



**South Baylo University**

[www.southbaylo.edu](http://www.southbaylo.edu)

**Master of Science in  
Acupuncture and  
Oriental Medicine**

**2021 - 2022  
Academic Catalog**



# Academic Catalog Addendum

## 2021-2022 Catalog for Master of Science in Acupuncture and Oriental Medicine

The updates listed in this document apply to the 2021-2022 South Baylo University Academic Catalog for Master of Science in Acupuncture and Oriental Medicine.  
The contents of this addendum supersede the contents specified in the 2021-2022 Academic Catalog where noted.  
Contents of the 2021-2022 catalog not revised in this addendum remain in effect.

### 1. The Message from the President section was changed with the following statement on Page 3 effective August 2, 2021.



Forty years ago, Dr. David J. Park founded South Baylo University. Our philosophy remains the same today as it was decades ago. We strive to instill three principal virtues: Value, Peace, and Professionalism.

South Baylo University is one of the oldest acupuncture educational institutions in the United States. You can feel the excitement of learning while you obtain a high quality education in Acupuncture, Herbology, and Oriental Medicine.

As a leader in Acupuncture and Oriental Medical education, South Baylo University pursues its mission in a student-centered environment driven to deliver an excellent education. South Baylo University harbors a strong commitment to patient care. Our love of technology means that our students benefit from the latest diagnostic and treatment techniques across the medical spectrum. Our faculty, students, and staff work together to advance knowledge of both Eastern and Western science. We are raising the bar for the next generation of doctors so that they in turn will improve the quality of education their successors attain. We seek to spur a virtuous cycle of learning and teaching that will endure for years to come.

As one of the finest and largest Acupuncture and Oriental Medicine schools in the nation, South Baylo University strives to offer you a challenging instructional program in your choice of three languages Chinese, English, and Korean.

Through its Research Center, South Baylo University attempts to discover more effective therapeutic methods and build on the ancient scientific foundations of Acupuncture and Oriental Medicine. South Baylo University supports faculty and students in their research endeavors, and ensures the integrity of its research through strict adherence to the highest ethical standards.

I sincerely hope you sense the true essence of South Baylo University through this website. We are a progressive university of Acupuncture and Oriental Medicine where experienced, caring faculty and staff are dedicated to teaching, student learning and high achievement.

Edwin D. Follick, Interim President  
edfollick@southbaylo.edu

### 2. The following change was made in the Administration section on Page 58 effective August 2, 2021.

(Remove)	<del>President</del>	<del>Andrew Cho</del>	<del>andrew@southbaylo.edu</del>
(Add)	Interim President	Edwin D Follick	edfillick@southbaylo.edu

### 3. The following change was made in the Administration section on Page 58 effective October 4, 2021.

(Remove)	<del>Doctoral Program Director</del>	<del>Soo Kim</del>	<del>sookim@southbaylo.edu</del>
(Add)	Doctoral Program Director	Joseph Suh	hhsuh@southbaylo.edu

(Remove)	<del>Doctoral Research Coordinator</del>	<del>Mark K. Cho</del>	<del>khcho@southbaylo.edu</del>
(Remove)	<del>Master's Program Director</del>	<del>Mark K. Cho</del>	<del>khcho@southbaylo.edu</del>
(Remove)	<del>Admissions Officer</del>	<del>John K. Youssef</del>	<del>jkyoussef@southbaylo.edu</del>

4. The following change was made in the Faculty Members - Fill Time section on Page 59 effective October 4, 2021.

(Remove)	<b>Xi, Jun Feng</b>	BM, Yunnan College of TCM, China, 1984 OMD, South Baylo University, 2006	Acupuncture Clinical Internship
(Move to Part Time)	<b>Cho, Mark K.</b>	BS, Seoul National University, Korea, 1983 MS, Seoul National University, Korea, 1986 PhD(Korea), Korea Advanced Institute of Science and Technology (KAIST), 1995 MS, South Baylo University, 2011	Physics Research Methodology
(Move to Part Time)	<b>Cui, Shan Qin</b>	MS, South Baylo University, 2001 OMD, South Baylo University, 2006	Oriental Medicine
(Move to Part Time)	<b>Geng, Jason Qiu Sheng</b>	MS, South Baylo University, 1994 OMD, South Baylo University, 2006	Acupuncture Clinical Internship
(Move to Part Time)	<b>Lee, Hyung Ryul</b>	MD(Korea), Pusan National University, 1983 PhD(Korea), Pusan National University, 1990 MS, South Baylo University, 2005 OMD, South Baylo University, 2007	Western Medicine

5. The following change was made in the Faculty Members - Part Time section on Page 60-61 effective October 4, 2021.

(Remove)	<b>Bahng, Scott Seok</b>	MS, South Baylo University, 1997	Herbology
(Remove)	<b>Cho, Eun Sook</b>	MS, South Baylo University, 1997 OMD, South Baylo University, 2006	Oriental Medicine
(Remove)	<b>Fan, John</b>	MD(China), Shanghai Medical University, 1989	Western Medicine
(Remove)	<b>Kim, Jae Jong</b>	MD(Korea), Seoul National University, Korea, 1963 MS, South Baylo University, 2004 OMD, South Baylo University, 2006	Western Medicine
(Remove)	<b>Kim, Nancy</b>	MS, Youngnam University, Korea, 1980 Ph.D(Korea), Inha University, 1985	Chemistry Research Methodology
(Remove)	<b>Lee, Seunglyul Grant</b>	MS, South Baylo University, 2010	Oriental Medicine
(Remove)	<b>Lee, Seung Soo</b>	MS, South Baylo University, 2001	Acupuncture Herbology
(Remove)	<b>Lim, In Sook</b>	MS, South Baylo University, 1996 OMD, South Baylo University, 2006	Herbology
(Move to Full Time)	<b>Hong, Eddie Se Won</b>	MS, South Baylo University, 2000 OMD, South Baylo University, 2007	Acupuncture Clinical Internship
(Add)	<b>John Cassone</b>	MS, South Baylo University, 2015 OMD, South Baylo University, 2018	Oriental Medicine

6. The following change was made in the Board of Trustees section on Page 62 effective August 2, 2021.

(Remove)	<del>Ex-Officio</del>	<del>Andrew Cho</del>	<del>Fillerton, CA</del>
(Add)	Ex-Officio	Edwin D Follick	Woodland Hills, CA

7. **The "Veteran Affairs Educational Benefits" section was added with the following statement on page 20 - before "Scholarship Opportunities" section effective November 1, 2021.**

**Veteran Affairs Educational Benefits**

South Baylo University is committed to serving its military community. We appreciate and recognize the service and sacrifices of our nation's active and veteran military personnel and their families. South Baylo University is approved as a degree-granting institution for student veterans under Title 38, United States Code. The University is also approved for the attendance of California veterans' dependents under the State Program. Our goal is to provide eligible student veterans, active duty personnel, dependents, reservists, and National Guard members with G.I. Bill® benefits the best possible service during their enrollment at South Baylo University.

GI Bill® Trademark attribution citation. Complete information can be found at this link [https://www.benefits.va.gov/GIBILL/Trademark\\_Terms\\_of\\_Use.asp](https://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp) Verify all submitted documents and website advertisements are in compliance before submitting the application.

The trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

Our faculty and staff are committed to supporting the veteran as he/she engages and develops his/her skills and knowledge at South Baylo University. Please contact the Office of the Financial Aid for more information on these programs.

8. **The following change was made in the Accreditation and Approvals on Page 10 effective November 1, 2021.**

(Add) the trademark symbol "®" at the upper right corner of 'GI BILL' in the subtitle.

9. **The following change was made in the Financial Information on Page 17 effective April 1, 2022.**

Student Tuition Recovery Fund, One-Time (Non-Refundable)	\$23 <sup>73</sup>	\$117 <sup>50</sup>
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	<b>\$50,293<sup>73</sup></b>	<b>\$50,387<sup>50</sup></b>



**SOUTH BAYLO  
UNIVERSITY**  
SCHOOL OF ORIENTAL MEDICINE



**MASTER OF SCIENCE IN  
ACUPUNCTURE AND ORIENTAL MEDICINE**

**2021 - 2022  
ACADEMIC CATALOG**







## Chairperson'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.



Jennifer E. Park L.Ac., Ph.D.  
Chairperson  
Board of Trustees, South Baylo University School of Oriental Medicine

**Value**  
**Peace**  
**Professionalism**

## Message from the President

Dear members of the South Baylo University community, it is with immense pride and enthusiasm that I begin my service as president of SBU (appointed on May 20, 2021). It is truly an honor to be part of one of the oldest and largest Acupuncture and Oriental Medical institutions in the nation.

I look forward to meeting with students, faculty, staff, alumni and other valued stakeholders in individual, small and large listening sessions. I am very eager to engage in conversations where we will together develop a strategy for future development. I look forward to hearing about your experiences, thoughts, concerns and aspirations for SBU and students' future careers. I recently met with the Chinese students at its potluck recently. I was pleasantly surprised at the diversity of experiences, knowledge and skillsets each student brings to SBU.

I believe SBU has limitless potential. But we need to work together to consistently achieve excellence. Our students, faculty and staff have tremendous talent, support and commitment to make that happen. Your input, feedback and discussion will allow us to improve as a university family and as an institution.

I also believe we must ensure that SBU's administrative structure is appropriate and effective to support an institution of this size. Therefore, I am conducting a comprehensive review of the university's operations with the goal of achieving a structure that is effective, efficient and flexible, while aligning valuable resources to achieve success for SBU's students, faculty, staff and alumni. Changes will be made where warranted and necessary as we continue to improve operational performance in ways that provide the most value to SBU stakeholders.

I would like to thank Dr. Jennifer E. Park, Ph.D. for her leadership and guidance as Chair of the Board of Trustees during the transition. We owe her a debt of gratitude as she answered the call to serve during a period of unprecedented challenges.

In all that I do as your president, I am committed to the success of the many communities that are SBU. I will uphold SBU's core values and traditions. And together, we will take SBU to new levels without compromising what makes us great. I wish everyone a rewarding academic year, and I look forward to working with you closely to make student success a daily reality through

Andrew S. Cho, J.D., M.P.H.  
President



## About this catalog

The South Baylo University School of Oriental Medicine (SBU) Academic Catalog 2021-2022 is published to assist students in making decisions regarding academic goals in Oriental Medicine and Holistic Health. It serves as an announcement of current SBU policies and procedures. SBU reserves the right to modify and properly exercise its educational responsibility. Every effort is made to ensure that the course information, applicable policies, and other materials presented in the South Baylo University 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](http://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](http://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.

## 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 cabinets. Academic records are kept for an indefinite period of time; all other files may be purged after five (5) years.

## Accuracy Statement and Effective Date

South Baylo University School of Oriental Medicine makes every reasonable effort to ensure accuracy and completeness of information, regulations, policies and procedures stated in this catalog. South Baylo University reserves the right to make changes to courses and programs, fees, schedule or any other provision in its catalog, publications or website, with or without notice, subject to changes in accreditation requirements and/or state and federal laws and regulations. The University further reserves the right to add, amend or repeal any of its rules, regulations, policies and procedures consistent with applicable laws and regulations.

This catalog is effective July 1, 2021 and supersedes all previous catalog editions. It will remain in effect through June 30, 2022 or until a new edition of the catalog is published, whichever is earlier.

# 2021 ACADEMIC CALENDAR

## Winter quarter

January							February							March						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
Classes Begin: Jan. 4							Last day to Add & Drop: Jan. 13													
Registration: Mar. 1 - 15							Quarter Break							Mar. 16 - Apr. 4						
Final Exams Week: Mar. 9 - 15							Academic Holiday							Feb. 15 (President's Day)						

## Spring quarter

April							May							June						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3						1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
Classes Begin: Apr. 5							Last day to Add & Drop: Apr. 14							Apr. 14						
Registration: Jun. 1 - 14							Quarter Break							Jun. 15 - Jul. 4						
Final Exams Week: Jun. 8 - 14							Academic Holiday							May 31 (Memorial Day)						

## Summer quarter

July							August							September								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
					1	2	3		1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30				
Classes Begin: Jul. 6							Last day to Add & Drop: Jul. 14							Jul. 14								
Registration: Aug. 30 - Sep. 14							Quarter Break							Sep. 15 - Oct. 3								
Final Exams Week: Sep. 7 - 14							Academic Holiday							Jul. 5 (Independence Day), Sep. 6 (Labor Day)								

## Fall quarter

October							November							December						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
Classes Begin: Oct. 4							Last day to Add & Drop: Oct. 13							Oct. 13						
Registration: Nov. 29 - Dec. 13							Quarter Break							Dec. 14 - Jan. 2, 2022						
Final Exams Week: Dec. 6 - 13							Academic Holiday							Nov. 25 & 26 (Thanksgiving)						
							University Closed							Dec. 24, 25, 31, Jan 1, 2022						

# 2022 ACADEMIC CALENDAR

## Winter quarter

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

Classes Begin:	Jan. 3	Last day to Add & Drop:	Jan. 12
Registration:	Feb. 28 - 14	Quarter Break	Mar. 15 - Apr. 3
Final Exams Week	Mar. 8 - 14	Academic Holiday	Feb. 21 (President's Day)

## Spring quarter

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

Classes Begin	Apr. 4	Last day to Add & Drop	Apr. 13
Registration	May 31 - June 13	Quarter Break	June 14 - July 4
Final Exams Week	Jun. 7 - 13	Academic Holiday	May 30 (Memorial Day)

## Summer quarter

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

Classes Begin	Jul. 5	Last day to Add & Drop	Jul. 13
Registration	Aug. 29 - Sep. 12	Quarter Break	Sep. 13 - Oct. 2
Final Exams Week	Sep. 6 - 12	Academic Holiday	Jul. 4 (Independence Day), Sep. 5 (Labor Day)

## Fall quarter

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

Classes Begin	Oct. 3	Last day to Add & Drop	Oct. 12
Registration	Nov. 28 - Dec. 12	Quarter Break	Dec. 13 - Jan. 1, 2022
Final Exams Week	Dec. 7 - 14	Academic Holiday	Nov. 24 & 25 (Thanksgiving)
		University Closed	Dec. 24, 25, 30 & 31

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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 the knowledge of Acupuncture and Oriental medicine and serve the community through quality education, research, and 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 in AOM to succeed in a healthcare environment.
2. To provide effective and high-quality patient care through AOM and integrative healthcare.
3. To promote and advance research, scholarly activities and professional development.
4. To prepare students to become leaders in the community and in their profession.



## Educational Programs

South Baylo University School of Oriental Medicine (SBU) offers the Master of Science in Acupuncture and Oriental Medicine (MSAOM), and Doctor of Acupuncture and Oriental Medicine (DAOM) 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 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.

### Accreditation

South Baylo University (SBU) and its following programs are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM):

1. Master of Acupuncture program with a Chinese herbal medicine specialization (in English, in Chinese, and in Korean) [currently named Master of Science in Acupuncture and Oriental Medicine]
2. Doctor of Acupuncture and Oriental Medicine (in English and in Korean)

SBU's accreditation status and notes may be viewed on the ACAOM Directory. SBU's status with the California Bureau for Private and Post-Secondary Education (CA BPPE) may be viewed on SBU's website at <https://www.southbaylo.edu/bppe/decision.htm> or contact SBU's Director of Operations or its Academic Dean for additional details.

ACAOM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952-212-2434; fax 952-657-7068; [www.acaom.org](http://www.acaom.org)

### 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 and mandated by the United States Secretary of Education of the U.S. Department of Education (USDE).

### USCIS / SEVIS Approval

The University is authorized by the U.S. Immigration and Naturalization Service to process Form 1-20, 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 is approved by the California Acupuncture Board. The Acupuncture Board is located at:

**California Acupuncture Board**  
**1747 North Market Blvd., Suite 180, Sacramento, CA 95834**  
**Tel: (916) 515-5200, Fax: (916) 928-2204, Web: [www.acupuncture.ca.gov](http://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**  
**1747 North Market Blvd., Suite 225, Sacramento, CA 95834**  
**Tel: (916) 574-8900, Fax: (916) 263-1897, Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet website: [www.bppe.ca.gov](http://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.

