(S)
The definition of audit shall be to attend a course without working for or expecting to receive formal credit.
5185.01 R - AUDITORS
Students may wish to audit SBU curricular course(s) with or without a grade can do as auditors. Applicant auditors who have not been formally admitted to SBU as full time students must complete an Admission Application Form with the Admissions Office and meet all current admission requirements to obtain an auditor status. Such applicants must pay the current applicable tuition and fees.

5185.02 R - ENROLLMENT AS AN AUDITOR
Enrollment as an auditor is a privilege and is usually limited to regularly matriculated SBU students and must be subjected to the approval of the Academic Dean’s office. Auditors may subject to the same fee and tuition structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the beginning of the quarter.

5185.03 R - AUDIT AND AUTHORIZED CLASSROOM ATTENDANCE
After the first week of each quarter, students are not allowed to sit or attend a scheduled class or classes without being registered for class(es). Registration and official enrollment for attending a class or classes can be done by filling out the appropriate documents at the front desk. Enrollment for a class can be one of the following:

1. Enrollment for Credit with current tuition and fee charges, if any, and grade and credit recorded.
2. Enrollment for Audit Status with a Grade (for any course not previously taken at SBU, but completed at another educational institution): A 50% discount for tuition is granted with grade and credit recorded. Students receiving transfer credit (TC) for courses taken outside of SBU’s program can use the academic opportunity to upgrade the knowledge to current level of competency.
3. Enrollment for audit status without a grade and credit (for a course previously taken at SBU with a grade of “C” or better): A $50.00 processing fee is charged for each course and no grade or credit will be awarded.

SBU official transcript of each student shall reflect on each of the types of enrollment indicated above so that accurate accounting of class enrollment can be maintained.

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.
5210.00 R - REGISTRATION
Registration for new and continuing students is a registrar function. Registration shall occur for continuing students in the 6th week of each quarter and shall last for a period of four (4) weeks. At time of registration, all students must pay a registration fee as established by the South Baylo University and published in the University Catalog. Registration of new students can be made at any time but not later than the end of the first week of the quarter in which the students are enrolled in. Late Registration is define as after the registration period deadline and will be subject to a late fee of $150.00.

5210.01 R - LATE REGISTRATION
Late registration is defined in two categories:
   a. Continuing students on a regular schedule - late registration for the following quarter will commence on the first day of class of the 10th week of each quarter for current continuing students. A fee will be assessed for late registration.
   b. Students on leave of absence - will not be charged for late registration upon returning for reenrollment.

Late registration fee has been established to be $150.00.

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.

5216.00 R - MAKE-UP EXAMS
The opportunity to sit for a make-up examination is a privilege given to all students with valid excuses. The administration and faculty realize that certain circumstances may prevent a student from being present on the day of midterm or final examinations. Students can petition for a make-up examination by completing a Make-Up Examination Form located in the administration office. The Make-Up Examination Form must have the approval of the Academic Dean and must indicate that the student has paid for the make-up fee in the amount of $50.00.
The approved Make-Up Form must be presented to the instructor at time of taking the Make-Up examination so that the instructor can process the grade or change the “I” grade by submitting the Make-Up Examination Form to the Registrar with the indicated grade change. After receipt of the Make-Up Examination Form, the Registrar must check for:

1. The Academic Dean approval  
2. Payment of the Make-Up fee  
3. The new grade as provided by the instructor  
4. The instructor signature

After processing the Make-Up Examination Form, the Registrar shall file that form in the appropriate student’s file for future reference. At any given quarter, a student is not allowed to have more than three (3) Make-Up examinations.

5218.00 R - WITHDRAWAL FROM COURSE(S)
Students may withdraw from classes by Wednesday of the second week of the 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” will be 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/Drop Form. E-mail, or 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 Loan, and Federal Pell Grant up to the net amount disbursed from each source.

5219.00 R - WITHDRAWAL FROM THE UNIVERSITY
Students wishing to withdraw temporarily from the University, but with the intent to remain as continuing students, must obtain the approval of the Academic Dean. Students who fail to register for two (2) consecutive quarters without the Dean’s approval will be considered as withdrawn from the University. Such students must apply for re-admission to complete the program of study at South Baylo University.

Non-attendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing. The following must take place for any student to withdraw from the University:
1. Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.

