



SOUTH BAYLO UNIVERSITY

SCHOOL OF ORIENTAL MEDICINE

Acupressure - Tuina Massage Program

2017 - 2018 Academic Catalog

<http://southbaylo.edu>

**SOUTH BAYLO
UNIVERSITY**
SCHOOL OF ORIENTAL MEDICINE



Acupressure - Tuina Massage Program

**ACADEMIC CATALOG
2017 - 2018**



Chairman's Message



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

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

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

Value
Peace
Professionalism

MESSAGE FROM THE PRESIDENT

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

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

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

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

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

Edwin D. Follick
President



ABOUT THIS CATALOG

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

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

CATALOG OF RECORDS

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

CUSTODIAN OF RECORDS

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

2017 ACADEMIC CALENDAR

January							February							March							April						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	30				
29	30	31																									

May							June							July							August							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6					1	2	3							1				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31							
														30	31													

September							October							November							December							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30
																					31							

WINTER QUARTER

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

JANUARY 3
 JANUARY 15
 FEB. 6 - MARCH 6
 FEB. 20 (PRESIDENT'S DAY)
 MARCH 7 - 13
 MARCH 14 - APRIL 2

SPRING QUARTER

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

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

SUMMER QUARTER

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

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

FALL QUARTER

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

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

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

2018 ACADEMIC CALENDAR

January

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
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February

SUN	MON	TUE	WED	THU	FRI	SAT
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March

SUN	MON	TUE	WED	THU	FRI	SAT
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April

SUN	MON	TUE	WED	THU	FRI	SAT
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May

SUN	MON	TUE	WED	THU	FRI	SAT
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June

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July

SUN	MON	TUE	WED	THU	FRI	SAT
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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September

SUN	MON	TUE	WED	THU	FRI	SAT
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

SUN	MON	TUE	WED	THU	FRI	SAT
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

SUN	MON	TUE	WED	THU	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

SUN	MON	TUE	WED	THU	FRI	SAT
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WINTER QUARTER

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

JANUARY 2
 JANUARY 10
 FEBRUARY 5 - MARCH 5
 FEBRUARY 19 (PRESIDENT'S DAY)
 MARCH 6 - 12
 MARCH 13 - APRIL 1

SPRING QUARTER

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

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

SUMMER QUARTER

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

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

FALL QUARTER

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

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

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GENERAL INFORMATION

Founding Philosophy

• VALUE

The University encourages critical examination of one's own value judgments and the discovery of the true values upon which the acquisition of knowledge is based. The educational values of South Baylo University School of Oriental Medicine rest upon guiding the student to discover these values and to utilize them in the acquisition of knowledge.

• PEACE

The University has adopted a policy of making itself the meeting place for different cultures and values. In this way mutual understandings and cooperation may occur. For this reason, the University encourages the enrollment of international students who aspire to learn about diverse cultures and understanding the beliefs of others. The University's educational programs offer an environment where cultures blend together to create an internationally recognized educational experience.

• PROFESSIONALISM

The University endeavors to help its students achieve professional excellence by offering highly specialized courses in allied health care fields. The University offers an opportunity for professional growth, chances to achieve professional excellence, and the groundwork for establishing a satisfying professional life of commitment and contribution to society.

Mission, Values and Purpose

South Baylo University School of Oriental Medicine is an institution dedicated to the development and education in the healthcare profession including Oriental Medicine and Holistic Health. This is achieved through the promotion of high quality learning, continuous discovery of new knowledge, and constant quest for excellence to be able to benefit diverse communities including students, patients, the public, and the discipline itself.

We commit to select and admit students with exceptional character and academic distinctions and thereafter nurture them to become competent and caring healthcare practitioners, providers, scientists, and academicians.

South Baylo University School of Oriental Medicine Mission Statement

The Mission of South Baylo University School of Oriental Medicine 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 School of Oriental Medicine Values

The Values of South Baylo University School of Oriental Medicine 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 School of Oriental Medicine Purpose

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

Educational Objectives

In order to fulfill its mission, South Baylo University School of Oriental Medicine is committed to the following objectives:

1. To prepare students with knowledge and skills to succeed in today's healthcare environment and to contribute to the community with their leadership, business insight, and professional skills.
2. To promote excellence in scholarly teaching, effective student learning, outstanding oriental medicine and holistic healthcare programs.
3. To provide effective patient care through oriental medicine and other holistic approaches.
4. To stimulate and promote research, scholarly activities and professional development.
5. To create opportunities and environment for students to gain experience in academic and clinical skills.
6. To provide and promote timely and pertinent educational opportunities to strengthen the competence of those who enter into careers in the acupuncture and Oriental medicine and its related healthcare areas.
7. To prepare students to become competent and successful working healthcare professionals.

Educational Programs

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

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

Accreditation and Approvals

State Approval

South Baylo University School of Oriental Medicine is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). An approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education, Act 2009. South Baylo University School of Oriental Medicine offers programs leading to the Doctor of Acupuncture and Oriental Medicine, Master of Science in Acupuncture and Oriental Medicine, and Acupressure-Tuina Massage Certificate.

Accreditation

South Baylo University School of Oriental Medicine is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs.