SBU has never filed a petition within the preceding five years, and has never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

## Board of Trustees

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 62 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](http://www.southbaylo.edu) **Email Address:** [info@southbaylo.edu](mailto: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 six 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, or veteran's status, 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.

## Master of Science in Acupuncture and Oriental Medicine

### Admission Requirements

An applicant to the Master of Science in Acupuncture and Oriental Medicine (MSAOM) must observe the following procedures:

1. The University admits applicants who have completed a bachelor's degree or its equivalent from an institution accredited by an agency recognized by the U. S. Department of Education, with a minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0 scale.
2. The University also admits applicants who have not completed a bachelor's degree, but earned at least 90 quarter or 60 semester units at the baccalaureate level from an institution accredited by an agency recognized by the U. S. Department of Education, with a minimum CGPA of 2.0 on a 4.0 scale.
3. College courses with a "D" grade or lower cannot be counted toward the 90 quarter or 60 semester units, but will be counted in the CGPA calculation to determine admission eligibility.
4. If the prerequisite educational requirements were earned at a recognized and approved foreign institution the applicant's official transcripts must be evaluated by a credential evaluation agency which is a member of the National Association of Credential Evaluation Services (NACES). A copy of the evaluation must be forwarded directly from the agency to the SBU Admissions Office for admission determination.
5. Each applicant must demonstrate English language proficiency as stated in the English Language Proficiency Requirements section.
6. An applicant must demonstrate suitability for graduate degree program of acupuncture and Oriental medicine.

### Admission Procedures

An applicant to the MSAOM 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 official transcripts from all colleges or universities attended directly to the Admissions Office at South Baylo University School of Oriental Medicine.
3. Submit two (2) letters of recommendation.
4. Submit proof of English language proficiency as stated in the English Language Proficiency Requirements.

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

### Admission Evaluation

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

Admission to the MSAOM program is based on the combination of strength of educational curriculum attempted and Cumulative Grade Point Average. 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.

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

### Language Proficiency Requirements

English language competency is required of all students seeking admission to the master's-level program. This must be demonstrated by one of the following means:

- a. The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution:

- (i) accredited by an agency recognized by the U.S. Secretary of Education, or
  - (ii) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
- In all cases, English must have been both the language of instruction and the language of the curriculum used;
- b. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable scores: TOEFL iBT total score **61** with minimum speaking score **20** and minimum listening score **17**; or
  - c. International English Language Testing System (IELTS) Academic Format - Acceptable scores: IELTS overall band score **6** with minimum speaking score **6.5** and minimum listening score **6**.

South Baylo University does not offer English as a Second Language (ESL) services.

Students enrolling in Chinese or Korean programs must take a language assessment prior to enrollment, to determine reading, writing, speaking and listening proficiency.

## International Student Admissions

All international students are required to comply with the regulations of the U.S. Department of Homeland Security. Admissions of an international student to the University requires the following additional documents.

1. A completed SBU I-20 Request Form
2. Proof of sufficient financial resources to complete the academic program, including bank balance statements.
3. Academic transcript(s) evaluated by a recognized credential evaluation agency with the original evaluation provided to the University.
4. Proof of English language proficiency as stated in the English Language Proficiency Requirements for each program.

If an applicant of foreign nationality is accepted, an I-20 will be issued to assist the student in obtaining an F-1 student visa. No fee is charged for issuing the I-20 for the first time. It is the student's obligation to immediately inform the University of address changes since the University must be able to contact the student at any time; otherwise the enrollment of the student will be suspended as required by Federal law.

## Transfer of Credit Policy

Transfer students must meet the admission requirements in effect at the time of matriculation and must comply with the same admissions procedures. Upon admission, academic credits earned at other educational institutions will be assessed by the Academic Office and transfer credit will be granted based on course content and instructional hours equivalency to the courses offered at SBU. Any credit used for admissions requirements shall not be used again for credit toward the Master's degree program. Credit will not be awarded based on prior experiential earning.

AOM courses taken at educational institutions approved by the California Acupuncture Board and accredited by ACAOM may be fully accepted for transfer credit.

AOM courses taken from accredited educational institutions that are not approved by the California Acupuncture Board may only be accepted for a maximum of 50% of transfer credit and no more than 25% of the 50% transfer credit may be awarded for the clinical internship training.

AOM courses taken from unaccredited educational institutions that are approved by the California Acupuncture Board may only be accepted for a maximum of 50% of transfer credit and no more than 25% of the 50% transfer credit may be awarded for the clinical internship training.

All other courses that were taken from educational institutions accredited by an accrediting agency which is recognized by the United States Department of Education may be fully accepted for transfer credit.

Courses taken from unaccredited educational institutions that are not approved by the California Acupuncture Board will not be accepted for transfer credit.

Equivalency and comparability of Transfer Credits (TC) is based on the course title, content, quality, level, and units/hours in the course-by-course evaluation process. Credit cannot be given for courses with a lower grade than "C".

If SBU has question as to whether the content of prior coursework is equivalent to the course for which the transfer credit is sought, SBU will require the student to provide additional information regarding the course or may require the student to take a challenge examination. Half of the course tuition fee is required as an administrative fee for each challenge examination.

Courses taken from foreign educational institutions must be evaluated by a credential evaluation agency which is a member of the National Association of Credential Evaluation Services (NACES) prior to granting transfer credit. AOM courses taken from a foreign educational institution may be accepted for a maximum of 50% of transfer credit if equivalent to the University's courses. All other courses that were taken from a foreign educational institution may be fully accepted for transfer credit if equivalent to the University's courses.

If a student has successfully completed a minimum of 70% or more of the required hours in a qualified transferring course, that student needs to attend the equivalent course in order to complete the number of hours that are deficient. The faculty of the particular course will verify the student's competency in the course through a comprehensive examination.

If a student has completed less than 70% of the required hours in a qualified transferring course, the equivalent course must be successfully repeated in its entirety for credit.

Courses completed more than five (5) years prior to the date of admission may not be transferable unless the student demonstrates proficiency in the subject matter, or shows documented evidence that they have been and remain in a profession directly relevant to these courses.

The Registrar will inform the student in writing of any award of transfer credits. The Registrar will also maintain records of transfer credits granted in individual student's file.

The evaluation of transfer credit shall be completed within the quarter that the official transcript and TC Evaluation Request Form were received.

Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximal length of study at the University. Fifteen (15) quarter units shall constitute one (1) quarter term, which will be used in the determination of time limitations for graduation.

The initial transfer credit evaluation granted at the time of admission to the AOM program is free of charge. However, each additional TC evaluation will require a \$50 processing fee.

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

More than 30% of quarter units (equivalent to 20% of semester units) at the graduate level earned by another institution may not be accepted as transfer credits toward the Master's degree program.

• **Transfer Units to Qualify for SBU Quarter System**

All transfer units for previous work shall be used to determine the time limitation for completion of the degree program. Fifteen (15) quarter units constitute one quarter for use in the determination of time limitation.

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

The transferability of credits you earn at South Baylo University 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.

**Admission to Advanced Standing**

Credits for basic science subjects on a professional level shall be given upon a course-by-course evaluation, and only courses closely approximating in content and hours to the similar courses offered by the University will be accepted from a recognized school.

Professional level is defined as an accredited Chiropractic, Dental, Medical, Osteopathic, or Traditional Chinese Medicine. No candidate for admission to advanced standing placement will be accepted if dishonorably dismissed from such a school.

Program Student Advisor in coordination with the Academic Dean and Program Director evaluates transfer credits to ensure compatibility and equivalence with the curriculum.

In accepting credits from other educational institutions, the academic office shall ascertain that said credits are not being applied towards both admission pre-requisites and professional program requirements.

Candidates for advanced standing must file with the admission office the documents required for any enrolling student, official transcripts, and a letter of honorable dismissal or withdrawal from the college the student previously attended. No credit for courses with a grade below "C" (2.0 on a 4.0 scale) may be transferred.

## Readmission

Students whose enrollment has been withdrawn, transferred, or otherwise dismissed must submit a Petition for Readmission, transcripts from any institutions attended in the interim, a letter expressing their desire and intent to re-enroll and complete their program of study at SBU, and the application fee to the Academic Dean. The University has the authority to grant or deny a request for readmission at its discretion.

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

Students who are placed on Academic Warning or Academic Probation at the time of their withdrawal remain on Academic Warning or Academic Probation upon re-admission, must earn the minimum required CGPA for the first quarter of re-admission to remain enrolled.

## Admissions for Non-Degree Seeking (NDS) Applicants

The University will consider applicants who are not seeking a degree, but who require course work to meet an educational objective other than the University's degree. This includes students participating in the California Acupuncture Board approved tutorial programs, licensed acupuncturists, medical doctors, and other health professionals.

Admissions for NDS students must be approved through the usual process described in the Admissions procedures above.

At registration, priority is given to degree-seeking applicants. Placement of NDS students will be granted only on a space-available basis. NDS students do not receive a degree from South Baylo University School of Oriental Medicine, but do receive an official transcript showing coursework that has been successfully completed. NDS students may take up to 60% of the Master's degree program courses before electing to become full-time, degree-seeking students. In this case, coursework successfully completed at South Baylo University School of Oriental Medicine will then be applied toward the degree.

## 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 (<https://southbaylo.edu/web/academic-catalog/>).

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

Class sessions will be conducted at both locations:

Main Campus: 1126 North Brookhurst Street, Anaheim, CA 92801

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

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 email: [admissions@southbaylo.edu](mailto:admissions@southbaylo.edu)

# FINANCIAL INFORMATION

## Tuition and Fees - Master of Science Acupuncture and Oriental Medicine Program

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

Tuition for First Term, Based on Minimum Academic Load: 12 units @\$165 per unit	\$1,980
Registration Fee @ \$55/quarter (Non-Refundable)	\$55
<b>TOTAL CHARGES FOR A PERIOD OF ATTENDANCE</b>	<b>\$2,035</b>

Tuition, Total Didactic Units Required: 212 @\$165 per unit	\$34,980
Tuition, Total Internship Hours: 960 @\$13 per hour	\$12,480
Registration Fee, Based on 12 Quarter Terms @\$55 per quarter (Non-Refundable)	\$660
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.)	\$1,500
Malpractice Insurance, based on 6 Quarter Terms @\$50 per quarter (Non-Refundable)	\$300
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)	\$23 <sup>73</sup>
Graduation Fee (Non-Refundable)	\$350
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$50,293<sup>73</sup></b>

<b>OTHER CHARGES</b>	
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
Make-Up Examination Fee per exam, if applicable (Non-Refundable)	\$50
Challenge Examination per exam, if applicable (Non-Refundable)	50% of course tuition fee
Additional TC Evaluation Fee (Non-Refundable)	\$50
CPR Transfer Credit Fee (Non-Refundable)	\$30
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)	\$10
CCE Retake Examination per exam, if applicable (Non-Refundable)	\$50
Lab Fee per course, if applicable, (Non-Refundable)	\$50
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)	\$30
Issuance of I-20 for extension or reissue, if applicable (Non-Refundable)	\$20

**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). If the tuition and fee are not paid in full by the end of the 2nd week of the quarter, registration for the next quarter will be blocked.

These payment policies will not be applicable to students who receive funds through federal financial aid program or any other program (Veteran, Rehab or private loan).

## Financial Aid

FINANCIAL AID is to assist students in paying for educational costs through a variety of aid programs funded by federal and university sources. Financial aid is in the form of scholarships, Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS) and Federal Direct Loans.

SCHOLARSHIPS are awarded on the basis of academic excellence and talent. Scholarships do not have to be repaid.

PELL GRANT is federally funded program and does not have to be repaid. It is available to undergraduate students who demonstrate financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG) is federally funded program and does not have to be repaid. This program is for Pell Grant recipients and is based on financial need and the availability of funding.

Federal Work Study (FWS) is federally and institutionally funded. FWS is designed to provide students with financial support to pay the costs of education at the University. Students are compensated via regularly scheduled paychecks. The Financial Aid Office coordinates all on and off campus student employment under the Federal Work Study program. Applications are accepted on an ongoing basis.

FEDERAL DIRECT LOANS are borrowed money that must be repaid, with interest. Student loans do not require repayment until the student is no longer enrolled in school at least half-time. Subsidized Loans are awarded based on demonstrated financial need. The federal government pays the interest while the student is in school and during the grace period and deferment period and available to undergraduate student. Unsubsidized Loans are for all eligible students. The student is responsible for paying all the interest on the loan and can allow it to accumulate while in school and during the grace and deferment period.

The student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If federal student financial aid funds have been received, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### VETERAN'S ADMINISTRATION OF EDUCATIONAL BENEFITS

The University's programs are approved for the training of veterans and eligible individuals under U.S. Code Title 38. Any honorably discharged veterans of the US armed forces, qualified spouse or dependent, are eligible to receive educational benefits.

STUDENT ELIGIBILITY FOR FINANCIAL AID to receive aid from the programs discussed in this catalog, the applicants must have:

- Demonstrate financial need.
- Be a US Citizen or Permanent resident.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress.
- Be enrolled as a regular student.
- Not be in default on any educational loan or owe a refund on a federal grant made under Title IV Program.
- Register with the Selective Service which is applicable to male student only.
- Have a high school diploma or a General Education Development (GED) certificate, or pass an independently administered test approved by the US Department of Education, or meet other standards the State of California establishes that are approved by the Department.

### DEFERMENT OF TUITION

The University may grant tuition deferments for students who fall into one of the following categories:

1. Recipients of Financial Aid.
2. VA benefits directly payable to the University.
3. State rehabilitation benefits directly payable to the University.

In the event that consumer loans become available for students, the University shall comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

Student consumer information can be accessed at <https://southbaylo.edu/web/consumer-information/>

## 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 School of Oriental Medicine, 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 non-collection 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.

## **Return of Federal Title IV Funds**

SBU is required to recalculate federal financial aid eligibility up through 60 percent of the quarter for students who withdraw, drop out, are dismissed, or take a leave of absence. Recalculation is done from the actual date the student begins the University through the last day of recorded attendance. The refund calculation is based on formulas that determine the amount of aid earned and the amount of aid to be returned. The formulas used for recalculation can be obtained from SBU Financial Aid Office.

Federal refund calculations are completely separate from the SBU tuition refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. SBU will also charge the student for any Title IV program funds that SBU was required to return. Federal Title IV funds are always returned in the order mandated by the U.S. Department of Education. That order is:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Pell Grant
4. FSEOG

Note: The Federal Title IV Refund Calculations only apply to withdrawals from all classes. However, if a student changes enrollment status, and if there is an adjustment made to the tuition charge, the Financial Aid Office may recalculate the student Cost of Attendance Budget to see if the aid eligibility has changed.

## **Scholarship Opportunities**

### **ACADEMIC EXCELLENCE SCHOLARSHIP AWARD**

- SBU awards this scholarship to the student who demonstrates excellence in academic performance each quarter.
- Prospective recipients must meet the following criteria:

1. Completed at least two (2) quarters of full-time study at the University
  2. Enrolled in 12 or more units for the quarter in which this scholarship is awarded.
  3. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.75 or higher.
  4. Involved in activities and/or services to fellow students, the University, and the AOM profession.
  5. Demonstrated a genuine need for financial assistance.
  6. Abided by the code of conduct stated in this catalog.
- Prospective recipients are required to submit a scholarship application to the academic office by the final week of the academic quarter.
  - The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipients.
  - The Student Service Advisor will notify the student of the award by the first week of the following academic quarter.
  - The Academic Dean presents the scholarships to students during the quarterly Student Council Orientation for new students.
  - Qualified students may not receive more than three (3) scholarships during his/her tenure at the University.
  - The amount of this scholarship per student per quarter can be up to \$500.