5219.01 R - LEAVE OF ABSENCE
Time for an approved Leave of Absence will not be included in the calculation of a student’s Maximal Length of Study (Regulation 5177.00 R) provided the absence is not for more than ten (10) years.

5219.02 R - LEAVE OF ABSENCE PROCEDURE
For any reason, a student wanting to take a leave of absence from the University must complete a Leave of Absence Request Form. The student needs to understand the following:

1. A Leave of Absence beyond 180 days shall become an automatic Withdrawal from the University and, if, on financial aid program, the Financial Aid Office will notify the lender(s) of such status change. The withdrawal student may be subjected to payment of the loans as requested by the lender(s).
2. A Leave of Absence must receive approval from the Academic Dean to avoid withdrawal status which can jeopardize the student’s financial aid program.
3. A Leave of Absence (or withdrawal) for one year or more shall require re-application for enrollment by submitting a New Application Form with Application Fee and compliance to all current policies, regulations, and requirements at time of re-admission. Approval for re-admission depends on the academic status of the student at time of departure from the University.
4. Frequent Leaves of Absences three (3) or more may also jeopardize the re-admission of the student.

5219.03 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 R - 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 Academic Dean and may be considered for academic dismissal by the University.

5221.00 R - ACADEMIC DISMISSAL
If a student does not maintain Satisfactory Academic Progress (SAP), as defined in Regulation 5233.00
R – Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation and will be officially notify by the Academic Dean.

Students on academic probation will be given two (2) more quarters to improve the grades to the required level or to correct the academic deficiency. Students on academic probation for three (3) consecutive quarters will be dismissed from the University.

Criminal or otherwise prohibited conduct may result in dismissal from the University and possible prosecution. The tuition refund formula as stated in the Academic catalog applies to dismissed students as well as those who withdraw.

5222.00 R - RE-ENTRY STUDENTS WITH COURSE FAILURE
Drop-out students with two (2) or more failure courses may petition to the Academic Dean to be re-admitted into the University. If approve for re-entry, these students shall be place on academic probation and shall be require to re-take the courses with a passing grade. This may be done concurrently with other courses. The academic standing of the students shall be evaluated at the end of the quarter to determine further approval progression. Failure to score a grade of “C” or better in the re-take class(es) may lead to academic dismissal.

5230.00 P - SCHOLASTIC STANDARDS
A student’s scholastic standing in each enrolled course shall be determined by the combined results of examinations, scholarly assignments, classroom work, library or computer search, voluntary collateral work, attendance and classroom application or participation. A grade point scale of 0 to 4.0 shall be used to assess the student’s general average, as a measure of scholastic performance. The University shall monitor the scholastic performance of the students and forewarn those students with academic difficulties or deficiencies, prior to official dismissal from the University.

5231.00 R - ACADEMIC PROBATION
If a student does not maintain Satisfactory Academic Progress (SAP), as defined in Regulation 5233.00 R - Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation and will be officially notify by the Academic Dean.

Students placed on probation will be counseled by the Academic Dean or Student Program Advisor, and may receive special remedial tutoring, if requested. Students on academic probation must improve the unsatisfactory GPA within the next two (2) probationary quarters. Financial aid may continue for a maximum of two (2) more quarters, but the student’s financial aid eligibility will be terminated if the deficiency is not corrected by the end of the third quarter of probation.

5233.00 R - SATISFACTORY ACADEMIC PROGRESS (SAP)
The Satisfactory Academic Progress (SAP) policy fulfills the requirements stated by the Higher Education Act (HEA), U.S. Department of Education, and Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University and/or receive federal student aid. The Registrar and the office of financial aid generate and monitor respective SAP reports and issue SAP status notification letters to the appropriate department. After grades are posted, student CGPAs and completion percentages
are calculated to determine if a student is making academic satisfactory progress. These reports are conducted each quarter for all students for courses taken at the student’s current academic level. If a student has a break in enrollment and is re-admitted, his/her previous statuses (es) apply.

SAP is maintained by meeting the following requirements:

1. Students must earn a grade of “D” or better in each course taken in order to earn academic credit for the course. All required courses in the Master’s degree program with a grade of “F” must be retaken by the student in order to complete the program.