The Master of Science in Acupuncture and Oriental Medicine program of the South Baylo University School of Oriental Medicine – Anaheim is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

The Master of Science in Acupuncture and Oriental Medicine program of the South Baylo University School of Oriental Medicine – Los Angeles has been granted Candidacy by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

The Doctor of Acupuncture & Oriental Medicine (DAOM) program of the South Baylo University School of Oriental Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and oriental medicine practitioners. ACAOM is an accrediting agency recognized by the United States Department of Education (USDE).

ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347, Tel: (952) 212-2434; Fax: (952) 657-7068; website : www.acaom.org.

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

Federal Student Aid, Title IV, HEA

Students enrolled in the Master's and Doctoral Programs may be eligible for student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) and mandated by the United States Secretary of Education of the U.S. Department of Education (USDE). Students enrolled in the Acupressure-Tuina Massage program are not eligible for the Federal Financial Aid program.

USCIS / SEVIS Approval

The University is authorized by the U.S. Immigration and Naturalization Service to process Form I-20, enabling prospective international students to apply for an F1 Student Visa.

Veterans / GI Bill

South Baylo University School of Oriental Medicine's program is approved for the training of veterans and other eligible persons under United States Code Title 38.

California Acupuncture Board

South Baylo University School of Oriental Medicine in California is approved by the California Acupuncture Board. The Acupuncture Board is located at:

1747 N. Market Blvd, Suite 180, Sacramento, CA 95835

Tel: (916) 515-5200, Fax: (916) 928-2204

Website: www.acupuncture.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oak Drive Suite 400, Sacramento, CA 95833

Internet website address: www.bppe.ca.gov

Telephone: (916) 431-6959, Fax number: (916) 263-1897

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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888- 370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet website: www.bppe.ca.gov

Statement of Ownership

The University is recognized by the Internal Revenue Service of the Department of the Treasury as an exempt organization from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. As a private, not-for-profit, public-benefit Corporation; gifts and donations to South Baylo University School of Oriental Medicine are tax deductible.

South Baylo University does not have a pending petition in bankruptcy, is not operating a debtor in possession, or has not filed a petition in bankruptcy within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

Board of Trustees

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

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

Current board members are listed on page 42 of this catalog.

University History

South Baylo University School of Oriental Medicine is a post-secondary education institution established in 1977 in the City of Los Angeles. The University was organized as a nonprofit, public-benefit corporation under California law in 1980. In Spring 1982, the University moved to Garden Grove, California. In Fall of 1994, the University relocated to its current location at 1126 North Brookhurst Street in Anaheim, California and started a Campus Addition in Los Angeles, California.

Location and Environment

The main campus of South Baylo University School of Oriental Medicine is located in North Anaheim, Orange County, California. Orange County is well known for its world class recreational areas, including Disneyland, Knott's Berry Farm, home of Anaheim Angels baseball and Anaheim Ducks hockey teams, and is renowned for its access to many beaches and museums (Getty, MOCA as examples) located in the local Orange and Los Angeles County areas, less than twenty miles away. The weather is predominantly mild and sunny year round which is conducive to continuous outdoor activities. Students can capitalize on the Southern California experience by studying at either the Anaheim campus or the Los Angeles campus. The area provides access to several eminent universities and colleges.

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

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

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

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

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

Campus Facilities

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

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

Non-Discrimination Policy

In compliance with federal, state, and local government requirements South Baylo University School of Oriental Medicine does not discriminate against any individual on the basis of age, gender, race, color, religion, national and ethnic origin, marital status, sexual orientation, disability, medical condition as determined under California employment laws.

Statement of Academic Freedom

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

Drug-Free Campus Compliance

It is the policy of the Board of Trustees of South Baylo University School of Oriental Medicine that the learning environment be free of unlawful or banned substances. Specifically, all members of the University's community, including administration, faculty, staff, students, and guests, must abstain from the consumption, use, or possession of alcohol, narcotic, or illegal drugs on campuses. The misuse of prescription drugs while

on the University property is also prohibited. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances may seek confidential referrals from the University Administration for agencies providing assistance with alcohol or drug-related problems.

Faculty Role in Academic Governance

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

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

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

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

New Policies and Procedures of BPPE

South Baylo University School of Oriental Medicine makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Post Secondary Education. In instances where these policies and procedures have been implemented before the publication of a new catalog, the University will bring these to the attention of the students in the following ways:

- Posting on the bulletin boards in the Administration office, student lounges, and study rooms.
- Flyers with the necessary information will be available in the Administration Office or through the SBU newsletter.
- Instructors will announce the new changes to students in classes, if necessary.
- The University's web site.

ADMISSIONS INFORMATION

Admission Policies

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

Acupressure –Tuina Massage Program (Non-Degree)

Admission Requirements

To be admitted to the University in the Acupressure-Tuina Massage (ATM) certificate program, an applicant must have completed at least a high school education or its equivalent.

This program is not offered to Ability- To-Benefit (ATB) students.