#### **CLINIC EXCELLENCE SCHOLARSHIP AWARD**

- SBU awards a scholarship to the student who demonstrates excellence in clinical internship each quarter.
- Prospective recipients must meet the following criteria:
  1. Completed all requirements for entering Observation Phase of the Clinic Internship as a full-time student at the University.
  2. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.5 or higher.
  3. Recommended by the Clinic Supervisors.
  4. Enrolled in 120 or more internship hours for the quarter in which this scholarship is awarded.
  5. Dressed professionally and appropriately at all times.
  6. Complied with Clinic Rules & Regulations, including prerequisites, CNT, HIPAA, & OSHA.
  7. Actively recruited patients for the SBU Clinics.
  8. Involved and collaborated in activities and/or services to fellow interns, the University, and the AOM profession.
  9. Demonstrated a genuine need for financial assistance.
  10. Abided by the code of conduct stated in this catalog.
- Prospective recipients are required to submit a scholarship application to the Director of Clinic by the final week of the academic quarter.
- The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipients.
- The Clinic Director will notify the intern by the first week of the following academic quarter.
- The Clinic Director presents the scholarships to interns during the quarterly Student Council Orientation for new students.
- Qualified interns may not receive more than two (2) scholarships during the tenure at the University.
- The amount of this scholarship per student per quarter can be up to \$400.

#### **ALUMNI ASSOCIATION SCHOLARSHIP AWARD**

- At the discretion of the SBU alumni association this scholarship is awarded to the student designated by the alumni association.
- The alumni association in consultation with the Scholarship Award Committee designates the recipient(s).
- The President of the alumni association presents this scholarship to students during the quarterly welcome event for new students.
- The amount of this scholarship will be determined by SBU alumni association.

#### **SPECIAL SCHOLARSHIP AWARD**

- This scholarship is awarded to the students with funds received from anonymous donors to assist students financially.
- The Scholarship Award Committee reviews the criteria for awarding the scholarship, if the recipient is not designated by the donor.
- The President presents the scholarships to the designated students during the quarterly welcome event for new students.
- The amount of this scholarship will be determined by the donor.

#### **STUDENT SERVICES SCHOLARSHIP AWARD**

- SBU awards this scholarship to the student who demonstrates excellence in student services and activities each quarter.
- Prospective recipients must meet the following criteria:
  1. Completed at least two (2) quarters of full-time study at the University.
  2. Enrolled in 12 or more units for the quarter in which this scholarship is awarded.
  3. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.0 or higher.
  4. Involved in activities and/or services to fellow students, the University, and the AOM profession.
  5. Recommended by the student councils and the student services advisor.
  6. Engaged in student council activities and programs.
  7. Abided by the code of conduct stated in this catalog.

- Prospective recipients are encouraged to submit a scholarship application to the Student Services office by the final week of the academic quarter.
- The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipients.
- The Student Services Advisor will notify the student of the award by the first week of the following academic quarter.
- The Student Services Advisor presents the scholarships to students during the quarterly Student Council Orientation for new students.
- Qualified students may not receive more than two (2) scholarships during his/her tenure at the University.
- The amount of this scholarship per student per quarter can be up to \$300.

**PRESIDENT SCHOLARSHIP AWARD**

- At discretion of the President this scholarship will be awarded to exceptional students whose performance in academics, involvement in student activities, and services to the University and the AOM profession exceed above and beyond the basic requirements.
- The President in consultation with the Scholarship Award Committee designates the recipient(s).
- The President presents the scholarships to the students during the quarterly welcome event for new students.
- The amount of this scholarship per student will be determined by the President.

**FOUNDER SCHOLARSHIP AWARD**

- At discretion of the Founder this scholarship will be awarded to exceptional students whose performance in academics, involvement in student activities, and services to the University and the AOM profession exceed above and beyond the basic requirements.
- The Founder in consultation with the Scholarship Award Committee designates the recipient(s).
- The Founder presents the scholarships to the students during the quarterly welcome event for new students.
- The amount of this scholarship per student will be determined by the Founder.

# 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, SW, 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 request 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 responsible administrator (Academic Dean or Personnel Director or Students and Alumni Services Coordinator), who will act upon it or direct it to the Hearing Committee. A response on student's grievance will be send to him or her via mail. Should a student not be satisfied with the reply, he or she can appeal to the President of SBU.

Any questions or problems concerning this procedure which have not been satisfactory 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](http://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](http://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 Students and Alumni Services Coordinator, if grievance includes another student of SBU, Academic Dean, if grievance includes faculty, and Personnel Director, if grievance includes staff member requesting an investigation into the alleged action(s) or nature of the complaint.

- Step 1: The student consults with one of the above administrators depending on the nature of the complaint and requests a resolution of the complaint.
- Step 2: The administrator while maintaining confidentiality of the dispute, gathers the necessary and relevant facts, and informs the student of a decision. The administrator has no more than 30 calendar days from the initiation of the complaint to render the decision unless it is not reasonable to conclude the investigation and render a report within the above time frame due to extenuation, or unusual circumstances.
- Step 3: If a student is not satisfied with the proposed resolution, he or 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 these 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 or her grievance at any stage of the proceeding causing the proceedings to terminate.

All correspondence between the students involved and an appropriate administrator shall be kept and retained in a confidential file in Student Services Office pending resolution of the grievance or further action by either party. Copies of correspondence shall also be forwarded to the Academic Dean should grievance include a faculty member, and to the Personnel Director should grievance include a staff member. If the allegations involve charges of discrimination or sexual harassment against faculty or staff member, copies of all correspondence must be forwarded to the Personnel Director.

## **FOR ALL GRIEVANCES**

### **Step 1:**

- 1.1 The student shall give written notification to the person he or she alleges has aggrieved him or 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 or she is no longer in residence or is on leave, an additional 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:
  - 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 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 calendar days of the receipt of the response in Step 1, or in the absence of a written response, after 30 days but no more than 45 days has elapsed, the student in writing either accepts or rejects the proposed remedy and appeal the results of the grievance to the next level.
- 2.2 In the event of 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 Step 1. Attach all grievance material (including INR, if any) from step 1 to the Letter of Appeal in Step 3 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 and Alumni 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 and Alumni 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 and Alumni Services Coordinator.
  - a. The Committee shall be appointed by the Student and Alumni 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 and Alumni Services Coordinator within 30 calendar 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 and Alumni 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. If the grievant is not satisfied with the results of Step 1 and 2, the/she can appeal the grievance to the Personnel Director within 30 calendar days of receiving the written notification from the other party or in the absence of a written response, after 30 calendar days but no more than 45 calendar days has elapsed.
2. The Student and Alumni Services Coordinator shall refer the grievance to a committee established at this level which



will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Personnel Director.

3. The Committee shall be appointed by the Personnel Director within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - a. The Committee shall forward its recommendations to the Personnel Director within 30 calendar days after its appointment.
  - b. The Committee shall include one (1) student member with voting privileges.
  - c. 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.
7. The Personnel Director shall respond to the student in writing within 10 calendar 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. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Academic Dean within 30 calendar days of receiving the written notification from the other party or in the absence of a written response, after 30 calendar days but no more than 45 calendar days has elapsed.
2. The Academic Dean shall refer the grievance to a committee established at this level which will review the grievance. The committee may hold a hearing if appropriate and convey its recommendation to the Academic Dean.
  - a. The Committee shall be appointed by the Academic Dean within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The Committee shall forward its recommendations to the Academic Dean within 30 calendar days after its appointment.
  - c. The Committee shall include 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 Academic Dean shall respond to the student in writing within 10 calendar 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).

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

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Vice President within 30 calendar days of receiving the written notification from the other party or in the absence of a written response, after 30 calendar days but no more than 45 calendar days has elapsed.
2. The Vice 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 recommendation to the Vice President.
  - a. The Committee shall be appointed by the Vice President within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The Committee shall forward its recommendations to the Vice President within 30 calendar days after its appointment.
  - c. The Committee shall include 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 Vice President shall respond to the student in writing within 10 calendar 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).

## 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, clinic staff and interns, 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 quarters from the dismissal.

## University Catalog

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

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

**Bureau for Private Postsecondary Education (BPPE)**

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

Telephone: 916-431-6959, Fax: 916-263-1897

## Classroom Conduct

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

## Cheating and Plagiarism Policies

### **Cheating**

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

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

### **Plagiarism**

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

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as a musical composition, computer program, photograph, painting, drawing, sculpture, or research or the like as one's own.

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

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

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

## **Drug, Alcohol and Smoking Policies**

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

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

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

## **Campus Security**

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics.

Any crime that represents a threat to the safety of students or employees at SBU will be reported to students and employees in a timely manner. An annual campus security report, including campus crime statistics, safety and security measures, crime prevention programs, and important crime-related procedures, is published and available in the administration 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

The South Baylo University Libraries continue the service mission for all academic programs. As new developments in the dissemination of information become available, the university libraries have to adapt and maximize the usefulness of the emerging technology. The real challenge will be to meet the research needs of the changing health delivery system.

The university libraries continue to expand with the addition of instructional materials appropriate to the ongoing research and review with the determination in bringing up to date instructional materials in the acquisitions process for book and computer based informational needs. Ongoing effort has been moving forward toward the reinforcement of university library collections in addressing the requirements and expectations of both the first professional master's degree and doctoral degree programs.

The Anaheim Main Campus library serves as a resource to coordinate procedures throughout the library system. Book and library materials acquisition is correlated with the Anaheim Main Campus to continue to reinforce a core collection of basic titles necessary for any first professional healing arts program. This library is open six days a week. Likewise, the basic science and healing arts databases are available at all university locations. Within the context of this setting, a significant number of titles and other instructional materials continue to be remanded to the Los Angeles Campus.

The Los Angeles Campus Library continues to serve this student population with a materials collection based upon the holdings of the Anaheim Main Campus Library in addition to many donations by generous supporters and graduates. The databases are available at all locations. The Los Angeles Campus Library provides research content related to western and oriental medicine with database availability. This library remains open seven days a week but does not offer extensive evening hours with parking and safety considerations. The former library lounge and secondary reading room has been transformed into a yoga and meditation room with a coming herbal patient facility. These elegant improvements to the university library facility enhance the outreach to the various community constituencies and enhance the overall library mission.

The necessity of specialized libraries for clinical research in serving faculty and students continues in a stage of progressive development with collections adjacent to the university clinics. At both campus locations PhD research staff not only assist as doctoral project coordinators to expedite the completion of the final capstone projects but enhance the library mission as well. These clinical collections reinforce the university libraries but are physically apart in location to serve at convenient times for research interests and needs.

On behalf of all the library staff, it is a distinct pleasure to welcome students, alumni, faculty, practitioners, and research scholars to the university libraries. The hope that all of us hold is that library patrons and casual users alike will find a quiet, peaceful, and useful place in the reading rooms, conference rooms, and study carrels for study, reflection, contemplation, and repose in the pursuit of knowledge.

To borrow books or other materials from the library, students may stop by, email, or call the library with their request. Students may also visit the library website at [www.southbaylo.edu/web/library](http://www.southbaylo.edu/web/library) where the library catalog may be found with all books, references and dissertations. All materials can be borrowed for up to two weeks with a grace period of three days, after which a 1 dollar fine per day will be applied.

## 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.

### Clinic Internship Advising

Clinic internship enrollment advising is provided by the Clinic Directors so that prospective interns can complete all internship course prerequisites, and understand various clinical settings for the safety of patients, and clinical competency expectation. Mandatory attendance in Clinic Orientations is required of interns as they progress through each phase of the internship program.

### Financial Advising Service

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

### **General Advising**

General advising is provided by the Office of Student Services. The Office of Student Services assist students to find housing information, schedule for public transportation, application for personal banking, as well as other general information. The Quarterly Student Day Event and luncheon gathering for students and administrative staff, coordinated by the Office of Student Services, permit students to further gain guidance and counseling.

Professional meetings with SBU alumni OM practitioners for currently enrolled students can be 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.

## **Orientation**

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

## **Career Placement**

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

## **Tutorial Services**

Tutoring service is an integral part of academic life and is a function of South Baylo University 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 have dormitory facilities under its control and 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 and dismissal from unethical conducts.

## **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.

South Baylo University School of Oriental Medicine reserves the right to cancel any class that does not meet the minimum enrollment requirements of the equivalent of five (5) full-tuition students.

Students will not receive credit for courses they are not registered for. All students must register for courses through the student on-line portal.

## Enrollment Agreement

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

## Add and Drop Policy

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

Improper dropping of classes by students receiving financial aid can jeopardize their eligibility status and loan deferment with lending institutions. A late fee of \$15.00 per course will be charged if a student adds a class after the last day for Add/Drop provided that the students did not miss more than two (2) weeks of class attendance. If a student drops a class after Wednesday of the second week of classes, a prorated amount will be reimbursed to the student. Students cannot drop any class from the 8th week of quarter.

## Maximum Academic Course Load

An excessive academic load can affect student learning and performance. Students in the Master's degree programs may not take more than thirty five (35) credits in any given quarter term. This includes didactic hours, clinic internship hours and research/scholarly activity hours. Any exceptions must be submitted by the student to the Program Director, Academic Dean, and Registrar for approval.

## Late Registration

Continuing students must register for the next quarter and pay the registration fee of \$55.00 during the registration period (week 7 to week 10 of each quarter) to avoid a late registration fee of \$150.00. Continuing students who have not officially registered by the last day of the registration period can enroll into courses during the first 10 days of the quarter and pay the \$150.00 late registration fee. Students cannot register later than the Wednesday of the second week of the quarter which is the last day of Add/Drop. A late fee of \$15.00 per course will be charged if a student adds a class after the last day of Add/Drop, provided that the student did not miss more than two (2) weeks of class attendance.

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

## Attendance Policy

Students are expected to attend classes regularly and to arrive to class in a timely manner to assure participation in the educational program. Consistent tardiness or disruption in a class will result in a lower academic grade.

Excessive absence is regarded as a serious issue. Absences totaling more than two classes per quarter, may only be approved by the instructor upon reviewing the evidence justifying the absence. An excused absence simply gives the student who missed the class an opportunity to make up the work; although the student is not excused from the work required or assigned. Repeated unexcused absences will result in lower grades, failing grades or dismissal from the class or the University. If a student is not able to attend classes, the instructor must be notified by the student. If absenteeism exceeds more than two classes in a course, the student can be



dropped from the course with a “W” before the end of 7th week regardless of the reason for the absences. Students missing the last 3 weeks of class will receive a “F” grade.

Students receiving financial aid must comply with all applicable regulations. Title IV Financial Aid recipients who do not maintain regular enrollment due to unexcused absences may lose part or all of the Title IV Federal Student Aid eligibility. A Leave of Absence for medical reasons will be granted if health problems force the student to withdraw from all courses at any time during the quarter. A Leave of Absence for personal reasons, which can not exceed 180 days in any given 12 month period, must be filed before the end of the registration period for the next quarter, unless there are unforeseen and compelling reasons such as a death in the immediate family.

## Auditing a Class

An applicant wishing to audit one or more courses must complete an Audit Application form and comply with all admission requirements. In place of a standard application, the Audit Application form must be submitted. For upper level courses, the applicant must demonstrate sufficient knowledge to benefit from auditing the course.

A limited number of students with audit status are allowed in any given class. In addition to the application fee, the student is required to pay 50% of the course quarterly tuition, a registration fee, and other fees, if applicable. Enrolled students may petition to audit a course already taken earlier at the University by paying a \$50.00 auditing fee. Audited classes are recorded in University official transcripts as “AU”, and documented as a grade but not incorporated in the calculation of the GPA. Audited classes are not covered by financial aid.

## Class Schedules

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

## Grading System

All grades are numerically calculated and annotated on the transcript utilizing the grading system below. Once grades are submitted to the Registrar, grades can only be changed by the second Wednesday of the next quarter and solely by the instructor of the course, and by submission of an appropriate written reason and evidence for the grade change to the Academic Dean. The Registrar’s office is responsible for the recording of official grades in student’s official academic records.