2. Students must maintain a minimum Quartery Grade Point Average (QGPA) and Cumulative Grade Point Average (CGPA) on a 4.0 scale at all times as required below:

<table>
<thead>
<tr>
<th>Program</th>
<th>QGPA / CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science in Acupuncture and Oriental Medicine</td>
<td>2.3</td>
</tr>
</tbody>
</table>

3. Students must graduate within the Maximum Time Frame (MTF) for the program. The MTF is calculated as below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Normal Program Length</th>
<th>Maximum Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science in Acupuncture and Oriental Medicine</td>
<td>4 years</td>
<td>6 years</td>
</tr>
</tbody>
</table>

4. Students must complete 67% of the credits for which they register each quarter as outlined as below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Percentage of MTF attempted</th>
<th>Minimum Completion Percentage</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science in Acupuncture and Oriental Medicine</td>
<td>33%</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>Master of Science in Acupuncture and Oriental Medicine</td>
<td>67%</td>
<td>67%</td>
<td>2.1</td>
</tr>
<tr>
<td>Master of Science in Acupuncture and Oriental Medicine</td>
<td>100%</td>
<td>67%</td>
<td>2.3</td>
</tr>
</tbody>
</table>

University evaluates students at the completion of each quarter to ensure that SAP is maintained. Students must achieve a minimum Cumulative GPA for the program at 33%, 67%, and 100% of the Maximum Time Frame.

**Academic SAP Statuses**

A student may be placed on the following academic SAP status and must take the required action associated the status. A student who is placed on academic SAP status, but meets the requirements in the subsequent quarter will returned to good standing status. A student who does not meet the requirements in the subsequent quarter will be placed on the next status. A student is eligible to enroll and receive federal student aid unless the student is in dismissal, suspension, or academic probation after dismissal status.

**Good Standing:** Students are in good standing when the minimum QGPA/CGPA and completion percentage is met or exceeded. Students in good standing are eligible to register for courses and receive federal student aid.
Warning: Students are placed on Warning status in the first quarter the QGPA/CGPA and/or completion percentage falls below minimum. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least once a quarter.

Suspension: Students are placed on Suspension status in the second quarter the QGPA/CGPA and/or completion percentage falls below minimum. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least two times a quarter. These students are not eligible for federal financial aid / VA funding. The student may appeal the school’s decision in writing to the SAP Appeals Committee. If the student satisfies all of the requirements, the Appeal Committee may grant the student’s appeal.

Probation: Students on Academic Suspension or Academic Dismissal whose appeal is successful are placed on Academic Probation. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least three times a quarter. Students on Academic Probation from the suspension status will regain their eligibility for federal financial aid / VA funding. However, students on Academic Probation from the dismissal status will not be eligible for federal financial aid / VA funding.

Dismissal: Students on Academic Probation who fail to the stated minimum QGPA/CGPA and/or do not complete the stated minimum completion percentage are subject to dismissal. These students are no longer active students and are not eligible for federal financial aid / VA funding. These students must sit out the next two (2) quarters, and must appeal the dismissal before re-applying to the University. The student may appeal the school’s decision in writing to the SAP Appeals Committee. If the student satisfies all of the requirements, the Appeal Committee may grant the student’s appeal which will reinstate their federal financial aid / VA funding.

Appeal Procedures
Students have the right to appeal dismissal status where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the Academic Dean, describe any mitigating circumstances the student feels deserve further consideration, and be submitted at least five (5) days before the beginning of the quarter in which the student requests re-admission. After the appeal is received, the student will be notified within seven (7) business days on whether the appeal is granted or denied. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. It is in the student’s interest to submit an appeal to the SAP Appeals Committee as soon as the student receives a written notice of academic suspension.