Admission Procedures

An applicant to the ATM program must observe the following procedures:

1. Submit a completed Application Form with the \$100 application fee. The application fee is non-refundable.
2. Submit a copy of high school diploma or its equivalent. The student may be required by the Admissions Office to submit additional evidence of educational experiences for backup documentation.

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

Admission Evaluation

The application will be reviewed and decided for admission on an individual basis and the student may be asked to provide additional evidence of academic proficiency. To be eligible to enroll in this program you must be physically fit enough to give and receive massage. We strive to maintain the highest educational standards and we reserve the right to admit only those applicants who show that they are physically, emotionally, and academically qualified. South Baylo University School of Oriental Medicine welcomes applicants of any race, sex, creed, national, ethnic origin, sexual orientation or religion and does not discriminate on the basis of any of these.

English Language Proficiency

All courses will be taught in English. Basic comprehension of the English language is required and will be determined by documentation of high-school graduation or equivalent from an English speaking institution or by interview with the SBU Admissions Director. All recruitment, advertisement and correspondence for the Acupressure-Tuina Massage program will be conducted in English.

Foreign Students

Students who attended high school or college in other countries are eligible to enroll in the Acupressure-Tuina Massage program, with verification of high school graduation or equivalent. SBU does not provide any visa services, nor can we vouch for student status. Students shall have the right to obtain a clear explanation of terms and conditions and all cancellation and refund policies in his or her primary language when English is not his or her primary language and the student is unable to understand the terms and conditions of the enrollment agreement.

Credit for Previous Training

SBU has no transfer or articulation agreements with any other institution, college or university. SBU does not offer challenge examinations or achievement tests for the Acupressure-Tuina Massage program. SBU does not offer credit for prior experiential learning in the Acupressure-Tuina Massage program.

Age Requirements

Students must be 18 years of age to receive a Certificate of Completion from the Acupressure-Tuina Massage program.

Disclosure of Potential Adverse Side Effects

Please be informed that in certain limited circumstances, massage can possibly have adverse side effects for persons with certain physical or mental conditions. The personnel at SBU cannot determine whether you are susceptible to possible adverse side effects. Consequently, if you have been, or currently are, under the care of a doctor, therapist or medical practitioner of any kind, or if you are concerned that your participation in any class or massage activity may possibly result in an adverse side effect it is your responsibility to contact your doctor, therapist, or medical practitioner and obtain his/her permission to participate in any massage class offered at SBU. If you are pregnant you must obtain a letter from your Doctor giving you permission to give and receive massage. A copy of the letter must be given to the Director and you must inform your class instructors. If you have any injury you must inform each instructor. Your enrollment in any SBU class constitutes your voluntary acceptance of any possible adverse side effect and your full release of SBU and its personnel from any liability relating thereto.

Note to All Prospective Students

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

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

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

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

South Baylo University School of Oriental Medicine Office of Admissions
1126 N. Brookhurst St., Anaheim, CA 92801
Tel: (714) 533-1495 Fax: (714) 533-6040 E-mail: admissions@southbaylo.edu

FINANCIAL INFORMATION

Tuition and Fees

- **Acupressure-Tuina Massage Program**

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

Tuition, Based on Minimum Academic Load @\$15 per hour	\$1,500
Registration Fee @ \$55/quarter (Non-Refundable)	\$55
TOTAL CHARGES FOR A PERIOD OF ATTENDANCE	\$1,555

Tuition, Total 300 Hours Training @\$15 per hour	\$4,500
Tuition, Total 600 Hours Training @\$15 per hour	\$9,000
Registration Fee, Based on 4 Quarter Terms @55 per quarter (Non-Refundable)	\$220
Estimated Cost of Books (Books are not sold by the school. The purchase and/or acquisition of the books are the student's sole responsibility.)	\$100
Equipment	\$0
Lab Supplies or Kits	\$0
Other Learning Media	\$0
Uniforms or Other Special Protective Clothing – Not Required	\$0
Housing Accommodation Fee (Housing not offered)	\$0
Tutoring	\$0
Assessment Fees for Transfer of Credits	\$0
Fees to Transfer Credits	\$0
Student Tuition Recovery Fund, One-Time (Non-Refundable)	\$0
ESTIMATED TOTAL CHARGES FOR THE 300 HOURS TRAINING PROGRAM	\$4,930
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$9,430

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

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

Payment Policies

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

Financial Aid

South Baylo University does not offer scholarships, provide grants, or waive portions of tuition fees for students enrolled in the Acupressure-Tuina Massage program. SBU does not have any financial aid programs nor do we participate in Federal or State financial aid programs for Acupressure-Tuina Massage program. However; if you do obtain a loan to pay for an educational program, it is your responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds

Student's Right to Cancel

The student has the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation may occur when the student provides a written notice of cancellation at the following address: South Baylo University, 1126 North Brookhurst St., Anaheim, CA 92801. This can be done by mail or by hand delivery. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

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

Refund Policy

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

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

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

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

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

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

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

Student Tuition Recovery Fund (STRF) Policy

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by

- law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STUDENT RIGHTS AND RESPONSIBILITIES



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

Freedom of Access

South Baylo University School of Oriental Medicine is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all SBU services and facilities for which the student is qualified. Access will be denied to persons who are not SBU students.