Grade	Grade Point	Description
A+	4.0	Excellent
A	3.8	
B+	3.5	Above Average
B	3.0	
C+	2.5	Satisfactory
C	2.0	Unsatisfactory
D	1.0	Below average
F	0.0	Failure

Grade	Grade Point	Description
P	N/A	Passed
I	N/A	Incomplete
R	N/A	Repeated Course
W	N/A	Withdrawal
DS	N/A	Dismissal
AU	N/A	Audit
TC	N/A	Transfer Credit
IP	N/A	In Progress

### Units of Credit

One (1) quarter credit unit is equal to ten (10) contact hours of classroom instruction plus a minimum of twenty (20) hours of out-of-class student work; twenty (20) hours of supervised laboratory or clinical internship hours plus appropriate outside preparation; or thirty (30) hours of clinical externship or independent study.

### Incomplete (I)

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

academic dismissal from the University.

Incomplete grades will automatically convert to "F" grades when not corrected within the time frame indicated. If the instructor who issued the "I" grade is no longer teaching, the Academic Dean will determine the work needed to complete the course and assign it to an instructor who is currently teaching the same course. The student is responsible for completing the academic deficit in a timely manner. Each make-up examination requires a fee of \$50.00.

An Incomplete (I) grade is not included in the calculation of the student's cumulative GPA or the Minimum Completion Percentage and Maximum Time Frame (MTF). The unit credits of a course with an (I) grade will be added to Total Units Attempted.

#### **Audit (AU)**

Students may audit classes that they previously completed with a passing grade. An Audit (AU) grade is not included in the calculation of the student's cumulative GPA, the Minimum Completion Percentage, and Maximum Time Frame (MTF).

#### **Repeated Course (R)**

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining Satisfactory Academic Progress.

A Repeated Course (R) grade is not included in the calculation of the student's cumulative GPA. However, an (R) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (R) grade will be added to Total Units Attempted.

#### **Transfer Credit (TC)**

Courses with a Transfer Credit (TC) grade are not included in the calculation of the student's cumulative GPA. However, transfer credits are included in the calculations of the Minimum Completion Ratio, and the Maximum Time Frame (MTF). Fifteen (15) quarter units of transfer credit shall constitute one (1) quarter term to be used in the determination of Maximum Time Frame (MTF)

#### **Withdrawal (W)**

Students may withdraw from courses by Wednesday of the second week of the quarter without affecting GPA. Thereafter, students are required to obtain a permission from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks consistent with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness.

A grade of "F" will be automatically entered in the grade report if the student fails to attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. Refund of Tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

A Withdrawal (W) grade is not included in the calculation of student's cumulative GPA. However, if the student withdraws from a course after the Add & Drop period of the current quarter term, the unit credits of a course with a (W) grade will be added to Total Units Attempted.

#### **Failure (F) or Passed (P)**

Courses graded on a pass/fail basis are not included in the calculation of the student's cumulative GPA. However, a (F) or (P) grade is included in the calculations of the Minimum Completion Percentage and Maximum Time Frame (MTF). The unit credits of a course with an (F) or (P) grade will be added to Total Units Attempted

## **Grade Point Average (GPA)**

A student's grade point average (GPA) is computed by the following formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted with Letter Grade}}$$

## **Grade Changes**

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

## Assignments/Homework

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

## Satisfactory Academic Progress (SAP)

South Baylo University School of Oriental Medicine requires that all courses be successfully completed in order to graduate from the program. A student must meet a satisfactory level of academic progress toward completing a degree while enrolled at South Baylo University School of Oriental Medicine. The Satisfactory Academic Progress (SAP) is maintained by meeting the following requirements:

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Registrar and the Financial Aid Officer generate and monitor respective SAP reports. After grades are posted, student cumulative grade point average (CGPA), quarterly grade point average (QGPA), and the completion percentage are calculated to determine if a student is making Satisfactory Academic Progress.

### Qualitative Measurement

Qualitative measurement is determined by a student's cumulative grade point average (CGPA) and a quarterly grade point average (QGPA). CGPA is calculated by dividing the quality points by the total attempted. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA and the minimum QGPA as determined by the SAP policy below.

### Quantitative Measurement

The quantitative measurement is determined by the minimum completion percentage and the maximum program length. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted. This is assessed each academic term. The University allows students to graduate within 150% of the normal program length. This is called the maximum time frame (MTF). For example, the MTF for a master's degree program is 6 calendar years  $MTF = 1.5 \times \text{normal program length} = 1.5 \times 4 \text{ years} = 6 \text{ years}$ . Students may not exceed the maximum time frame, even if the student did not receive financial assistance. To meet the quantitative standards, students must meet the minimum completion percentage and the maximum program length as determined by the SAP policy below.

### Special Letter Grades and SAP Evaluation

**Transfer Credit ("TC"):** Transfer credits are not calculated in the student's CGPA and QGPA. Transfer credits are counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).

**Pass/Fail Credits ("P/F"):** Courses graded on a pass/fail basis are not included in CGPA and QGPA calculations, but are counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).

**Withdrawal Grade ("W"):** If a student withdraws from a course and receives a "W", the grade is excluded from the CGPA and QGPA calculations, but is counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).

**Incomplete Grade ("I"):** An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not included in the calculation of CGPA, QGPA, the Minimum Completion Percentage, and the Maximum Time Frame (MTF) until a letter grade is assigned..

**Audited Courses ("AU"):** Audited courses do not affect the calculations of CGPA, QGPA, the Minimum Completion Percentage, and the Maximum Time Frame (MTF).

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

### Academic SAP Policy

Academic SAP reports are generated at the end of each quarter term for each student. The CGPA, QGPA, and the Minimum Completion Percentage must be at or exceed the SAP requirements associated with the evaluation interval. If a student does not meet the CGPA, QGPA, and/or the Minimum Completion Percentage the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the percentage of MTF attempted.

Students are evaluated at the end of each term			
Students who are enrolled in the Master of Science in Acupuncture and Oriental Medicine must maintain a minimum Cumulative GPA, a minimum Quarterly GPA, and the Minimum Completion Percentage for the program at 33%, 67%, and 100% of the Maximum Time Frame as shown below.			
Program	Evaluation Interval	SAP Requirements	
Master of Science in Acupuncture and Oriental Medicine	Percentage of MTF attempted	Minimum Completion Percentage	Minimum Cumulative GPA / Minimum Quarterly GPA
	33%	67%	2.0 / 2.0
	67%	67%	2.3 / 2.3
	100%	-	2.3 / 2.3
Students must graduate within the Maximum Program Frame for the program.			
Program	Normal Program Length	Maximum Time Frame	
Master of Science in Acupuncture and Oriental Medicine	4 calendar years or 16 quarters	6 calendar years or 24 quarters	

### **Academic SAP Statuses**

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

**Good Standing:** Students are in good standing when the minimum CGPA, the minimum QGPA, and completion percentage is met or exceeded. Students in good standing are eligible to register for courses and receive federal student aid / VA funding.

**Warning:** Students are placed on Warning status in the first quarter when the CGPA or QGPA, and/or completion percentage falls below minimum. This status requires students to have their course schedule approved by the academic advisor and to meet an academic advisor at least once a quarter.

**Probation:** Students are placed on Probation status in the second quarter when the CGPA or QGPA, and/or completion percentage falls below minimum. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least two times a quarter.

**Dismissal:** Students are placed on Dismissal status in the third quarter when the CGPA or QGPA, and/or completion percentage falls below minimum. These students are no longer active students and are not eligible for federal financial aid / VA funding. These students must sit out the next two (2) quarters, and must appeal the dismissal before re-applying to the University. The student may appeal the school's decision in writing to the SAP Appeals Committee. If the student satisfies all of the requirements, the Appeal Committee may grant the student's appeal. Students on Academic Dismissal whose appeal is successful are placed on Academic Probation. This status requires students to have their course schedule approved by the academic advisor and meet an academic advisor at least three times a quarter. Students on Academic Probation from the dismissal status will regain their eligibility for federal financial aid / VA funding.

### **Appeal Procedures**

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

It is in the student's interest to submit an appeal to the SAP Appeals Committee as soon as the student receives a written notice of academic suspension.

### **SAP Appeals Committee**

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

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

## Challenge Examination

Students transferring from an Acupuncture and Oriental Medicine College which is not approved by California Acupuncture Board or not accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) may apply for the privilege of taking Challenge Examination(s) in order to earn transfer credit for courses taken at such college(s).

The University can also use Challenge Examination(s) to determine the knowledge and competency of a transferring student who may have completed the course(s) with a grade of "C" or higher in non-accredited and non-approved schools.

A prospective transfer student applying for Challenge Examination(s) at SBU shall be required to pay 50% of the regular tuition for each Challenge Examination. The opportunity to take a Challenge Examination may only be granted by the Academic Dean based upon an equal number of units for a course of similar content and subject as listed in the University's Catalog. Challenge Examination(s) are graded basis upon the current grading system of the University.

Upon passing the Challenge Examination(s) with a grade of "C" or higher, transfer credit (TC) for that course(s) will be recorded in the official transcript of the transferring student. No grades shall be posted on the official transcript for Challenge Examination(s).

## Make-Up Examinations

The opportunity to sit for a make-up examination is a privilege. The administration and faculty realize that certain circumstances may prevent a student from being present on the day of midterm or final examination(s). Students can petition for a make-up examination by filling out a Make-Up Examination Form in the front office. The Make-Up Examination Form must have the approval of the Academic Dean and must show the student has paid for a Make-Up Examination fee in the amount of \$50.00. The Make-Up Examination fee may be waived by the instructor if student's absence from the examination is due to valid medical reasons, documentary proof must be presented.

The make-up examination must be completed within two (2) weeks from the date of originally scheduled examination. If a student fails to complete the make-up examination, a grade will be recorded as "F".

## Grade Appeal Process

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

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

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

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

## Comprehensive Competency Examinations (CCE) II

Students who enroll in the Master of Science in Acupuncture and Oriental Medicine program are required to pass all sections of the CCE II examination prior to graduation and taking NCCAOM Certification Examinations. Students are required to pass the CCE II within the Maximum Time Frame (MTF) in order to graduate from the school.

### Leave of Absence

All leaves of absence which must not exceed 180 days in any 12-month period must be approved by the Academic Dean to avoid withdrawal status. Time during an approved leave of absence will not be included in the calculation of the maximum program length. A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Leave of Absence form.

The leave of absence is effective only when the Academic Dean has granted permission for this leave. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student and may be considered as withdrawn. Non-compliance with Federal regulations regarding leave of absence can jeopardize a student's eligibility for future financial aid and loan payment deferment.

Leave of Absences (LOA) for international students shall not exceed 90 days.

In accordance with University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence and maintain enrollment status under the following conditions:

1. Submit a leave of absence form signed and dated by the student, unless unforeseen circumstances occur.
2. Receive approval for the leave of absence request by the Academic Dean and Financial Aid Officer, if receiving Title IV Financial Aid, or by the International Student Advisor, if on F-1 Visa.
3. Generally, one leave of absence may be granted in a 12-month period. However, more than one leave of absence may be granted for well-documented and unforeseen circumstances provided that the total number of days for all leaves of absence does not exceed 180 days in any given 12-month period. The 12-month period will begin on the first day of the quarter the student request the leave of absence.
4. Students receiving Financial Aid Title IV loans who fail to return to the University from an approved leave of absence will be considered as withdrawn and will be reported to the lending institution by the University. Consequently, loan deferment and repayment schedule may be affected.
5. The student's withdrawal date, and the beginning of the student's grace period for loan repayment, is the last date of academic attendance as determined by the University from attendance records.
6. The University may be required to refund unearned funds to the Title IV Programs when a student withdraws from the University.
7. The approved leave of absence time will not be counted in the calculation of the maximum program length.

### Residency Requirements

To receive the Master of Science in Acupuncture and Oriental Medicine degree, at least sixty-five (65) quarter units of graduate-level courses with one (1) year residency are required for students who graduated from foreign AOM institutions with an overall GPA of 2.3 or higher.

More than 30% of quarter units at the graduate level earned by another institution may not be accepted as transfer credits toward the Master's degree program.

### Readmissions

Refer to Readmission Section of Admissions Information.

### Maintaining Full-Time Status

Full-time students must carry an average academic load of twelve (12) units or more per quarter. This academic load is used to determine Satisfactory Academic Progress (SAP) and time limitation for graduation regulations and related Federal regulations.

## 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.

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

## Maximum Program length

Students in the Master of Science in Acupuncture and Oriental Medicine are required to complete the program within a maximum of six (6) calendar years from the date of matriculation.

The period of time due to "Leave of Absence" shall not be counted toward the maximum program length.

## Withdrawal from Classes

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

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

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

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

Students on Financial Aid programs who withdraw from classes can jeopardize the financial aid status and loan deferment with the lending institution. Refund of tuition, if any, will be made in accordance with the Refund of Tuition and Fees (Student's Right to Cancel) regulation. For students receiving financial aid, any tuition refund will be made first to the Unsubsidized Direct Stafford Loan, then Subsidized Direct Stafford Loan, Federal Pell Grant, and FSEOG up to the net amount disbursed from each source.

## Withdrawal from the University

Students wishing to withdrawal temporarily from the University, but with the intent to remain as continuing students, must obtain the approval of the Academic Dean. Students who fail to register for two (2) consecutive quarters without the Dean's approval will be considered as withdrawn from the University.

Such students must apply for re-admission if the student wishes to complete the program of study at South Baylo University School of Oriental Medicine. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing.

The following must take place for any student to withdraw from the University:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.

## **Independent Study**

Independent Study is offered only to students in the final quarter of study. The Academic Dean will authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and the course is not being offered in time for the graduation. The Academic Dean must approve the completed work prior to recording of the student's grade by the Registrar.

To request for Independent study, a student must make a graduation plan and meet with the Program Director or Program Student Advisor to assess the program's graduation requirements, and process the appropriate documentation to officially register for the course prior to the Add/Drop deadline. Two (2) quarters prior to graduation, and if justified, a student may apply for Independent Study for a maximum of nine (9) quarter units. Upon approval for Independent Study, the Program Director will assign the appropriate faculty member to serve as an advisor for the Independent Study.

The faculty has the responsibility to ensure the quality of the Independent Study is as rigorous academically as the traditional course format.



# ACADEMIC PROGRAM

## Master of Science in Acupuncture and Oriental Medicine (MSAOM)

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) degree program is designed to provide a comprehensive professional education in acupuncture and Oriental medicine that prepares graduates to practice in clinical settings. This program is combined with instruction in biomedicine and emphasizes an integrative and holistic approach to healthcare. Graduates of the MSAOM program become eligible to take the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) licensure examination and the California Acupuncture Board (CAB) licensure examination.

Passers of the national or state licensure examinations are expected to acquire the following job titles: acupuncturists, oriental medicine practitioners (CIP Code: 51.3301, USDOE CIP-to-SOC Crosswalk, Standard Occupational Classification).

## Program Outcomes

South Baylo University School of Oriental Medicine has established program outcomes for the Master of Science in Acupuncture and Oriental Medicine (MSAOM) degree program. These outcomes represent the knowledge, attitudes, values, and skills each graduate must possess and demonstrate. Each student will achieve these program outcomes upon the successful completion of required courses, laboratory, clinical experiences, and passing of the Comprehensive Competency Examinations (CCE) I & II.