SAP Appeals Committee
The SAP Appeals Committee consists of members of the University chosen by the Academic Dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member, extended illness or personal injury of the student, or death of an immediate family member. If a student warrants subsequent dismissal statuses, each successive appeal should cite a different reason for re-entry. A student may not use the same reason for re-entry more than once. Students
will be required to indicate why their enrollment and/or federal finance aid should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. This may include:

* Copy of death certificate
* Medical certificate from a registered physician
* Statement from tutor, faculty member, or other University official
* Bank statements or financial accounts
* Other relevant evidence specific to the appeal

### Satisfactory Academic Progress (SAP) Monitoring Chart

![SAP Monitoring Chart Diagram](image)

Remark: A student who is in the status with * is not eligible for the Federal Student Aid / VA funding.
5235.00 P - GRADING
The assessment of academic performance of each student shall be the responsibility of the faculty and shall reflect the instructor’s assessment of the student’s academic achievement and endeavor. Grading decisions are the prerogative of the faculty member assigned and responsible for the course. The grades received by the students cannot be altered by any administrative officers or office staff without the written consent of the faculty and consultation with the Academic Dean, if necessary.

5237.01 R - TUTORING
Tutoring and academic advising of students is an integral part of academic life and a function of South Baylo University. SBU students are permitted to receive on-campus tutoring by designated and approved student tutors, faculty members, or other instructional personnel. SBU faculty members (full-time or adjunct) are not permitted to tutor students for a fee on-campus or outside of SBU facilities. All tutoring functions will be coordinated by the Office of Student Services and Academic Dean’s Office, and provide tutoring at no charge.

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

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

5238.00 R - GRADING SYSTEM
Grades are basis on the student’s progress in achieving course goals, as stated in the syllabus and South Baylo University’s policies. The grading system is 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>A</td>
<td>3.8</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Above average</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Satisfactory (Bachelor’s degree)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsatisfactory (Master’s degree)</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Below average</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>P/A</td>
<td>N/A</td>
<td>Passed</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>R</td>
<td>N/A</td>
<td>Repeated course</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>IP</td>
<td>N/A</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
Once course grades are submitted to the Registrar, the grades can only be changed until the second Wednesday of the next quarter and solely by the instructor assigned to the class, and can provide the Academic Dean with an appropriate written reason and evidence for the grade change (as through mechanical error or errors in the calculation of grades). The Registrar’s office is responsible for the recording of official grades into the student’s official academic records or transcripts.

5239.00 R - ACADEMIC COMPETENCY AND COMPREHENSIVE EXAMINATIONS (CCE)
Prior to entering observation and supervised practice phrases of internship, certain prerequisites, including CCE I, must be completed. Please see Clinical Internship Manual.

Students who enroll in the Master of Science in Acupuncture and Oriental Medicine are required to pass all sections of the CCE II examination prior to graduation, taking the California Acupuncture Licensing Examination, and taking NCCAOM Certification Examinations. Students are required to pass the CCE II within one (1) calendar year after the completion of the curriculum in order to graduate from the school.

5240.00 R - REPRODUCTION OF COPYRIGHTED MATERIALS
A single copy of a published article or chart, graph or diagram, or a chapter of a book may be duplicated by a faculty member for scholarly activity, research, or use in teaching.

Multiple copies for classroom use (not to exceed one copy per student) may be made by a faculty member provided that such use:

1. Is for nonprofit educational purposes
2. Does not constitute a substantial portion in relation to the work as a whole
3. Has no effect on the potential market for a value of the copyrighted work
4. Includes a notice of copyrighted on each copy

Reproduction other than for “fair use” by educational institutions entitles the copyright owner to actual and/or statutory damages for copyright infringement. Documented copyright infringement constitutes grounds for administrative dismissal of the violating faculty member, staff, or student.
Reference: United States Codes, Title 17, Sections 106-108 and 504

5240.01 R - STUDENT IN POSSESSION OF VIOLATED COPYRIGHT MATERIALS
Any student in possession of a product, book or manual which has been illegally reproduced or proved to be in violation of copyright shall be referred to the Academic 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 - Honesty.

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 placed 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.

5700.00 R - MALPRACTICE INSURANCE
All interns serving in the South Baylo University Clinics or Satellite Clinics shall carry malpractice insurance through a policy and with a Company approved by the President. All Clinic Supervisors and Faculty members teaching Acupuncture technique needling classes shall also carry malpractice insurance.
STUDENT AFFAIRS

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.

6015.00 R - STUDENT ADVISING
The University shall provide a program of advising to assist student. A faculty advisor shall be available and assigned to guide and advise students with academic problems. The Director of Student Services may be made available to assist students with problems of a social or personal matters.

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.