Classroom Rights and Privileges

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course in the continual search for new understanding. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of duties are confidential.

Right to Appeal

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness." With the intent of assuring fairness and objectivity, the University has created and implemented procedures for appeals by students. The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond student control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

Student Records Policy

Privacy of Records

In accordance with the Family Educational Rights and Privacy Act(FERPA), the University protects the privacy of student records, including social security number, ethnicity, gender, grades, financial information, disciplinary action, date and place of birth, dates of attendance, and degrees awarded. A copy of the University's FERPA policy is available from the Registrar. The Act provides each current and former student with the right to inspect

and review information contained in the academic file. A student interested in reviewing the file must submit a request in writing to the Registrar. A student also has the right to submit written request for amendments to the academic record. A student may request that directory information be withheld by completing a Request to Prevent Disclosure of Directory Information.

Buckley Amendment

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

Retention of Student Records

A detailed system of records is maintained by the University for each student. Each student's file shall contain application documents, admission credentials, records of attendance, grades earned, Satisfactory Academic Progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation and degrees granted. Such records shall be considered the permanent property of the University and shall not be available for loan or release to others without the written consent of the appropriate student. Student records are to be kept for a period of five (5) years. Student transcripts are retained permanently.

Right to file a Complaint Policy

In case a student, the parent of a student, or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5920
(800) 872-5327, (800) USA-LEARN

Disabilities Policy

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

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

Hearing Committee

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that is considered to be unfavorable.

Student Grievance Procedure

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

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

Bureau for Private Postsecondary Education (BPPE)

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

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

Website: www.bppe.ca.gov

Or

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

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

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

COMPLAINTS PROCEDURES

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

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

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

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

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

FORMAL GRIEVANCE PROCEDURES

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

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

FOR ALL GRIEVANCES

Step 1:

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

Step 2

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

Step 3: APPEAL LEVEL

A. Student v. Student

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

B. Student v. Staff

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

C. Student v. Faculty

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

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

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

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

Sexual Harassment Policy

South Baylo University School of Oriental Medicine strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment is considered unprofessional conduct by employees and students and is unacceptable behavior. It will not be tolerated. South Baylo University School of Oriental Medicine is committed to an employment and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the University. Sexual harassment violates South Baylo University School of Oriental Medicine policies as well as local, state, and federal law. It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating University policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense.

General Definition of Sexual Harassment

Sexual harassment is an unwelcome sexual advance, request for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join South Baylo University School of Oriental Medicine. When an individual is in a position to influence the education, employment, or participation in a school activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of a person's status in a program for academic, employment, or admission decision.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions,
or
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive, and offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor or instructor but can include conduct by a co-worker or student.

Personal Conduct

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Body Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is STRICTLY PROHIBITED.

Code of Conduct

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic

guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community. At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests. All amendments of the standards must be approved by the Dean in conjunction with the Executive Council. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the campus newsletter.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time.
- Intoxication of the student.
- No student will threaten another student, faculty, staff or administrator.
- Falsification of University documents, records, or identification.
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University.
- Cheating or compromising test materials.
- Removal of library materials without permission.
- Disruption of class or academic activities.
- Usage of abusive language to another student, faculty, staff, or administrator.
- Theft or damage of University property or fellow student's property.
- Illegal intoxication with controlled substances.
- Physical assault for any reason except clear self-defense.
- Vandalism of University property.
- Conviction for a crime beyond normal traffic violations.
- Aiding and/or abetting in any of the above situations.
- Possession of firearms or illegal weapons as defined by state and federal guidelines.
- Violation of any state policies or regulations governing student's relationship with the University.

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to appeal the case to the grievance committee. Written notice of specific charges made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the decision of the grievance committee to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

Dismissal:

Separation of the student from the University on a permanent basis.

Suspension:

Separation of the student from the University for a specific length of time.

Probation:

Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled.

Specific limitations and restrictions on the student's privileges may accompany probation. University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive

a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarter's from the dismissal.

University Catalog

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program the student is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies, procedures, requirements, and deadlines will rest with the student. A student is expected to satisfy the requirements of the catalog in effect at the time the student is admitted to the University and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of graduation provided the student complies with all requirements of the later catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered or resolved by the University may be directed to:

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: 916-431-6959, Fax: 916-263-1897

Classroom Conduct

Instructors are responsible for presenting appropriate material for courses and students are responsible for learning the material. The academic performance of a student is evaluated in the determination of grades; however student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining SBU's standards of academic performance established for each course in which the student is enrolled.

Drug, Alcohol and Smoking Policies

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically all members of the University community which includes administration, faculty, staff, students, and guests, must abstain from the possession or consumption of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy may lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advisement from the Student and Alumni Services Coordinator for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of SBU that smoking is prohibited in all University facilities. At the discretion of the administration, an outside area may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

Campus Security

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics. The latest report will be posted on the campus bulletin board, and is available upon request by contacting the Student and Alumni Services Coordinator or by writing to the administrative office.

Any incidence is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspicious activities to the Director of Operations who will immediately notify appropriate local law enforcement agency. In the absence of the Director of Operations and other officials, the individual should directly notify the local law enforcement agency.