The program outcomes for the MSAOM degree program are listed as follows:

1. Graduates apply the knowledge of conventional Medicine in the practice of AOM.	1.1 Graduates will be able to understand the basic theories of biomedical science, and apply the knowledge of conventional medicine in the practice of AOM. 1.2 Graduates will be able to have diagnostic knowledge and awareness of treatment protocols of conventional medicine.
2. Graduates demonstrate competency in the practice of Acupuncture and Oriental medicine.	2.1 Graduates will be able to explain the major concepts and theories of Acupuncture and Oriental medicine. 2.2 Graduates will be able to perform AOM diagnostic methods and assessment criteria, and formulate, implement, monitor, and adapt treatment plans. 2.3 Graduates will be able to perform Acupuncture treatments. 2.4 Graduates will be able to practice herbal medicine and provide advisement on nutritional and dietary supplements.
3. Graduates demonstrate competencies in patient care in compliance with ethical, legal, and safety guidelines and communicate effectively in diverse settings.	3.1 Graduates will be able to identify medical emergency situations and conduct standardized procedures, including referrals to other primary health care professionals, emergency actions, and compliance with legal regulations. 3.2 Graduates will be able to adapt to multicultural environments and practice in diverse community contexts.
4. Graduates can develop and implement effective treatment plans, maintain standardized medical records, conduct case reviews, and manage their clinical practice.	4.1 Graduates will be able to develop treatment protocols for individual patients and record patient medical information and treatment according to standardized guidelines. 4.2 Graduates will be able to present case reviews and communicate with other primary health care professionals, write medical/legal reports, as well as bill for services using appropriate codes.
5. Graduates understand basic research concepts and utilize scientific methods related to the AOM clinical practice.	5.1 Graduates will be able to critically review research data and studies, and relate findings to their clinical practice. 5.2. Graduates will be able to interpret clinical research protocols

## Graduation Requirements

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) degree is awarded to those who have fulfilled the following requirements:

1. Complete didactic courses and internship hours in the curriculum (or their equivalent) and have completed a minimum four (4) academic years (12 quarters) of full-time residency as a matriculated student at SBU. Thesis, dissertation, or project is not applicable to this degree program.
2. Achieve a minimum 2.3 Cumulative Grade Point Average (CGPA) for all courses taken at SBU.
3. Pass all sections of the Comprehensive Competency Examination II (CCE II).
4. Clear all indebtedness and other obligations to the University.
5. Complete an exit interview conducted by the Finance Officer, if applicable.

## Licensure Requirements

The Master of Science in Acupuncture and Oriental Medicine (MSAOM) program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). South Baylo University School of Oriental Medicine prepares its students to meet the professional requirements for California Licensure. A graduate of this program is eligible to sit for the Licensure Examination conducted by the California Acupuncture Board (CAB), provided the graduate has met all requirements. For other states, a graduate is recommended to contact the appropriate state licensing agency for specific licensing requirements. MSAOM graduates of SBU are also qualified to sit for the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) examinations.

In California, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner who is able to practice independently acupuncture, herbal medicine, nutrition, oriental massage, acupressure, and breathing techniques within the scope of this practice. Licensure is regulated by the California Acupuncture Board (CAB), 1747 N. Market Blvd., Suite 180, Sacramento, CA 95835, Tel: (916) 525-5200.

Students taking the California Acupuncture Licensing Exam must complete an Exam Application and evidence of completion of Adult/Child CPR and First Aid. Students wanting to obtain licensure must complete a Live Scan Fingerprints. If the student has a criminal history record, the California Department of Justice or the Federal Bureau of Investigation will send the information to the Board. The Board will review the documents on a case-by-case basis to determine if there is any cause to pursue administrative action against the license.

Every student preparing to sit for the licensing examination is prudent to contact the CAB for specific information about licensure requirements before applying to take the examination. Since licensure requirements may change, students are advised to annually request per annum current licensure information. South Baylo University School of Oriental Medicine may not always be knowledgeable of changes in the requirements. SBU will recommend courses to be taken and procedures to be followed based on the best information it obtains from the CAB. Recent California Acupuncture Licensing Examination (CALE) is given in English, Chinese, and Korean. Additional information is available at <http://www.acupuncture.ca.gov/>.

### **Other States**

Laws regulating acupuncture vary from state to state and are constantly being revised. While the University does its best to keep current on licensure requirements, it does not guarantee that accurate current information is on file. Each student is responsible for obtaining licensure information and for the interpretation of such information.

### **Other Countries**

The University continues to strive towards recognition by the licensing agencies of other countries. For this reason students and faculty are kept informed as information becomes available.

### **National Certification Commission for the Acupuncture and Oriental Medicine (NCCAOM)**

The National Certification Commission for the Acupuncture and Oriental Medicine (NCCAOM) was organized to promote nationally recognized standards of excellence to insure public safety. There are separate examination and certificate programs for acupuncture and herbology. The NCCAOM certificate testifies that an individual has been recognized by colleagues to have the knowledge and skills necessary for safe and effective acupuncture and herbology practice. The NCCAOM examinations are used by the majority of state agencies as a part of the licensing requirement.

Additional information is available from the National Certification Commission for Acupuncture and Oriental Medicine, 2025 M Street NW, Suite 800, Washington, DC 20036. (888) 381.1140, email: [info@nccaom.org](mailto:info@nccaom.org).

## Curriculum for a Four-Year Master's program - Normal Academic Track

Level Depart.	1		2		3		4	
Oriental Medicine	OM301 OM Principles	4	One from: OM Diagnosis A, B, C* (OM321, 322, 323)	4	One from: OM Diagnosis A, B, C* (OM 321, 322, 323)	4	One from: OM Diagnosis A, B, C* (OM 321, 322, 323)	4
Herbology			HM 301 Herbal Principles	4	One from: Herbology A, B, C, D* (HM 321, 332, 333, 334)	4	One from: Herbology A, B, C, D* (HM 321, 332, 333, 334)	4
Acupuncture	AC301 Acupuncture Principles	4			One from: AC 321 Acupuncture A AC 322 Acupuncture B	4	One from: AC 321 Acupuncture A AC 322 Acupuncture B	4
Western Sciences	BS301 Medical Terminology BS302 History of Medicine	3 1	BS 321 Anatomy / Physiology A	4	One from: BS 323 Neurosciences / Endo. BS 322 Anatomy / Physiology B	4	One from: BS 323 Neurosciences / Endo. BS 322 Anatomy / Physiology B	4
Other	One from: BS101 Biology BS102 Chemistry BS104 Physics BS105 Psychology BS103 Organic / Biochemistry BS110 Research Methodology	3 2 3 3 2 3	One from: BS101 Biology BS102 Chemistry BS104 Physics BS105 Psychology BS103 Organic/Biochemistry BS110 Research Methodology	3 2 3 3 2 3	One from: BS101 Biology BS102 Chemistry BS104 Physics BS105 Psychology BS103 Organic / Biochemistry BS110 Research Methodology	3 2 3 3 2 3	One from: BS101 Biology BS102 Chemistry BS104 Physics BS105 Psychology BS103 Organic / Biochemistry BS110 Research Methodology	3 2 3 3 2 3
Total Units		14/15		14/15		18/19		18/19

Level Depart.	5		6		7		8	
Oriental Medicine					One from: AC345 Acupressure / Tui na I OM346 Tai Chi Chuan / Qi Gong	3	One from: Internal Medicine A, B, C, D* (OM 21, 522, 523, 524)	3
Herbology	One from: Herbology A, B, C, D* (HM321, 332, 323, 324)	4	One from: Herbology A, B, C, D* (HM321, 332, 323, 324)	4	One from: Herb Prescription A, B, C, D* (HM431, 432, 433, 434)	4	One from: Herb Prescription A, B, C, D* (HM431, 432, 433, 434)	4
Acupuncture	One from: AC323 Acupuncture C AC344 Special Acu. Mod	3/4	One from: AC323 Acupuncture C AC344 Special Acu. Mod	3 4	One from: Acu. Techniques A, B* (AC421, 442)	4	One from: Acu. Techniques A, B* (AC421, 442)	4
Western Sciences	One from: BS323 Neurosciences / Endo. BS322 Anatomy / Physiology II	1	One from: CM321 Physical Diagnosis CM322 General Pathology	4	One from: CM321 Physical Diagnosis CM322 General Pathology	4	One from: CM341 Systemic Pathology BS331 Acupuncture Anatomy	4
Other	One from: BS101 Biology BS102 Chemistry BS104 Physics BS105 Psychology BS103 Organic / Biochemistry BS110 Research Methodology	3 2 3 3 2 3	One from: BS341 Nutrition & Diet CM331 Pharmacology	3 4	One from: BC431 Nutrition & Diet CM331 Pharmacology	3 4		
Total Units		10/12		14/16		18/19		15

## Curriculum for a Four-Year Master's program - Normal Academic Track (Continued)

Level Depart.	9		10		11		12	
Oriental Medicine	One from: Internal Medicine A, B, C, D* (OM521, 522, 523, 524)	4	One from: Internal Medicine A, B, C, D* (OM521, 522, 523, 524)	4	One from: Internal Medicine A, B, C, D* (OM521, 522, 523, 524)	4	One from: Internal Medicine A, B, C, D* (OM521, 522, 523, 524)	4
Herbology	One from: Herb Prescription A, B, C, D* (HM431, 432, 433, 434)	4	One from: Herb Prescription A, B, C, D* (HM431, 432, 433, 434)	4	One from: Herbal Practice A, B, C* (HM531, 532, 533)	3	One from: Herbal Practice A, B, C (HM531, 532, 533)	3
Acupuncture	One from: Acu. Theory / Therapy A, B* (AC521, 542)	4	One from: Acu. Theory / Therapy A, B* (AC521, 542)	4				
Western Sciences	One from: CM301 CPR & first Aid*** CM504 Public Health CM502 Ethics	2 1 3	One from: CM301 CPR & first Aid*** CM504 Public Health CM502 Ethics	2 1 3	One from: CM501 Practice Mgmt. CM504 Public Health	3 3	One from: CM501 Practice Mgmt. CM531 Differential Diagnosis	3 4
Other		4	Comprehensive Competency Examination (CCE) 1**** Clean Needle Techniques**		One from: Clinical Medicine A, B, C* (CM521, 522, 523)	4	One from: Clinical Medicine A, B, C* (CM521, 522, 523)	4
Intern Hours					CI410 OB (80 hours)	4	CI410 OB (80 hours)	4
Total Units	13/14/15		13/14/15		18		18/19	

Level Depart.	13		14		15		16	
Oriental Medicine			One from: OM511 OM Classical Theory A OM512 OM Classical Theory B	4	One from: OM511 OM Classical Theory A OM512 OM Classical Theory B	4		
Herbology	One from: Herbal Practice A, B, C* (HM 531, 532, 533)	3						
Western Sciences			One from: Case Management A, B, C* (CM601, 602, 603)	3	One from: Case Management A, B, C* (CM601, 602, 603)	3	One from: Case Management A, B, C* (CM601, 602, 603)	3
Other	One from: Clinical Medicine A, B, C* (CM521, 522, 523)	4					Comprehensive Competency Examination (CCE) 2****	
Intern Hours	CI510 SP (200 hours)	10	CI510 SP (200 hours)	10	CI610 IP (200 hours)	10	CI610 IP (200 hours)	10
Total Units	17		17		17		13	

### Notes:

1. This curriculum is designed for the full-time students who may take an average of 16 units per quarter. If you are a full-time student but can not take that many units per quarter, please consult with the Academic Dean or Program Director.
2. \* denotes that series courses can be taken without a sequence.
3. \*\* denotes that Clean Needle Techniques is required for Clinic Internship, the California Acupuncture Board Licensing Examination (CALE), and NCCAOM examinations.
4. \*\*\* denotes that CPR certificate is required for all students and iBT (Internet Based Test) is required for students in Korean and Chinese programs prior to entering Clinic Internship.
5. \*\*\*\* denotes that passing of CCE1 exam is required for starting Observation Phase of Clinical Internship and passing of CCE2 exam is required for graduation.

## Complete Course List

COURSE # / TITLE	UNITS	HOURS	COURSE # / TITLE	UNITS	HOURS		
BS 101	Biology	3	30	AC 301	Acupuncture Principles	4	40
BS 102	Chemistry	2	20	AC 321	Acupuncture A	4	40
BS 103	Organic/Biochemistry	2	20	AC 322	Acupuncture B	4	40
BS 104	Physics	3	30	AC 323	Acupuncture C	4	40
BS 105	Psychology	3	30	AC 344	Special Acupuncture Modalities	3	30
BS 110	Research Methodology	3	30	AC 345	Acupressure / Tui Na*	3	40
BS 301	Medical Terminology	3	30	AC 421	Acupuncture Techniques A*	4	50
BS 302	History of Medicine	1	10	AC 422	Acupuncture Techniques B*	4	50
BS 321	Anatomy/Physiology A	4	40	AC 521	Acupuncture Theory/Therapy A	4	40
BS 322	Anatomy/Physiology B	4	40	AC 522	Acupuncture Theory/Therapy B	4	40
BS 323	Neurosciences/Endocrinology	4	40	CM 301	CPR & First Aid	1	10
BS 331	Acupuncture Anatomy*	1	20	CM 321	Physical Diagnosis*	4	50
BS 341	Nutrition & Diets	3	30	CM 322	General Pathology	4	40
OM 301	OM Principles	4	40	CM 331	Pharmacology	4	40
OM 321	OM Diagnosis A	4	40	CM 341	Systemic Pathology	4	40
OM 322	OM Diagnosis B	4	40	CM 501	Practice Management	3	30
OM 323	OM Diagnosis C	4	40	CM 502	Ethics	2	20
OM 346	Tai Chi Chuan / Qi Gong*	3	40	CM 504	Public Health	3	30
OM 511	OM Classical Theory A	4	40	CM 521	Clinical Medicine A	4	40
OM 512	OM Classical Theory B	4	40	CM 522	Clinical Medicine B	4	40
OM 521	Internal Medicine A	4	40	CM 523	Clinical Medicine C	4	40
OM 522	Internal Medicine B	4	40	CM 531	Differential Diagnosis	4	40
OM 523	Internal Medicine C	4	40	CM 601	Case Management A	3	30
OM 524	Internal Medicine D	4	40	CM 602	Case Management B	3	30
HM 301	Herbal Principles	4	40	CM 603	Case Management C	3	30
HM 321	Herbology A	4	40	Total didactic units/hours		212	2180
HM 322	Herbology B	4	40	Clinical Internship			
HM 323	Herbology C	4	40	CI 410	Observation (OB)	8	160hrs
HM 324	Herbology D	4	40	CI 510	Supervised Practice (SP)	20	400hrs
HM 431	Herbal Prescription A	4	40	CI 610	Independent Practice (IP)	20	400hrs
HM 432	Herbal Prescription B	4	40	Total clinic internship units/hours		48	960
HM 433	Herbal Prescription C	4	40				
HM 434	Herbal Prescription D	4	40				
HM 531	Herbal Practice A	3	30				
HM 532	Herbal Practice B	3	30				
HM 533	Herbal Practice C	3	30				
				<b>Total units or hours required for Master's Degree: 260 Units or 3140 Hours</b>			

### Notes:

- Clean Needle Techniques is required for Clinic Internship, the California Acupuncture Licensing Examination (CALE), and NCCAOM examinations.
- CPR & First-Aid certificate is required for all students. The iBT(Internet Based Test) is required for students in Chinese and Korean programs prior to entering clinic internship.
- Passing of CCE 1 is required for starting Observation Phase of Clinical Internship and passing of CCE 2 is required for graduation.
- One quarter unit is equal to ten (10) didactic hours of instruction and a minimum of twenty (20) hours of out-of-class student work per quarter; or twenty (20) clinical internship hours per quarter.
- \* - Courses with laboratory hours

## Required Course Work in Master's Program

### • Oriental Medicine Courses

The University offers 126 quarter units in Acupuncture, Herbology, and Oriental Medicine principles, Theories and Treatment to prepare students for clinic internship and patient management.