6020.06 R - ACADEMIC LEVEL PROGRESSION
After official matriculation at SBU, continuing students, seeking financial aid programs, will be evaluated for Academic Level Progression by the Registrar and the Financial Aid Officer to assist the student in determining the amount of financial aid eligibility (loans and/or grants). The evaluation shall be based upon the following criteria:

<table>
<thead>
<tr>
<th>Academic Background &amp; Achievement</th>
<th>Academic Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 120 quarter Units (including transfer units)</td>
<td>Undergraduate Level</td>
</tr>
<tr>
<td>120 and above quarter Units (including transfer units)</td>
<td>Graduate Level</td>
</tr>
</tbody>
</table>

By the 3rd week of each quarter, the Registrar shall provide the Financial Aid Officer with a Report indicating the Academic Level Progression of all students who received financial aid funds.
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.

6030.00 R - SCHOLARSHIPS
Students in good standing who meet stipulated criteria for scholarship, financial need, and citizenship or residency shall be eligible to compete the programs of subsidy which do not require repayment following graduation. Notices of available scholarships and deadlines shall be posted on campus. The Financial Aid Office shall be responsible for providing application packets. The Financial Aid Office shall advise all applicants of the outcome of the competition and instruct recipients on the disbursement of the checks. Final selection shall be made by the Scholarship Selection Committee or the donor.

6045.00 R - STUDENT WORK ON CAMPUS
Whenever possible, SBU shall provide on campus employment opportunities for students in accordance with current policies and regulations.

The maximum number of hours that a full-time student is allowed to work on campus is 20 hours per week for any given week. Hours worked beyond 20 hours per any given week will not be compensated and will be forfeited. However, during quarter breaks and/or under exceptional situations, SBU students without academic assignments may work up to 40 hours per week. This includes aggregate work in all University departments. Specific approval by the Director of Finance and/or Financial Aid Director will be required to the increase in weekly work hours.

SBU students may not be scheduled to work on campus academic assignments. It is the responsibility of the student to observe these rules.

Student work on campus is considered as educational experience and will be provided only in the form of University Work Student or Federal Work Study. The payment for University Work Student shall be according to prevailing federal government regulations, University policies and regulations, and shall be in the form of CWS payroll check.

Payment for Student Assistantship will be in the form of tuition credit only; excess credit balances on the tuition time may be credited toward future charges or refunded to students only at the end of each quarter.

No part-time or full-time student is eligible for hiring by the University as an “employee” in any of the employment classifications. Regular employees of the University who formally obtain the permission of the President for limited enrollment in the Acupuncture study on campus are not subject to these regulations.
6050.00 R - WORK STUDY
Whenever possible, the University shall establish work-study program which will help to defray educational expenses while providing work experience to students. To be eligible for this program, a student must be enrolled at least half time according to University regulations. SBU awards work study funds in accordance with current appropriate federal regulations.

6050.01 R - WORK STUDY PROGRAM (WSP) APPROVAL
Students on WSP may be allowed under special circumstances, during quarter breaks, to work more than the 20 hours per week allowed during the quarter. These students must request, in writing, for an approval to increase in the working hours by submitting such a request to the Director of Finance and/or Financial Aid Office for approval prior to working the extra hours. If approved for increased hours of WSP, such written approval(s) shall be filed accordingly for future reference. Supervisors of WSP students must adhere to all current regulations regarding the specific allowable amount of working hours. Unapproved hours worked beyond 20 hours per week will not be compensated for and will be forfeited.

6050.02 R - FEDERAL WORK STUDY (FWS) AWARD
Federal Work Study is a federally subsidized program through which a student enrolled at South Baylo University can earn funds for educational expenses. Work opportunities can be both on and off campus and can include positions in research, tutoring, community service, administration and office operations, computing and library services. Work opportunities cannot be in recruitment of new students for the University. Awards range from $3,000 to $4,800 annually and can be changed from year to year based upon the amount of money received by the University under the FWS Program. Students on FWS Program cannot work more than 20 hours per week, except during quarter breaks, during which time the student may work more than the 20 hours per week limit.