STUDENT SERVICES

Library

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



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

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

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

Student Advising

Academic Advising

Academic Advising is provided to students by the Academic Dean, Program Directors, Program Student Advisors, and available Faculty for a variety of academic needs that include, but not limited to, admission interviews, evaluation and granting of transfer credits, selection of quarterly classes for timely registration and graduation, determination of Satisfactory Academic Progress (SAP), selection of prerequisite courses for Comprehensive Competency Examination (CCE) preparation and eligibility, planning for remedial activities for successful academic progression, and related academic matters.

General Advising

General advising is provided by the Office of Student Services. The Office of Student Services assist students to find housing information, schedule for public transportation, application for personal banking, as well as other

general information. The Quarterly Student Day Event and luncheon gathering for students and administrative staff, coordinated by the Office of Student Services, permit students to further gain guidance and counseling. Professional meetings with SBU alumni OM practitioners for currently enrolled students can be arranged by this office.

Admission Advising

Admission Advising is provided by the Director of Admissions for admissions planning and process. The Admissions Office staff also advises prospective students in securing the needed documents to complete the admission process.

International Student Advising

The International Student Advisor assist students in acquiring an I-20 in order to obtain F-1 student visa. The Advisor routinely processes an annual report to certify satisfactory completion of international students in the degree program.

Personal Advising

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

Orientation

All new students are required to attend the University's orientation program. During the orientation students receive important and pertinent information regarding class registration, academic policies and regulations, and are introduced to members of the SBU community.

Career Placement

The University does not provide a career placement service. However, the Office of Student Services posts career opportunities on the bulletin boards and the University's website, and assists students with resume writing and development.

Tutorial Services

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

Housing Services

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Services Office helps students find appropriate housing. A range of cost of the housing in the Southern California is between \$500 and \$2,000.

Disability Services

The University is committed to accommodating students with physical and learning disabilities. Reasonable

accommodations and other support services are managed by the Academic and Student Services Offices and are tailored to meet the needs of each individual student. An individual needing assistance should contact the Academic Office or the Student Services Office. It is recommended that new students with special needs contact the office early in their first term to arrange for support services.

SBU Policy and Regulation Manual

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

Student Body Associations

All students are encouraged to participate in the South Baylo University School of Oriental Medicine Student Body Associations. These organizations are recognized by the faculty and administration and is important to the student's education and cultural experience. Through participation in these associations students can provide information that assist the faculty and administration. This information strengthens and endorses continual improvement of the student's academic and college life.

Parking

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

Refusal of Service

The University may refuse any type of service to those students who have not paid tuition and/or fees. The University may also refuse re-admission to a student who has left the University with outstanding financial obligations.

New Policies and Procedures of BPPE

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

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

ACADEMIC POLICIES



Registration and Enrollment

South Baylo University School of Oriental Medicine admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All students are required to meet academic advisors before enrollment and at least once each quarter. Registration forms are available at the reception area.

Enrollment Agreement

The enrollment contract or agreement signed by a prospective student will not become valid and binding until the student makes an initial visit to the University or attends the first class of instruction. The University encourages all prospective students to visit the campus (Anaheim campus or Los Angeles campus) prior to the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may influence a student's decision to enroll.

Add and Drop Policy

Until the Wednesday of the 2nd week of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other course additions are allowed after the second week except under the emergency circumstances.

A late fee of \$15.00 per course will be charged if a student adds a class after the last day for Add/Drop provided that the students did not miss more than two (2) weeks of class attendance. If a student drops a class after the second week of classes, a prorated amount will be reimbursed to the student. Students cannot drop any class from the 8th week of quarter.

Late Registration

Continuing students must register for the next quarter and pay the registration fee of \$55.00 during the registration period (week 6 to week 9 of each quarter) to avoid a late registration fee of \$150.00. Continuing students who have not officially registered by the last day of the registration period can enroll into courses until the Wednesday of the 2nd week of the quarter and pay the \$150.00 late registration fee.

Students cannot register later than the Wednesday of the second week of the quarter which is the last day of Add/Drop. A late fee of \$15.00 per course will be charged if a student adds a class after the last day of Add/Drop, provided that the student did not miss more than two (2) weeks of class attendance.

Students returning from a Leave of Absence (LOA) or from withdrawal status are allowed up to the Wednesday of the 2nd week of the quarter to enroll in classes without paying the late registration fee. No enrollment or addition of any course is permitted if a student has missed more than two (2) weeks of classes.

Attendance Policy

All coursework for certificate programs is based on hours and full attendance is required in order to receive credit. To receive the certificate, a student must participate in, and satisfactorily complete all of the class hours. If class time is missed, make-up time will be required.

Make-up Policy

All missed class hours for the Acupressure-Tuina Massage class must be made up in the next scheduled class. Make-up hours are offered on a space-available basis and with the Program Director's permission. No more than 25% of an entire class can be missed and subsequently made-up. After that, students must meet with the Director to discuss options for transferring to another class and pay applicable fees. Students may elect to complete make-ups directly with the instructors if they are available. Make-up hours must reported to the Program Director.