Course # / Title	Unit	Hours	Prerequisites
AC 301 Acupuncture Principles	4	40	None
AC 321 Acupuncture A	4	40	AC 301
AC 322 Acupuncture B	4	40	AC 301
AC 323 Acupuncture C	4	40	AC 301
AC 344 Special Acupuncture Modalities	3	40	AC 301
AC 345 Acupressure / Tui Na I 3 30 *	3	40	None
AC 421 Acupuncture Techniques A *	4	50	AC 321, AC 322
AC 422 Acupuncture Techniques B *	4	50	AC 321, AC 322
AC 521 Acupuncture Theory/Therapy A	4	40	OM Upper Division Standing
AC 522 Acupuncture Theory/Therapy B	4	40	OM Upper Division Standing
HM 301 Herbal Principles	4	40	None
HM 321 Herbology A	4	40	HM 301
HM 322 Herbology B	4	40	HM 301
HM 323 Herbology C	4	40	HM 301
HM 324 Herbology D	4	40	HM 301
HM 431 Herbal Prescription A	4	40	Two of HM 321, HM 322, HM 323, HM 324
HM 432 Herbal Prescription B	4	40	Two of HM 321, HM 322, HM 323, HM 324
HM 433 Herbal Prescription C	4	40	Two of HM 321, HM 322, HM 323, HM 324
HM 434 Herbal Prescription D	4	40	Two of HM 321, HM 322, HM 323, HM 324
HM 531 Herbal Practice A	3	30	OM Upper Division Standing
HM 532 Herbal Practice B	3	30	OM Upper Division Standing
HM 533 Herbal Practice C	3	30	OM Upper Division Standing
OM 301 OM Principles	4	40	None
OM 321 OM Diagnosis A	4	40	OM 301
OM 322 OM Diagnosis B	4	40	OM 301
OM 323 OM Diagnosis C	4	40	OM 301
OM 346 Tai Chi Chuan / Qi Gong *	3	40	None
OM 511 OM Classical Theory A	4	40	OM Upper Division Standing
OM 512 OM Classical Theory B	4	40	OM Upper Division Standing
OM 521 Internal Medicine A	4	40	OM Upper Division Standing
OM 522 Internal Medicine B	4	40	OM Upper Division Standing
OM 523 Internal Medicine C	4	40	OM Upper Division Standing
OM 524 Internal Medicine D	4	40	OM Upper Division Standing
<b>TOTAL</b>		<b>126</b>	

#### Note:

- OM Upper division standing refers to the completion of at least 60% of Oriental Medicine didactic courses.
- \* Courses with laboratory hours.

## • Biomedicine Courses

The University offers 86 quarter units in Biomedicine and Clinical Medicine courses to prepare students for specialty practice, clinic internship and patient management.

Course # / Title	Unit	Hours	Prerequisites
BS 101 Biology	3	30	None
BS 102 Chemistry	2	20	None
BS 103 Organic/Biochemistry	2	20	BS 102
BS 104 Physics	3	30	None
BS 105 Psychology	3	30	None
BS 110 Research Methodology	3	30	None
BS 301 Medical Terminology	3	30	None
BS 302 History of Medicine	1	10	None
BS 321 Anatomy/Physiology A	4	40	BS 301
BS 322 Anatomy/Physiology B	4	40	BS 301
BS 323 Neurosciences / Endocrinology	4	40	BS 301
BS 331 Acupuncture Anatomy *	1	20	BS 321, AC 321, AC 322
BS 341 Nutrition & Diets	3	30	BS 103
CM 301 CPR & First Aid	1	10	None
CM 321 Physical Diagnosis *	4	50	BS 301 and one of BS 321 and BS 322
CM 322 General Pathology	4	40	BS 101 and BS 301
CM 331 Pharmacology	4	40	BS 101 and BS 301
CM 341 Systemic Pathology	4	40	BS 101 and BS 301
CM 501 Practice Management	3	30	Biomedicine Upper Division Standing
CM 502 Ethics	2	20	Biomedicine Upper Division Standing
CM 504 Public Health	3	30	Biomedicine Upper Division Standing
CM 521 Clinical Medicine A	4	40	Biomedicine Upper Division Standing
CM 522 Clinical Medicine B	4	40	Biomedicine Upper Division Standing
CM 523 Clinical Medicine C	4	40	Biomedicine Upper Division Standing
CM 531 Differential Diagnosis	4	40	Biomedicine Upper Division Standing
CM 601 Case Management A	3	30	Biomedicine Upper Division Standing
CM 602 Case Management B	3	30	Biomedicine Upper Division Standing
CM 603 Case Management C	3	30	Biomedicine Upper Division Standing
<b>TOTAL</b>	<b>86</b>		

### Note:

- Biomedicine Upper division standing refers to the completion of at least 60% of total Biomedicine didactic courses.
- \* Courses with laboratory hours.

## Clinical Training

The University offers 960 instructional hours dedicated for patient care and management during clinical internship program to prepare interns for future private practice as primary health care providers.

## Course Numbering System

Course Number	Description
000-299	Courses offered in the first and second year for undergraduate students.
300-499	Courses offered in the third and fourth year for undergraduate students.
500-599	Courses offered to graduate and post-baccalaureate students
600-699	Advanced clinical training and courses in integrated medicine

## Course Code Identification System

Courses offered at South Baylo University School of Oriental Medicine are grouped into course codes indicating the classification in which the courses are presented.

Course Code	Description
<b>AC</b>	Acupuncture
<b>BS</b>	Basic Science and Biomedicine
<b>CI</b>	Clinical Internship
<b>CM</b>	Clinical Medicine
<b>HM</b>	Herbal Medicine
<b>OM</b>	Oriental Medicine
<b>OB</b>	Observation
<b>SP</b>	Supervised Practice
<b>IP</b>	Independent Practice



## Course Descriptions

### AC 301 Acupuncture Principles

4 units / 40 hours

*Prerequisite: None*

This course introduces basic concepts of channels, collaterals, and acupuncture points. This course also covers acupuncture history, classification, systems of nomenclature, knowledge of standards of the WHO, distribution, and functions of the channels and collaterals.

### AC 321 Acupuncture A

4 units / 40 hours

*Prerequisite: AC 301*

This course is an introduction to Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Urinary Bladder and Kidney channels. It includes a detailed study of the pathways and pathogens of each channel as well as location, action, and indication of each acupoints.

### AC 322 Acupuncture B

4 units / 40 hours

*Prerequisite: AC 301*

This course is an introduction to Pericardium, Sanjiao, Gall Bladder, Liver, Du, Ren channels and Extra Points. It includes a detailed study of the pathways and pathogens of each channel as well as location, action, and an indication of each acupoint.

### AC 323 Acupuncture C

4 units / 40 hours

*Prerequisite: AC 301*

This course is a detailed introduction to the theory of channel systems covering the Eight Extraordinary Channels, Twelve Divergent Channels, Fifteen Collaterals, Twelve Muscular Regions, and Twelve Cutaneous Regions.

### AC 344 Special Acupuncture Modalities

3 units / 30 hours

*Prerequisite: AC 301*

This course covers the application of the Special acupoints and introduces the special acupuncture modality such as Ear, Scalp, Face and Nose, Hand and Foot, Cutaneous, Pressure, Intradermal, Three-edged Needle, Warm needle, and Electro Acupuncture. The course also introduces the method of Moxibustion, Cupping, Cold and Ultrasound therapies, as well as management of possible accidents in acupuncture treatment.

### AC 345 Acupressure / Tui Na I

3 units / 40 hours

*Prerequisite: None*

This course includes the principles, theory, techniques utilizing manual therapy and mechanical devices and practice of basic Acupressure and Tui Na (Oriental Massage).

### AC 421 Acupuncture Techniques A

4 units / 30 hours plus 20 lab hours

*Prerequisite: AC 321, AC 322*

This course covers the hygienic standards including clean needle techniques, management of possible accidents in acupuncture treatment, equipment maintenance and safety and preparation for various needling techniques. Students practice the point location and the needling techniques for eight channels (Du, Ren, Lung, Large Intestine, Stomach, Spleen, Heart, and Small Intestine channels).

### AC 422 Acupuncture Techniques B

4 units / 30 hours plus 20 lab hours

*Prerequisite: AC 321, AC 322*

This course covers the hygienic standards including clean needle techniques, management of possible accidents in acupuncture treatment, equipment maintenance and safety and preparation for various needling techniques. Students practice the point location and the needling techniques for six channels (Urinary Bladder, Kidney, Pericardium, San Jiao, Gall Bladder, Liver channels) and the extraordinary points. Students also practice auricular, scalp, cutaneous, and warming acupuncture as well as electro-acupuncture, cupping, bleeding, gua sha, dermal tacks and cold and heat therapy including moxibustion and ultrasound. Students practice acupuncture point stimulation devices including magnets and beads, too.

### AC 521 Acupuncture Theory Therapy A

4 units / 40 hours

*Prerequisite: OM Upper Division Standing*

This course covers a study of the principles of Acupuncture prescription and treatment from Nei Jing to modern acupuncture and oriental medicine literature. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including emergency care, family medicine, internal medicine such as Respiratory, Digestive, Urogenital, and Psychologic diseases.

### AC 522 Acupuncture Theory Therapy B

4 units / 40 hours

*Prerequisite: OM Upper Division Standing*

This course covers a study of the principles of Acupuncture prescription and treatment from Nei Jing to modern acupuncture and oriental medicine literature. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including orthopedics, traumatology, geriatrics, gynecology, pediatrics, dermatology, and ophthalmology.

**BS 101 Biology**

3 units / 30 hours

*Prerequisite: None*

This course covers earth's diversity of biological organisms and systems. The processes of life from the most basic unicellular to highly complex mammalian organisms will be presented, along with interconnections between living systems and how life evolved in greater complexity from simple beginnings. Topics covered include cell structure and function, basic reproduction and genetics (mitosis meiosis), plant and animal structures, basic life processes (digestion, respiration, excretion, secretion, reproduction), ecology and the biosphere. Also this course includes introduction to immunology and microbiology (viruses, bacteria, and other medical related micro-organism) as the basis of clinical science.

**BS 102 Chemistry**

2 units / 20 hours

*Prerequisite: None*

This course will examine basic principles of chemistry. Fundamentals of general chemistry will be presented, focusing on the basic conceptions of matter, atom, molecules and compounds; chemical reactions and chemical bonds. This course also introduces basic knowledge of bio- compounds such as amino acids, proteins, lipids and nucleic acids.

**BS 103 Organic/Biochemistry**

2 units / 20 hours

*Prerequisite: BS 102*

This course will examine basic principles of organic and biochemistry. Fundamentals of organic and cellular chemistry will be presented, focusing on chemical interactions within living cells are the foundation of all life processes. The structures, properties, metabolism, functions as well as practical and clinical aspects of the following groups of bio-compounds will be studied: amino acids, proteins, enzyme co-factors, lipids, and nucleic acids.

**BS 104 Physics**

3 units / 30 hours

*Prerequisite: None*

This course will present classical and Quantum Physics including Newtonian Physics, Thermodynamics, and Relativity. The laws governing bodies in motion and at rest (inertia), mass, temperature and pressure changes and the effect on mass, will be presented in a Newtonian context. The course also includes application of physics in clinical medicine as well as a general survey of biophysics.

**BS 105 Psychology**

3 units / 30 hours

*Prerequisite: None*

This course will present a history of the development of psychological theory from Freud to the present, encompassing Pavlovian and Skinnerian theories of behavior, and the sorts of maladies which might be termed "psychosomatic." Modern descriptions of mental illnesses, such as psychoses and neuroses will be explained. Traditional outlooks on mental illnesses are also explored, such as explanations for mental illness. Psychological disorders and therapeutic methods will also be examined for effectiveness in treating mental illness. The course will also present a survey of basic theoretical approaches to clinical counseling along with the related ethical, legal and multicultural considerations.

**BS 110 Research Methodology**

3 units / 30 hours

*Prerequisite: None*

This course is designed to introduce basic concepts and techniques of collecting, organizing, and analyzing data (methods of statistical analysis) in order to carry out and research a specific inquiry in Acupuncture and Oriental Medicine and related evidence-based medicine. This course focuses on gaining knowledge in research methods, academic peer review process, and literature evaluation to apply later in a research project of one's own design.

**BS 301 Medical Terminology**

3 units / 30 hours

*Prerequisite: None*

This course covers standard medical terminology used by healthcare practitioners in referring to various diseases, surgical procedures, medical procedures and body parts. The medical terms consist of Greek and Latin roots, combined forms, prefixes, and suffixes. The course also includes Western medical abbreviations, and the different formats (singular and plurals) of the terminology.

**BS 302 History of Medicine**

1 unit / 10 hours

*Prerequisite: None*

The History of Medicine, in general, in which the origins of medical theory, the progress of medical science, and the history and development of Acupuncture and Oriental Medicine in the United States are discussed. Medical conditions and name of tests from famous individuals who discovered them will also be presented.

**BS 321 Anatomy & Physiology A**

4 units / 40 hours

*Prerequisite: BS 301*

The objective of this course is to provide students with an understanding of the structures and arrangement of gross surface features of the human body. Slides are used to emphasize areas useful to the acupuncturist. This course pays special attention to the skeletal system, joints, muscular system, and lymphatic system along with basic blood chemistry, blood pH, body fluids and electrolyte balance, and acid-base balance.

- BS 322 Anatomy/Physiology B** 4 units / 40 hours  
*Prerequisite: BS 301*  
 This is a continuation of basic Anatomy/Physiology A with particular emphasis placed on the function of organs and organ systems ( Respiratory, Cardiovascular, Gastrointestinal, Urinary, Reproductive System) .
- BS 323 Neurosciences / Endocrinology** 4 units / 40 hours  
*Prerequisite: BS 301*  
 This is a continuation of basic Anatomy/Physiology courses with particular emphasis placed on the nervous system (nervous tissues, central nervous system, peripheral nervous system and autonomic nervous system). The anatomy of special sense organs (sight, hearing, smell, and taste) and human genetics are also a part of this course as well as an introduction to the endocrine system.
- BS 331 Acupuncture Anatomy** 1 unit / 20 lab hours  
*Prerequisite: BS 321, AC 321, AC 322*  
 The objective of this course is to provide students with an understanding of the structures and arrangement of gross surface features of the human body. Students are introduced to clinically significant relationships through lectures and laboratory dissection of cadavers. Slides are used to emphasize areas useful to the acupuncturist.
- BS 341 Nutrition & Diets** 3 units / 30 hours  
*Prerequisite: BS103*  
 This is a general nutrition course with an introduction to principles of nutrition and their relationship to health. Major principles, functions and sources of nutrients and disease prevention are discussed. Procedures for patient consultation in commonly seen diseases, nutrition, dietary supplement and prescription counseling.
- CM 301 CPR & First Aid** 1 unit / 10 hours  
*Prerequisite: None*  
 This course covers adult and child Cardiopulmonary Resuscitation (CPR) and First-Aid training as developed and certified by the American Heart Association. The main purpose of this course is to teach students the psycho-motor skills needed in emergency care to help sustain life and to minimize pain and the consequences of injury or sudden illness.
- CM 321 Physical Diagnosis** 4 units / 30 hours plus 20 lab hours  
*Prerequisite: BS 301 and one of BS 321 and BS 322*  
 Presented in this course are standard methods of physical examination and /or assessment, including neuromusculoskeletal, orthopedic, neurological, abdominal, and ear, nose and throat examinations, and functional assessment. It emphasizes on comprehensive history taking, clinical reasoning and problem solving, Proper bedside manner and sensitive communication skills in multi-cultural environment and diverse context will also be discussed. The procedures for ordering diagnosing imaging, radiological and laboratory tests, and the importance of incorporating these adjunct diagnostic tools and the resulting data and reports for developing clinical impressions, working diagnoses, and effective patient management will be discussed. WHO's international classification of diseases (ICD) will be introduced.
- CM 322 General Pathology** 4 units / 40 hours  
*Prerequisite: BS 101 and BS 301*  
 This course presents a survey of microbiology and psychopathology that may affect the normal body function. It also deals with basic general concepts of pathology associated with cellular damage, bodily responses to injury, acute and chronic inflammation, hemodynamic dysfunction, epidemiology, genetic disorders and neoplasia. A systematic review of pathological processes affecting neurologic and endocrine systems will also be presented.
- CM 331 Pharmacology** 4 units / 40 hours  
*Prerequisite: BS 101 and BS 301*  
 This course covers pharmaceuticals used in the treatment of disease. The pharmacological assessment of patients, as well as the mechanisms of action, absorption, excretion, contraindications, side effects and toxicity of specific drugs will be presented. Specific drugs-herbs-nutritional interactions will also be discussed.
- CM 341 Systemic Pathology** 4 units / 40 hours  
*Prerequisite: BS 101 and BS 301*  
 This course deals with pathologic processes and abnormal functions, disease processes associated with hematologic, cardiovascular, lymphatic, pulmonary, renal, urologic, reproductive, digestive, musculoskeletal and integumentary systems of the human body.
- CM 501 Practice Management** 3 units / 30 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course explains how to plan and establish a successful and professional AOM private practice, and the necessary steps for practice growth and development. It includes record keeping, insurance billing, collection, and front office procedures, as well as the knowledge of California and Federal laws including HIPAA, OSHA, and Labor codes. Issues regarding practicing in interdisciplinary medical settings, including hospitals, risk managements, and business written communication will also be discussed.