6050.03 R - APPROVAL/TERMINATION OF STUDENT ON WORK STUDY PROGRAM
The approval of students on FWS Program shall be determined by the Financial Aid Officer who must have on file a job description for the open position before a student can be approved for FWS Program. The notification for work shall be provided by the Personnel Director who is responsible for recording the student’s working hours. Students on FWS Program must use time card issued by the Personnel Office. The evaluation of work performed by the student shall be the supervisor with responsibility in the area of work.
Written notification for work termination in the FWS Program must be provided by the Personnel Director with input from the Financial Aid Officer and notice to the supervisor of the student.

6050.04 R - COMMUNITY SERVICE JOBS
SBU can employ FWS students in community services jobs to give them an enriching and rewarding experience. Community services are defined as services that are identified by SBU through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to the needs.

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.

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.

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.

**6080.00 R - CLASS SCHEDULES**

New class schedules for the following quarters shall be generated by the Academic office during the 5th week of the current quarter. Class schedule shall be reviewed and approved by the Academic Council. Approved new class schedules shall be released to the students by the 6th week of the quarter and can only be changed by the Academic Dean with the President approval.

**6085.00 R - REGISTRATION**

Registration for new and continuing students is a function of the Registrar’s Office of South Baylo University. Registration shall occur for continuing students beginning the 6th week of each quarter and shall last for a period of four (4) weeks. At time of registration, all students must pay a registration fee established by the South Baylo University and published in the Academic Catalog. Registration of new students can be made at any time but no later than the end of the first week of the quarter in which the students are enrolled. Late Registration is define as registration after the registration period deadline and will be subject to a late fee of $150.00.

**6085.01 R - LATE REGISTRATION**

Late registration is defined in two (2) categories: (1) Continuing students on a regular schedule, late registration for the following quarter will commence on the first day of class of the 10th week of each quarter for current continuing students. A fee will be assessed for late registration; or (2) Students on leave of absence will not be charged for late registration upon returning for re-enrollment. Late registration fee is $150.00.

**6090.00 R - ADD A COURSE**

Students can add one or more courses to increase the needed full-time academic load by the front desk computer or designated areas. The deadline for the add/drop period ends by the 3rd working day of the 2nd week of the quarter. After the deadline, an Add/Drop Form must be approved by the Program Advisor and processe accordingly to record a change of added class(es). Appropriate tuition for the add/drop course(s) must be also paid at the time of the add/drop form submission. An add/drop form processing fee of $15.00 will be charged to a student who requested add/drop a class after the add/drop period deadline provided that the student did not miss more than two (2) class periods. No Add/Drop Form can be processed after the 3rd week of the quarter.

**6095.00 R - DROP A COURSE**

Students can drop one or more courses at any given time of the quarter by filling out the add/drop form secured from the front office. Copies of the add/drop form shall be provided to the, Registrar and Student. Tuition refund, if applicable, is based upon the date of receipt by the Registrar’s Office and also based upon the published refund schedule found in the South Baylo University Catalog.
6100.00 R - TUITION PAYMENT
Tuition payment and necessary fees can be made in the Office of the Fiscal Officer at South Baylo University at the time of registration or by following Regulation 4306.00 R- Tuition Payment Schedule, which contains a grace period. Failure to pay tuition and penalty charge will result in being dropped from enrollment at South Baylo University. Students who have not received financial aid assistance as approved and processed by the South Baylo University Financial Aid Office may be granted a delay in tuition payment by filling out a Tuition Payment Extension Form located in the Financial Aid Office.

6105.00 R - TUITION DISCOUNT
A current enrolled student may apply for a 25% tuition discount for didactic courses and for clinic hours tuition on any concurrently enrolled immediate family member(s) such as brother(s), sister(s), spouse, or child(ren) under the following conditions:

1. The requesting student must fill-out and submit a “Tuition Discount Request for Family Member” form to the Fiscal Officer for approval.
2. Along with the form, the requesting student must provide proof of relationship for the immediate family member(s) such as passport, birth certificate, or marriage license.
3. The requesting student and immediate family member(s) must carry a minimal full-time academic load of twelve (12) units per quarter.
4. The requesting student and the immediate family member(s) must be in good academic standing. Conditional acceptance students cannot apply for tuition discount.
5. Upon Leave of Absence or withdrawal from the University or upon divorce, the student receiving the tuition discount will be billed for the full current tuition for all previously enrolled quarters.
6. There are no discount fees and all applicable fees must be paid in full at the time of registration.
7. If approved for the tuition discount program, the student receiving the tuition discount must pay a one-time $50.00 processing fee.
8. Tuition discount cannot be applied retroactively.