Punctuality Policy

Lateness is a disruption to a good learning environment and is discouraged. Students are expected to arrive shortly before class begins. Lateness is considered anything exceeding 10 minutes after the class time is scheduled to begin. All tardiness will be accumulated and may result in required make-up time or dismissal from the class.

Preparing for Class

Students are required to have professional attire and good personal hygiene. While we do not require a uniform, we have certain guidelines. Wear appropriate clothing that respects modesty. Short sleeve tops are recommended. Do not wear low cut tops and short shorts. Have clean, neatly groomed hair and short, clean fingernails. Take care to avoid any offensive odors, including body odor, bad-breath, and cigarette smoke. Do not wear perfumes and other scents in class due to possible allergic reactions from instructors or students. Leave jewelry at home. Modesty is to be respected at all times. Students will learn sheet draping method, so that the body is not completely uncovered in class. Generally, only the body area being massaged at the time is uncovered. Nudity is not permitted at any time in the presence of others. Students providing massages are always fully clothed. . SBU have limited, non-secure, storage space for personal belongings. During massage practice, it will be necessary for students to remove jewelry. Please do not wear jewelry or bring anything of great value to class.

Auditing a Class

An applicant wishing to audit one or more courses must complete an Audit Application form and comply with all admission requirements. In place of a standard application, the Audit Application form must be submitted. For upper level courses, the applicant must demonstrate sufficient knowledge to benefit from auditing the course. A limited number of students with audit status are allowed in any given class. In addition to the application fee, the student is required to pay 50% of the course quarterly tuition, a registration fee, and other fees, if applicable. Enrolled students may petition to audit a course already taken earlier at the University by paying a \$50.00 auditing fee. Audited classes are recorded in University official transcripts as "AU", and documented as a grade but not incorporated in the calculation of the GPA.

Class Schedules

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with the Registrar's Office. The class schedule may be revised after the quarter has begun before the Add/Drop deadline. All revisions are filed with the Registrar's Office. The initial class schedule and any revision thereafter must be approved by the Academic Dean.

Grading System

All courses of study in the Acupressure-Tuina Massage program are Pass/Fail. Students must receive a grade of 70% for all tests & assessments. . Any student in jeopardy of receiving a failing grade in any class will be advised immediately and informed how to correct the situation. Students who ultimately receive a failing grade will not receive credit for the class. Some classes may be repeated for 50% of the full fee for that class, on space available basis, and at the discretion of the instructor or director.

Graduation Requirements

All course requirements and class hours must be satisfied for issuance of a program certificate. Upon completion of any course of instruction, a transcript record will be kept by the school. A student may request a copy of the transcript that will list all courses and hours that the student has completed through the school. Upon completion of the requirements of a program students will be issued a Certificate of Completion.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at South Baylo University School of Oriental Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of the SBU educational programs is also at the discretion of the institution to which you may seek to transfer.

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

It is solely at the discretion of the receiving institution which credits and /or coursework, if any, will be accepted.

Grade Changes

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. To change a grade, the instructor must provide the Academic Dean with appropriate reasons and evidence for the change of grade in writing. The Grade Change Form must be submitted by faculty to the Academic Dean before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Academic Dean by the second Wednesday of the following quarter. Any grade change requests made after this day will not be honored.

Grade Appeal Process

Most grade appeals can and should be resolved by the student's direct discussion and communication with the faculty member involved. A student appeal of a final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student's transcripts.

The following due process must be followed by students who wish to file a grade appeal:

1. The student shall meet with the faculty member involved in an attempt to resolve the complaint.
2. If the matter is not resolved at Step 1, the student shall submit a written appeal to the Program Director to whom the faculty reports. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Program Director will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Program Director and faculty member involved will then communicate a decision in writing to the student.
3. If the matter is not resolved at Step 2, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. Academic Dean will then schedule a meeting with the student to hear the student's complaint. Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty in order to hear the student's complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual student complaint; the committee will not function as a standing committee. Academic Dean will communicate the decision of the Hearing Committee in writing to the student. The decision of the Hearing Committee is final.

This process will be accomplished in a reasonable period of time not to extend beyond six (6) months of the occurrence of the incident. A student's failure to comply with the steps of the aforementioned process will nullify the complaint.

Leave of Absence

A leave of absence may be granted if a student requests in writing for a specific period of time. A ruling will be made by the Program Director within 2 weeks of receiving the request. Refunds for any unused portion of tuition that has already been paid may be issued at the time of departure, or may be applied to a future class.

Academic Dishonesty

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

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

The faculty must prepare and submit an Incident Report detailing the unprofessional conduct of the student(s) and submit it to the Academic Office. When reported, cheating offenses will be handled by the Academic Office in coordination with the Program Student Advisor if suspension of the involved student(s) warrants such action. in coordination with the Program Student Advisor if suspension of the involved student(s) warrants such action.

The Academic office shall advise the student(s) in writing within a period of five (5) working days. The Registrar will record in the student(s) academic records a notation “Probation for Academic Dishonesty” along with the date of the reported incident. Upon receipt of the written notice from the Academic office, the student(s) will be given a reasonable time to appeal this sanction, in writing, to the Executive Council. No appeal can be accepted beyond the specified time. Academic dishonesty is commonly referred to as “Personal Integrity” in official documents or publications published and released by the University.