- CM 502 Ethics** 2 units / 20 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers the peer review process, and the ethical and legal aspects relating to the practice of Acupuncture and Oriental Medicine.
- CM 504 Public Health** 3 units / 30 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers the art and science of public and community health, disease prevention and public health education. It includes treatment of chemical dependency, communicable diseases, public health alerts, epidemiology and the public health system.
- CM 521 Clinical Medicine A** 4 units / 40 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers neurological, pulmonary/respiratory, gastrointestinal, cardiovascular, lymphatic, musculo-skeletal and sexually transmitted diseases. Respective Western diagnostic methods, adjunct diagnostic tools, nutritional therapeutic approaches and treatment protocols, including pharmaceuticals for these diseases will be discussed. A review of internal and family medicine, as well as history taking, functional assessments, pharmacological assessment, clinical reasoning, problem solving and diagnostic skills/tools will be included.
- CM 522 Clinical Medicine B** 4 units / 40 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers diseases in the endocrine system, blood system, urinary system, and immune system as well as metabolic diseases. Respective Western diagnostic methods, adjunct diagnostic tools, nutritional therapeutic approaches and treatment protocols, including pharmaceuticals for the diseases will be discussed. It also takes a comprehensive survey of clinical practices of dentistry, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners with the practices of other healthcare profession.
- CM 523 Clinical Medicine C** 4 units / 40 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers diseases in general surgery, ophthalmology, E.N.T., pediatrics, psychiatrics, dermatology, obstetrics and gynecology, and public health. Respective Western diagnostic methods, adjunct diagnostic tools, nutritional therapeutic approaches and treatment protocols, including pharmaceuticals for the diseases will be discussed. It also provides an awareness for at risk populations, including gender, age, indigent, and disease specific patients.
- CM 531 Differential Diagnosis** 4 units / 40 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course is designed to provide the students with a basic deductive reasoning process that involves reliable ways to differentiate various conditions commonly seen in OM practice. OM diagnostic principles and theories are fundamental for the differentiation of syndromes. In addition, the differentiation process shall include the use of applicable diagnostic imaging procedures (MRI, CAT Scan, PET, etc), laboratory tests, orthopedic tests, and specialized physical diagnostic procedures to develop clinical impressions and form working diagnoses, so that proper treatment planning may be suggested.
- CM 601 Case Management A** 3 units / 30 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers a detailed inquiry into primary, secondary and specialty care responsibilities in the clinical management of patients. It offers the knowledge and skills of patient counseling to enhance the mind-body-spirit healing of the patient, as well as that of doctors. It also provides tools to assess patient's disease from a psycho-social-cultural-behavioral perspectives. In addition, this course integrates Oriental and Biomedical diagnoses and treatment protocols for the diseases of the pulmonary system, cardiovascular system, gastrointestinal system and urinary system, while keeping in mind the possible herb-drug interactions, treatment contraindications and complications. Disease prognosis, future medical care or the continuity of care, necessary referrals, and collaborative efforts with other primary or secondary healthcare providers will also be discussed.
- CM 602 Case Management B** 3 units / 30 hours  
*Prerequisite: Biomedicine Upper Division Standing*  
 This course covers case management for injured workers and socialized medicine patients. It includes understanding of workers compensation/ labor codes and procedures, coding procedures for current procedural codes such as CPT and ICD-10 diagnoses, the qualified medical evaluation process, the need for follow-up care, the determination of final review, and the selection of functional outcome measures. In addition, this course integrates the Oriental and Biomedical diagnoses and treatment protocols for the diseases of the nervous system, endocrine system, blood system and rheumatology system, while keeping in mind the possible herb drug interactions, treatment contraindications and complications. Disease prognosis, future medical care or the continuity of care, necessary referrals, and collaborative efforts with other primary or secondary healthcare providers will also be discussed.

**CM 603 Case Management C**

3 units / 30 hours

*Prerequisite: Biomedicine Upper Division Standing*

This course covers the proper format, reference, and language of medical-legal report writing for private insurance patients, as well as the situations when the need to participate in or warrant an expert medical testimony and/or independent medical review is necessary. In addition, this course integrates the Oriental and Biomedical diagnoses and treatment protocols for the diseases of general surgery, ophthalmology, E.N.T., pediatrics, psychiatrics, dermatology, obstetrics and gynecology, and public health, while keeping in mind the possible herb-drug interactions, treatment contraindications and complications. Disease prognosis, future medical care or the continuity of care, necessary referrals, and collaborative efforts with other primary or secondary healthcare providers will also be discussed. The clinical management of special care and/or seriously ill patients, as well as emergency medicine procedures will also be included.

**HM 301 Herbal Principles**

4 units / 40 hours

*Prerequisite: None*

Covered in this course are the history and development of herbal medicine in Asia and the U.S.A. Principles of Herbology, including the principles of colors and tastes, herbal prescription, entering channels; preparation of herbs for medical use, legal and ethical considerations of herbal medicine and relevant botany concepts are also presented.

**HM 321 Herbology A**

4 units / 40 hours

*Prerequisite: HM 301*

This course is closely related to Herbal Principles. Emphasis is placed on a systematic description of the commonly used herbs like Herbs that Release the Exterior (Warm, acrid Herbs that Release the Exterior/ Cool, Acrid Herbs that Release the Exterior), Herbs that Clear Heat (Herbs that Drain Fire/ Herbs that cool the Blood/ Herbs that Clear Heat and Dry Dampness/ Herbs that Clear Heat and Relieve Toxicity/ Herbs that Clear and Relieve Summer-Heat), Herbs that Downward Draining Herbs (Purgatives/ Moist Laxatives/ Harsh Expellants) in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage, and route of administration.

**HM 322 Herbology B**

4 units / 40 hours

*Prerequisite: HM 301*

This course is closely related to Herbal Principles. Emphasis is placed on a systematic description of the commonly used herbs like Herbs that Drain Dampness, Herbs that Dispel Wind-Dampness, Cool Herbs that Transform Phlegm-heat, Warm Herbs that Transform Phlegm-cold, Herbs that Relieve Coughing and Wheezing, Herbs that Expel phlegm by inducing Vomiting, Aromatic Herbs that Transform Dampness, Herbs that Relieve Food Stagnation in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage, and route of administration.

**HM 323 Herbology C**

4 units / 40 hours

*Prerequisite: HM 301*

This course is closely related to Herbal Principles. Emphasis is placed on a systematic description of the commonly used herbs like Herbs that Regulate the Qi, Herbs that Stop Bleeding, Herbs that Invigorate the Blood, Herbs that Warm the Interior and Expel Cold, Herbs that Stabilize and Bind in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage, and route of administration.

**HM 324 Herbology D**

4 units / 40 hours

*Prerequisite: HM 301*

This course is closely related to Herbal Principles. Emphasis is placed on a systematic description of the commonly used herbs like Herbs that Tonify the Qi, Herbs that Tonify the Blood, Herbs that Tonify the Yang, Herbs that Tonify the Yin, Substances that Anchor, Settle, and Calm the Spirit, Herbs that Nourish the Heart and Calm the Spirit, Aromatic Substances that Open the Orifices, Substances that Extinguish Wind and Stop Tremors, Herbs that Expel Parasites, Substances for External Application in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage, and route of administration.

**HM 431 Herbal Prescription A**

4 units / 40 hours

*Prerequisite: Two of HM 321, HM 322, HM 323, HM 324*

This course is collectively an in-depth study of herbs and common formulas used in Oriental Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like Formulas that release the exterior (Formulas that release early-stage exterior disorders/ Formulas that release exterior cold/ Formulas that release exterior wind-heat/ Formulas that release exterior disorders with head and neck symptoms/ Formulas that release exterior disorders with interior deficiency/ Formulas that release exterior-interior excess), Formulas that clear heat (Formulas that clear heat from the qi level/ Formulas that clear heat from the nutritive level and cool the blood/ Formulas that clear heat and relieve toxicity/ Formulas that clear heat from the organs/ Formulas that clear heat from deficiency/ Formulas that relieve summerheat.

**HM 432 Herbal Prescription B**

4 units / 40 hours

*Prerequisite: Two of HM 321, HM 322, HM 323, HM 324*

This course is collectively an in-depth study of herbs and common formulas used in Oriental Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like Purgative Formulas (Formulas that Purge Heat Accumulation/ Formulas that Moisten the Intestines and Unblock the Bowels/ Formulas that Warm the Yang and Guide Out Accumulation/ Formulas that Drive Out Excess Water), Harmonizing Formulas (Shaoyang harmonizing formulas/ Liver and Spleen harmonizing formulas/ Intestine and stomach harmonizing formulas), Formulas that treat dryness (Formulas that gently disperse and moisten dryness/ Formulas that enrich the yin and moisten dryness), Formulas that expel dampness (Formulas that promote urination and leach out dampness/ Formulas that transform damp turbidity/ Formulas that clear damp-heat/ Formulas that warm and transform water and dampness/ Formulas that dispel wind-dampness), Formulas that warm interior cold (Formulas that warm the channels and disperse cold/ Formulas that warm the middle and dispel cold/ Formulas that rescue devastated yang)

**HM 433 Herbal Prescription C**

4 units / 40 hours

*Prerequisite: Two of HM 321, HM 322, HM 323, HM 324*

This course is collectively an in-depth study of herbs and common formulas used in Oriental Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like Formulas that tonify (Formulas that tonify the Qi/ Formulas that tonify the blood/ Formulas that tonify Qi and Blood/ Formulas that nourish and tonify the yin/ Formulas that warm and tonify the yang), Formulas that regulate the Qi (Formulas that promote the movement of Qi/ Formulas that direct rebellious qi downward), Formulas that invigorate the blood (Formulas that invigorate the blood and dispel blood stasis/ Formulas that warm the menses and dispel blood stasis/ Formulas that invigorate the blood in the treatment of traumatic injury), Formulas that stop bleeding (Formulas that clear heat and stop bleeding, Formulas that tonify and stop bleeding)

**HM 434 Herbal Prescription D**

4 units / 40 hours

*Prerequisite: Two of HM 321, HM 322, HM 323, HM 324*

This course is collectively an in-depth study of herbs and common formulas used in Oriental Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like Formulas that stabilize and bind (Formulas that stabilize the exterior and the lungs/ Formulas that restrain leakage from the intestines/ Formulas that stabilize the kidney/ Formulas that stabilize the womb), Formulas that calm the spirit (Formulas that nourish the heart and calm the spirit/ Formulas that sedate and calm the spirit), Formulas that expel wind (Formulas that release wind from skin and channel/ Formulas that extinguish internal wind), Formulas that open the orifices (Formulas that clear heat and open the orifices/ Formulas that warm and open the orifices/ Formulas that scour phlegm and open the orifices), Formulas that treat phlegm (Formulas that dry dampness and expel phlegm/ Formulas that clear heat and transform phlegm/ Formulas that moisten dryness and transform phlegm/ Formulas that transform phlegm and dissipate nodules/ Formulas that warm and transform cold-phlegm/ Formulas that transform phlegm and extinguish wind/ Formulas that induce vomiting to discharge phlegm), Formulas that reduce food stagnation, Formulas that Expel Parasites

**HM 531 Herbal Practice A**

3 units / 30 hours

*Prerequisite: OM Upper Division Standing*

To recognize a minimum of 300 individual herbs, especially familiar with the herb in a minimum of 150 different formulas. Students not only can recognize individual herbs but also should familiar with the taste and properties/therapeutic meridian/ functions/indications/contraindications of individual herbs and the composition, functions, and indications/contraindications of individual herbs and the composition, functions, and indications of formulas. To help students become familiar with preparing herbal prescription in a clinical setting through the use of individual herbs and herbal combinations. To help students differentiate the usage of same function herbs.

**HM 532 Herbal Practice B**

3 units / 30 hours

*Prerequisite: OM Upper Division Standing*

To introduce students to the important Principles of traditional Chinese dermatology. To teach the basic clinical etiology, signs and symptoms, differential diagnosis, treatment plan and treatment of common dermatology diseases. It is expected that practitioners who study this subject are familiar with the caution, contraindications and toxicities of the various material media that are mentioned. For further information about laboratory diagnosis, biomedical treatment, students are urged to consult biomedical dermatology textbooks.

**HM 533 Herbal Practice C**

3 units / 30 hours

*Prerequisite: OM Upper Division Standing*

This course covers the basic concepts of OM nutrition and therapeutic diets, a traditional healing and disease prevention system. Students will learn the properties of foods and combination of foods with herbs according to the principle of being in harmony with nature, especially balance between the Yin and Yang of food and of the body. Emphasis will be placed on the natures, tastes, and actions of foods, their function of prevention and therapy of diseases on the basis of OM theory. The main components in foods and basic healthy cooking skills will also be introduced.