6500.00 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.

6505.00 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.

6510.00 P - INFRACTIONS 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; unlawful displacement of
University equipment or willful destruction of same; diagnosis or treatment of patients, family, or friends prior to entering the clinic program; or forgery of official documents. Following entry into the clinic, 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.

**6515.00 R - STUDENT DRESS CODE**

In the interest of professional image and safety of all students, the following dress code shall be observed:

1. Acceptable lecture classroom attire must include: shoes, shirts, and trousers or shorts for males; and shoes, shirt and shorts, pants, skirts or dresses for females.
2. Clothing worn in laboratories shall include classroom attire with the exception that no open toe shoes will be allowed.
3. Students attending internship program in clinic buildings are required to dress in appropriate clinic attire in accordance with the clinic hand-book regulations.
4. Intern attire will remain as set forth in the clinic handbook.
5. Any student, at the instructor’s discretion, may be asked to leave a classroom and/or laboratory for failure to comply with regulations listed above.

**6517.00 R - USE OF BEEPERS AND CELLULAR PHONES**

Students are required to turn off beepers and cellular phones in the clinics and classrooms to avoid distraction during patients treatment procedures or students and the faculty member during class presentation. Mobile phones with vibratory mode may be use by the students, only if the sound does not emit. Students violating the regulation shall receive an initial warning notice issued by the Academic Dean or Clinical Director 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 hereby adopted the 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.
6527.00 R - STUDENT GRIEVANCE PROCEDURE

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 Academic Dean 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 Academic Dean, a written petition should be submitted to SBU President for appropriate action. In the handling of student grievance to include investigation of alleged wrong doing or violation of the University policies and regulations, the Academic Dean may request input and participation of the Academic Council. Action(s) taken by the Academic Dean with or without consultation with the appropriate council of the University shall be provided to the involved individual(s) in writing. Student(s) sanctioned by disciplinary actions, either academic or administrative, can appeal 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 provided by the President shall be final. An aggrieved student has the right to direct the unresolved issue or grievance to the Bureau for Private Postsecondary and Education (BPPE) in Sacramento, California or to the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in Laurel, Maryland. (See Academic Catalog).

6530.00 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.

6530.01 R - FORMAL GRIEVANCE PROCEDURES

Students who feel aggrieved with the University, policies, practices and procedures, or with colleagues and/or constituents, may submit grievances in writing to the appropriate Dean, who will act upon and direct through the formal grievance procedures. In the event that the grievance is against the Dean the grievance shall proceed directly to Step 3, section D.

Regarding issues of appropriateness, the Academic Dean shall handle grievances for academic matters, for administrative matters, the Director of Operation will handle the procedures. Any discrepancies as to the determination of category of grievance will be decided by the Executive Council.
The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw the grievance at any stage of the proceedings causing the proceedings to terminate immediately.

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 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. Dean
If the is grievance be against a particular Dean a petition may be submitted to the President of the University, 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)
8941 Aztec Drive, Eden Prairie, MN 55347
Telephone: (951)212-2434; Fax: (952) 657-7068
Website: www.acaom.org

6800.00 R - STUDENT ASSOCIATIONS
The student body of South Baylo University shall be given the privilege of having students associations at the Anaheim site and at the LA Extension Site. Each site shall have three (3) associations, one for each language program. Thus, South Baylo University shall have six (6) students associations, three (3) for each site. Each association shall develop with the help of the administration association by-laws that govern that association. The approved by-laws shall be identical for both sites, for the same language program and shall be approved by the university’s administration. Each student, however, has the freedom to join more than one student association, but can only vote in the election of one of the association’s president from the Anaheim or LA site in which the student has the majority of classes taken. No voting cross-over at both sites will be allowed.

Any elected or appointed office of Student Body Association may be removed from the University by due process in the event the officer’s behavior/activities are contrary to the interests of the University.
CLINICAL AFFAIRS

7005.00 P - CLINIC PHILOSOPHY
The clinics operated by South Baylo University have a two-fold goal; to provide the best possible care to the patients and to prepare the interns to enter the community as highly educated and skilled acupuncturists, serving as primary health care providers. These purposes are accomplished by:

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

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

7028.00 R - MALPRACTICE INSURANCE
All interns serving in the South Baylo University (SBU) Clinics or Satellite Clinics shall carry malpractice insurance through a policy and with a company approved by SBU.