Withdrawal from Classes

Students may withdraw from courses after the Add/Drop deadline during the first two weeks after classes begin without affecting their grade point average. Students are required to obtain an approval from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded on the official transcript. A student can withdraw from a class by the following procedures below:

1. Make a request to withdraw by using an official Course Withdrawal Request Form.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Registrar’s Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “F” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the Course Withdrawal Form. Email, fax, or oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

ACADEMIC PROGRAMS

Acupressure-Tuina Massage (ATM) Program

The purpose of Acupressure-Tuina Massage (ATM) Program is to prepare the student to become a Massage Practitioner.

This program also aims to help students earn appropriate hours of training that is required to become a Massage Practitioner.

Upon completion of this program, students will be able to:

- Understand the fundamental knowledge of Anatomy and Physiology.
- Understand and appreciate the Business and Ethics involving the massage therapy practice.
- Acquire understanding of Contraindication, Health and Hygiene related to healthcare profession.
- Demonstrate hands-on skills involving various forms of massage techniques.

Students are expected to acquire the following job titles: massage therapist/practitioner (CIP Code: 51.3501, USDOE CIP-to-SOC Crosswalk, Standard Occupational Classification).

300 Hour Program

COURSE # / COURSE TITLE	HOURS
MT 100 Acupressure and Tui-Na	60
MT 101 Swedish Massage and Reflexology	60
MT 102 Shiatsu and Trigger Point Therapy	60
MT 103 Deep Tissue, Myofascial Release and Neuromuscular Therapy	60
MT 104* Ethics, Business & Professional Development, Contraindication, Health and Hygiene	60
MT 105 Sports Massage and Personal fitness	60
MT 106 Therapeutic Communication & Documentation Qi Gong & Tai Qi	60
MT 107 Massage for Special Needs and Populations	60
MT 108 Non-Traditional/ Alternative Bodyworks Therapies	60
Complete any of 5 Courses listed above to be eligible for Massage Practitioner Certificate. Each Course is 4 weeks in duration.	
Anatomy, Physiology, Pathology, and Kinesiology are taught throughout the program and are identified in the Course Description.	
* MT 104 course must be completed before receiving Massage Practitioner Certificate.	

600 Hour Program

COURSE # / COURSE TITLE	HOURS
MT 100 Acupressure and Tui-Na	60
MT 101 Swedish Massage and Reflexology	60
MT 102 Shiatsu and Trigger Point Therapy	60
MT 103 Deep Tissue, Myofascial Release and Neuromuscular Therapy	60
MT 104* Ethics, Business & Professional Development, Contraindication, Health and Hygiene	60
MT 105 Sports Massage and Personal fitness	60
MT 106 Therapeutic Communication & Documentation Qi Gong & Tai Qi	60
MT 107 Massage for Special Needs and Populations	60
MT 108 Non-Traditional/ Alternative Bodyworks Therapies	60
MT 109 Nutrition and Diet	60
Complete all courses listed above to be eligible for Massage Practitioner Certificate. Each Course is 4 weeks in duration.	
Anatomy, Physiology, Pathology, and Kinesiology are taught throughout the program and are identified in the Course Description.	
* MT 104 course must be completed before receiving Massage Practitioner Certificate.	

COURSE DESCRIPTIONS

Course descriptions for Acupressure - Tuina Massage Courses

MT 100 Acupressure and Tui-Na

60 hours

Prerequisite: None

This module is designed to prepare the students with the theory and hands-on skills involved in Asian Bodywork Theory and the principles of Traditional Chinese Medicine. Students will be introduced to Yin/Yang, Five Element, and Meridian Theory. Students will receive a minimum of 10 hours of anatomy/physiology on urinary system, 5 hours of pathologies on urinary system, and 5 hours of kinesiology on muscle testing, postural stabilization techniques.

MT 101 Swedish Massage and Reflexology

60 hours

Prerequisite: None

This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish Massage and Reflexology techniques. Students will receive a minimum of 10 hours of anatomy/physiology on muscular system, 5 hours of pathologies on dermatopathology, 5 hours of kinesiology on Biomechanics.

MT 102 Shiatsu and Trigger Point Therapy

60 hours

Prerequisite: None

This module is designed to provide the student with theory and hands-on skills on Shiatsu and Trigger Point Therapy. Students will receive a minimum of 10 hours of anatomy/physiology on skeletal tissue and system, 5 hours of pathologies on tissue response to damage, 5 hours of kinesiology on articulation of upper body.

MT 103 Deep Tissue, Myofascial Release and Neuromuscular Therapy

60 hours

Prerequisite: None

This module is designed to provide students with the theory and hands-on skills involving deep tissue, myofascial release and neuromuscular techniques (NMT). Students will receive a minimum of 10 hours of anatomy/physiology of lymphatic system, 5 hours of pathologies on lymphoid and hemopoetic, 5 hours of kinesiology on articulation of lower body.