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

7028.01 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, including the students taking the observation class (160 hrs), 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.
**7028.02 R - MALPRACTICE INSURANCE COVERAGE FOR STUDENTS**
All students enrolled in actual practiced needling classes such as Acupuncture Techniques, CNT, internship, or clerkship shall be covered for malpractice insurance. The student shall be billed quarterly for a malpractice insurance fee of $50.00 at the time of registration and payable to SBU by tuition due time. Payment of the malpractice insurance premium must be made on a timely manner and with evidence that the list mentioned above is current and in force. For malpractice insurance coverage purpose only, a quarter ends the day before the next quarter begins.

**7042.00 R - ACUPUNCTURE TREATMENT AT THE UNIVERSITY’S FACILITIES**
For the safety of the patients and to maintain professionalism, no acupuncture treatments can be rendered to a patient or an individual outside of the University’s Clinics. All acupuncture treatments rendered to patients must be supervised by licensed Clinic Supervisors with the patients having clinical files established by the front desk personnel of the clinics.
Interns are not allowed to treat students, other interns, friends or relatives without following the proper clinical procedures established above and also found in the SBU Clinic Intern Manual. Any student/intern found to violate this regulation will be handled as being in violation of Regulation 6510.01 R - RULE OF CONDUCT.

**7045.00 R - PURCHASE OR SALE OF PRODUCTS IN CLINICS**
SBU staff, faculty, clinic supervisors, students, including interns are not permitted to conduct personal business of any products, such as supplements, vitamins, herbs or medical tools/instruments in SBU clinic facilities and campus. For a sale to be permitted, it must be done through the front desk of the clinic(s) or through the SBU bookstore with proper transaction receipt(s). Any sales outside the University’s grounds cannot be marketed as endorsed or approved by South Baylo University, or any of its employees. Violation of this regulation may lead to probation and/or dismissal from the University.
STUDENT SERVICES DIRECTORY

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

Program Student Advisor
Program Student Advisor (Anaheim Campus):
   Henry Choi 714-533-1495 Ext. 228, First Floor
   Pia Melen 714-533-1495 Ext. 225, First Floor
   Nicholas Song (L.A. Campus) 213-738-0712

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

International Student Advisor
   International Student Advisor (Anaheim Campus):
   Sue Lee 714-533-1495 Ext. 230, First Floor
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  (Anaheim Campus): 714-533-1495 Ext. 240, First Floor
(Los Angeles Campus): 213-738-0712, Second Floor
Visit our online library at www.southbaylo.edu

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
Main campus (Anaheim): James Kim, 714-533-1495 ext. 271

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>Role</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>Hamilton International</td>
<td>213-769-0071</td>
</tr>
<tr>
<td>Security Guard</td>
<td>Hamilton International</td>
<td>213-769-0071</td>
</tr>
<tr>
<td>Operational Security</td>
<td>Mr. Park</td>
<td>213-503-7895</td>
</tr>
<tr>
<td>Operational Security</td>
<td>Mr. Lee</td>
<td>213-276-9138</td>
</tr>
</tbody>
</table>

## Police Department

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Non-emergency</th>
<th>Dial</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 South Anaheim Blvd</td>
<td>714-765-4000</td>
<td>311</td>
</tr>
<tr>
<td>1819 West 7th Street</td>
<td>213-485-6211</td>
<td>311</td>
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## Hospital

<table>
<thead>
<tr>
<th>Location</th>
<th>Non-emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaheim General Hospital</td>
<td>714-827-6701</td>
</tr>
<tr>
<td>California</td>
<td>213-748-2411</td>
</tr>
</tbody>
</table>

## Poison Control

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irvine Medical Center</td>
<td>Orange County</td>
</tr>
<tr>
<td>Regional Poison Center</td>
<td>800-544-4404</td>
</tr>
<tr>
<td>101 The City Drive, South Route 78</td>
<td></td>
</tr>
</tbody>
</table>
Orange, CA 92668-3298

University of Southern California  Los Angeles County  800-825-2722
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:

Call 911