MT 104 Ethics, Business & Professional Development, Contraindication and Health and Hygiene

60 hours

Prerequisite: None

This module is designed to provide students with an understanding of the job opportunities in the massage industry, daily business aspects of starting, operating, and marketing a successful massage therapy practice, while building business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Also including discussion of Contraindication and Health Hygiene for Massage Therapy.

MT 105 Sports Massage and Personal fitness

60 hours

Prerequisite: None

This module is designed to provide students with theory and hands-on skills of sports massage and personal fitness. Students will learn how to adapt basic massage techniques for sports massage applications, with pre-events, post-events, maintenance and addressing restorative massage protocols. Additionally, personal fitness will be discussed. Students will receive a minimum of 10 hours of anatomy/physiology on articulations, 5 hours of pathologies on development and genetic factors in disease, and 5 hours of kinesiology on anatomical structure & range of motion of upper body.

MT 106 Therapeutic Communication, Documentation, Qi Gong & Tai Qi 60 hours

Prerequisite: None

This module is designed to provide students with an understanding therapeutic communication, documentation. Students will be introduced to the basic principles of interviewing, documentation (SOAP chart), and medical terminology. Students will also learn the application of Qi Gong and Tai Chi in their practice to enhance patients well being. Students will receive a minimum of 10 hours of anatomy/physiology on fluid and electrolyte balance and acid-base balance 5 hours of pathologies on endocrine system, and 5 hours of kinesiology on anatomical structure & range of motion of lower body.

MT 107 Massage for Special Needs Populations 60 hours

Prerequisite: None

This module is designed to provide students with theory and hands-on skills of massage involving pre-natal, post-natal, infants, elder/geriatric and special populations. Additionally, the complexities of the psychological dynamics encountered in professional massage therapy, including the phenomena of emotional disease, armoring, working with chronically ill and disabled clients are explored. Students will receive a minimum of 10 hours of anatomy/physiology on reproduction system, 5 hours of pathologies gynecological and obstetric pathology, 5 hours of kinesiology general human movement and exercise.

MT 108 Non-Traditional/ Alternative Bodyworks Therapies 60 hours

Prerequisite: None

This module is designed to provide the students with the theory and hands-on skills on various non-traditional/ alternative bodywork therapies including: Reiki, Polarity, Ayurveda, Chakra Balancing and Chromo therapy, Lomi Lomi, Sound and Music Therapy. Students will receive a minimum of 10 hours of anatomy/physiology on cardiovascular and respiratory system, 10 hours of pathologies on respiratory and circulatory system, 5 hours of pathology on bone, joints and connective tissue and 5 hours of kinesiology on muscle origin, insertion, and nervous innervations.

MT 109 Nutrition and Diet 60 hours

Prerequisite: None

This module is designed to provide students with an understanding of nutrition and diet. Students will learn the principles and science of nutrition and their relationship to health. Discussion on basis of health diet, sources of nutrients, human digestion and absorption, metabolism of carbohydrates, lipids, and proteins and its relations to common disease like diabetes mellitus, cardiovascular disease as well as renal and liver disease. Students will receive a minimum of 10 hours of anatomy/physiology on digestive system, 5 hours of pathologies on liver, biliary tract and pancreas endocrine system, and 5 hours of kinesiology on selective recruitment pattern and progressive resistance.

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FACULTY MEMBERS - Full Time

NAME	EDUCATION
Ahn, Anne, LAc	MS, Oriental Medicine, South Baylo University, 2003 OMD, Oriental Medicine, South Baylo University, 2006
Choi, Henry, LAc	MS, Oriental Medicine, South Baylo University, 2007 DAOM, Oriental Medicine, South Baylo University, 2011

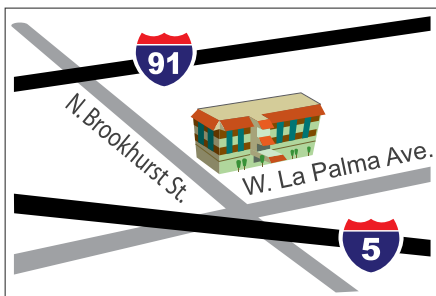
FACULTY MEMBERS - Part Time

NAME	EDUCATION
Cao, Shengqi, Lac	BS+MS, Univ. of Chinese Medicine, Beijing, 2010
Cho, In Ho, LAc	MS, Oriental Medicine, South Baylo University, 1989 OMD, Oriental Medicine, South Baylo University, 2006
Murphy, Charles	BS, (Physical Science) US Naval Academy, Annapolis, MD, 1982
Sugano-Isa, Mika, LAc	MS, Nutritional Science, California State University Long Beach, 2000 MS, Oriental Medicine, South Baylo University, 2010 DAOM, Oriental Medicine, South Baylo University, 2015

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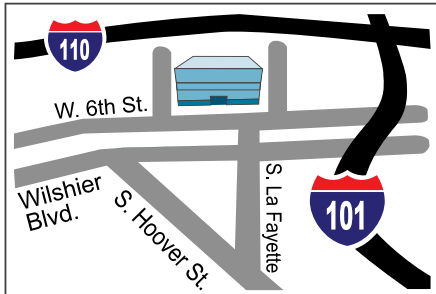
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