- OM 301 OM Principles** 4 units / 40 hours  
*Prerequisite: None*  
 This course is a detailed and intensive introduction to basic theories of Traditional Oriental Medicine and association of these theories with their historical backgrounds, philosophy, dao, significance, and clinical applications.
- OM 321 OM Diagnosis A** 4 units / 40 hours  
*Prerequisites: OM 301*  
 Introduced in this course are four methods of diagnosis in Oriental Medicine with emphasis on tongue observation and pulse diagnosis. Also covered are analyses of symptoms and signs of diseases.
- OM 322 OM Diagnosis B** 4 units / 40 hours  
*Prerequisites: OM 301*  
 This course is a detailed study of the principles of differential diagnoses and clinical syndromes in Oriental Medicine. Eight principles, Qi, Blood, Body Fluid, Etiology, Five Elements, and Channels differentiation are included.
- OM 323 OM Diagnosis C** 4 units / 40 hours  
*Prerequisites: OM 301*  
 This course describes diseases related to dysfunction of internal Zang-Fu organs (heart, lung, spleen, liver, kidney, small intestine, large intestine, stomach, gall-bladder, pericardium, and sanjiao). The combination of Zang-Fu diseases, Six-Stage theory (Shang Han Lun), Four Stages theory and Sanjiao theory (Wen Bin Lun) are also discussed.
- OM 346 Tai Chi Chuan & Qi Gong** 3 units / 30 hours  
*Prerequisites: None*  
 This course will provide OM students with the rudimentary knowledge and experience with the health and longevity promoting exercises of Tai Chi Chuan, Qi Gong and Breathing. This course is designed for practical knowledge and experience of such exercises to promote the health and balance of the student/practitioner, increase awareness and concentration, integrate OM principles with kinetic movement, and counsel and instruct patients in terms of exercise, biomechanical alignment, health, lifestyle and self-care. Western anatomical biomechanics, kinesiology, injury prevention and rehabilitation instruction will also be included.
- OM 511 OM Classical Theory A** 4 units / 40 hours  
*Prerequisites: OM Upper Division Standing*  
 This course consists of classic theories of infectious diseases in Shang Han Lun related to Nei Jing caused by exogenous wind and cold factors. Included are etiology, clinical manifestations, pulse and tongue signs and complications at different stages of each infectious disease. The course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndrome and different stages of disease progression.
- OM 512 OM Classical Theory B** 4 units / 40 hours  
*Prerequisites: OM Upper Division Standing*  
 This course includes classic theories of infectious diseases caused by exogenous heat of warm factors. Included are etiology, clinical manifestations, pulse and tongue signs, and different stages of each syndrome. Also covered are basic therapeutic herbal formulas applicable to different syndromes or different stages of disease progression. It covers related topics in Wen Bing, Jin Gui and Nei Jing.
- OM 521 OM Internal Medicine A** 4 units / 40 hours  
*Prerequisite: OM Upper Division Standing*  
 These courses include the study of clinical Oriental Medicine dealing with single entities and syndromes of different body systems and integrated acupuncture and oriental medicine diagnostic and treatment procedures. Special consideration is given to etiology and pathogenesis, clinical manifestations, analyses, and treatment plans, including important and necessary acupuncture, herbal treatments, lifestyle counseling, and self-care recommendations. These courses also cover, in detail, methods to add acupuncture points and herbs to the basic treatments according to disease progression and various syndromes. It covers diseases like Common Cold and Influenza, Cough, XiaoZheng (Asthma), Allergic rhinitis, Sinusitis, Lung Abscess, Pulmonary Tuberculosis, Palpitation, Xiong Bi (Chest Painful Obstruction Syndrome), Headache, Dizziness and Vertigo, Tinnitus, Insomnia, Wind-stroke, Chronic Fatigue Syndrome.
- OM 522 OM Internal Medicine B** 4 units / 40 hours  
*Prerequisite: OM Upper Division Standing*  
 These courses include the study of clinical Oriental Medicine dealing with single entities and syndromes of different body systems and integrated acupuncture and oriental medicine diagnostic and treatment procedures. Special consideration is given to etiology and pathogenesis, clinical manifestations, analyses, and treatment plans, including important and necessary acupuncture, herbal treatments, lifestyle counseling, and self-care recommendations. These courses also cover, in detail, methods to add acupuncture points and herbs to the basic treatments according to disease progression and various syndromes. It covers diseases like Epigastric pain, Vomiting and Hiccup, Diarrhea and dysentery, Abdominal pain, Constipation, Gu Zheng (Abdominal Distension & Ascites), Hypochondriac pain, Jaundice, Edema, Lin Zheng (Dysuria Syndrome), Enuresis and Incontinence, Impotence and nocturnal emission, Xiao-Ke (Diabetes Mellitus), Internal Fever, Mental Emotional Problem (Manic-Depressive Disorders).

**OM 523 OM Internal Medicine C**

4 units / 40 hours

*Prerequisite: OM Upper Division Standing*

These courses include the study of clinical Oriental Medicine dealing with single entities and syndromes of different body systems and integrated acupuncture and oriental medicine diagnostic and treatment procedures. Special consideration is given to etiology and pathogenesis, clinical manifestations, analyses, and treatment plans, including important and necessary acupuncture, herbal treatments, lifestyle counseling, and self-care recommendations. These courses also cover, in detail, methods to add acupuncture points and herbs to the basic treatments according to disease progression and various syndromes. It covers diseases like Bi Zheng (painful Obstruction Syndrome), Lower back pain and Sciatica, Wei Xheng (Atrophy Syndrome), Parkinson's disease, Multiple Sclerosis, Jian Zheng (Epilepsy Syndrome), Jin Zheng (Convulsion Syndrome), Jue Zheng (Syncope, Coma Syndrome), Tan Zheng (Phlegm Syndrome), Han Zheng (Abdominal perspiration syndrome), Xue Zheng (Bleeding Syndrome), Yu Zheng (Stagnation Syndrome).

**OM 524 OM Internal Medicine D**

4 units / 40 hours

*Prerequisite: OM Upper Division Standing*

This course covers Gynecology consisting of basic physiology of female reproductive organs according on Oriental Medical theory and disorders affecting these organs. Diagnosis and treatment are also covered.

**CI 410 Clinical Internship OB**

8 units / 160 hours

*Prerequisite: AC301, BS321, BS322, HM301, BS301, CM321, OM301, AC321, AC322, AC323, OM321, OM322, OM323, HM321, HM322, HM323, HM324, CM301 CPR & First Aid Certificates,, IT599 CNT Certificate, TOEFL (iBT 45+) for Chinese and Korean program, Complete CCE1 Written Exam (All 4 sections)*

During the Observation (OB) Phase, interns will be given an opportunity to observe the AOM practice and the care of patients. This normally occurs after the second year of study, and passing of CCE I is required. OB Phase internship involves 40 hours training in the Herbal Pharmacy, assisting patients in filling out all necessary clinic forms, (including the Consent Form), regularly reviewing patient's files for complete understanding of the patient's protocol, progress, treatment, and assessment plan, demonstrating competency in communication skills, patient management, and insurance billing, taking patient histories, including recording of vital signs, as well as observing clinical practice of needling and other OM modalities including case presentation and discussions. Students are also responsible for preparing the treatment rooms to receive new patients, attending OSHA and HIPAA Workshops, and be familiar with compliance of OSHA and HIPAA regulations as well, and experience patient recruitment by attending scheduled health fairs, and contacting patients for follow-up visits.

**CI 510 Clinical Internship SP**

20 units / 400 hours

*Prerequisite: CI401 Clinical Internship OB, BS 101, BS 102, BS 104, BS105, BS331, AC421, AC422, BS323, AC344*

During the Supervised Practice Phase (SP) Interns will be given the opportunity to manage patients under the supervision of clinic faculty. Each student-intern must complete a Western clinical impression and AOM diagnosis for review and approval by a Clinic Supervisor. A treatment protocol must be established and approved by the Clinic Supervisor to include proposed western clinical impression(s), OM diagnoses, and a recommended treatment protocol that includes needling therapy, herbal prescriptions, and/or other AOM modalities that are applicable to the patient's condition(s). The Clinical Supervisor is required to physically be present at time of the patient's examination and treatment procedures, and to verify accurate and proper needling therapy. Adjunct laboratory tests and diagnostic imaging procedures may also be required as well as potential consultations with other medical practitioners or referral.

**CI 610 Clinical Internship IP**

20 units / 400 hours

*Prerequisite: CI510 Clinical Internship SP, At least 2 classes of Herbal Prescription A, B, C, D must be completed (HM 431, HM 432, HM 433, HM 434), Completion of Acupuncture Theory & Therapy A, B (AC 521, AC522).*

During the Independent Practice (IP) Phase, interns complete a clinical impression and Oriental medical diagnosis, as noted in supervised practice, for concurrence by the Clinical Supervisor. A treatment approach is recommended for concurrence by the Clinical Supervisor after which acupuncture or other modalities are employed to treat the condition. The Clinical Supervisor is not required to observe the actual diagnosis or treatment, but must be in close proximity of the location where the patient is being treated. The student is required to consult with the assigned Clinical Supervisor before and after each treatment. Further laboratory tests and diagnostic imaging also may be recommended as well as possible referral to another medical specialist by the Clinical Supervisor.



# ADMINISTRATION

## ANAHEIM CAMPUS

<b>President</b>	Andrew Cho	andrew@southbaylo.edu
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## LOS ANGELES CAMPUS

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<b>Student &amp; Alumni Services Coordinator</b>	Chanhwi Jung	alexj@southbaylo.edu
<b>Finance Office Staff</b>	Sui Ying (Winnie) Xie	winnie@southbaylo.edu

## FACULTY MEMBERS - Full Time

NAME	EDUCATION	TEACHING AREA
<b>Briones, Alfredo</b>	BS in Psychology, University of Santo Tomas, Manila Philippines, 1982 MD(Philippines), University of Santo Tomas, Manila Philippines, 1986 MS, Yo San University of TCM, 2013	Western Medicine Clinical Medicine
<b>Choi, Eun Ju</b>	Bachelor of Traditional Chinese Medicine, TianJin University of Traditional Chinese Medicine, TianJin, China, 2008 MS, South Baylo University, 2014	Clinical Internship
<b>Cho, Mark K.</b>	BS, Seoul National University, Korea, 1983 MS, Seoul National University, Korea, 1986 PhD(Korea), Korea Advanced Institute of Science and Technology (KAIST), 1995 MS, South Baylo University, 2011	Physics Research Methodology
<b>Choi, Henry</b>	MS, South Baylo University, 2007 DAOM, South Baylo University, 2011	Herbology Clinical Medicine Acupuncture
<b>Choi, Young Kuen</b>	BS, Physics, Dankook University, Korea, 1989 MS, Physics, Dankook University, Korea, 1992	Physics
<b>Cui, Shan Qin</b>	MS, South Baylo University, 2001 OMD, South Baylo University, 2006	Oriental Medicine
<b>Geng, Jason Qiu Sheng</b>	MS, South Baylo University, 1994 OMD, South Baylo University, 2006	Acupuncture Clinical Internship
<b>Jang, Gray D.</b>	MS, South Baylo University, 2001 OMD, South Baylo University, 2007	Clinical Internship
<b>Kang, Hyo Jeong</b>	BS, EWHA Womans University Seoul, Korea, 1991 M Ed, EWHA Womans University Seoul, Korea, 1996 MS, South Baylo University, 2008 DAOM, South Baylo University, 2017	Biology Herbology Oriental Medicine
<b>Kim, Soong Yeon</b>	MS, South Baylo University, 2010	Clinical Internship
<b>Lee, Han Ok</b>	MS, Samra University of OM, 1999 DAOM, South Baylo University, 2015	Acupuncture Clinical Internship
<b>Lee, Hyung Ryul</b>	MD(Korea), Pusan National University, 1983 PhD(Korea), Pusan National University, 1990 MS, South Baylo University, 2005 OMD, South Baylo University, 2007	Western Medicine
<b>Lim, Sung Bae</b>	MS, South Baylo University, 1997	Clinical Internship
<b>Suh, Joseph</b>	MS, South Baylo University, 2003 OMD, South Baylo University, 2007	Herbology Oriental Medicine
<b>Tae, Sung Woon</b>	MS, South Baylo University, 1996 OMD, South Baylo University, 2006	Clinical Internship
<b>Trikadibusana, Sandjaya</b>	MD(Indonesia), University of Hasanuddin, Indonesia, 1978 MS, Samra University of OM, 2000 DAOM, South Baylo University, 2011	Western Medicine Clinical Medicine Clinical Internship
<b>Xi, Jun Feng</b>	BM, Yunnan College of TCM, China, 1984 OMD, South Baylo University, 2006	Acupuncture Clinical Internship

## FACULTY MEMBERS - Part Time

NAME	EDUCATION	TEACHING AREA
<b>Bahng, Scott Seok</b>	MS, South Baylo University, 1997	Herbology
<b>Caldwell, Leigh</b>	MS, South Baylo University, 1997 OMD, South Baylo University, 2007	Oriental Medicine
<b>Cao, Shengqi</b>	BS+MS, University of Chinese Medicine, Beijing, 2010 DAOM, South Baylo University, 2017	Oriental Medicine
<b>Chen, Wendy</b>	MS, South Baylo University, 1997	Acupuncture Herbology
<b>Cho, Eun Sook</b>	MS, South Baylo University, 1997 OMD, South Baylo University, 2006	Oriental Medicine
<b>Cho, In Ho</b>	MS, South Baylo University, 1989 OMD, South Baylo University, 2006	Acupuncture Oriental Medicine
<b>Cho, Yun Kyung</b>	MD(Korea), Yonsei University, Wonju College of Medicine, Korea, 1995	Western Medicine
<b>Dinh, Tieulinh</b>	MS, South Baylo University, 1997 OMD, South Baylo University, 2006	Herbology
<b>Ellison, Marie-Ange</b>	MS, South Baylo University, 2015	Acupuncture
<b>Fan, John</b>	MD(China), Shanghai Medical University, 1989	Western Medicine
<b>Feng, David Shou Dao</b>	MD, Shanghai Med Univ., China, 1969 MS, Shanghai Med. Univ., China, 1983 MS, South Baylo University, 2000 OMD, South Baylo University, 2006	Western Medicine
<b>Han, Kil Ye</b>	MS, South Baylo University, 1987	Herbology
<b>Hong, Eddie Se Won</b>	MS, South Baylo University, 2000 OMD, South Baylo University, 2007	Acupuncture Clinical Internship
<b>Kang, Hye Seon</b>	BS (Physics), Sookmyung Women's University, Seoul, Korea, 1981 MS, South Baylo University, 2007 DAOM, South Baylo University, 2013	Physics
<b>Kim, Hye Jin</b>	BS, Nursing, Pusan National University, 1984 MS, South Baylo University, 2007 DAOM, Emperors College, 2009	Biomedicine Western Medicine
<b>Kim, Jae Jong</b>	MD(Korea), Seoul National University, Korea, 1963 MS, South Baylo University, 2004 OMD, South Baylo University, 2006	Western Medicine
<b>Kim, Michael</b>	MS, South Baylo University, 1994 OMD, South Baylo University, 2006	Oriental Medicine
<b>Kim, Nancy</b>	MS, Youngnam University, Korea, 1980 Ph.D(Korea), Inha University, 1985	Chemistry Research Methodology
<b>Kim, Soo Gyung</b>	MS, South Baylo University, 2004 OMD, South Baylo University, 2007	Biology
<b>Kim, Suh Kyung</b>	MD(Korea), Chon Nam National University, Korea, 1966 MS, South Baylo University, 2000 OMD, South Baylo University, 2006	Western Medicine Clinical Medicine
<b>Kuk, Sung</b>	MS, South Baylo University, 2017 DAOM, South Baylo University, 2020	Practice Management
<b>Lee, Miran</b>	MS in Public Health, The Catholic University of Korea, 2001 MS in Nutrition, The Catholic University of Korea, 2001 MS, South Baylo University, 2004 OMD, South Baylo University, 2010	Acupuncture Clinical Internship
<b>Lee, Seung Jae</b>	MS, Oriental Medicine, Emperor's College, 1996	Oriental Medicine
<b>Lee, Seunglyul Grant</b>	MS, South Baylo University, 2010	Oriental Medicine
<b>Lee, Seung Soo</b>	MS, South Baylo University, 2001	Acupuncture Herbology
<b>Lee, Seung Wook</b>	MS, South Baylo University, 2002 OMD, South Baylo University, 2007	Herbology
<b>Lee, Soon Min</b>	MS, South Baylo University, 2013 DAOM, South Baylo University, 2018	Acupuncture Herbology

<b>Lee, Young Hwan</b>	MS, Dongguk Royal University, 2014 DAOM, South Baylo University, 2018	Acupuncture
<b>Li, Sheng</b>	MS, South Baylo University, 2004 OMD, South Baylo University, 2006	Acupuncture
<b>Li, Ji Ze</b>	BM, Tianjin College of TCM, China, 1979	Herbology Oriental Medicine
<b>Lim, In Sook</b>	MS, South Baylo University, 1996 OMD, South Baylo University, 2006	Herbology
<b>Ni, You Ping</b>	BM, Medicine, Tianjin Medical University, China MS, Medicine and Phamaceutical Research, University of Brussels, Belgium, 1966 MD(China), Tianjin Medical University, 2001	Western Medicine Biology Chemistry
<b>Oh, Hyunseog</b>	MS, Seoul National University, Korea (molecular Biology), 1992 BS, Kyung Hee University, Korea (Pharmacology), 2000 MS, South Baylo University, 2018	Western Medicine
<b>Ovchinnikov, Yuri</b>	MS, Oriental Medicine, Emperor's College of TCM, 1999 DAOM, South Baylo University, 2012	Clinical Internship
<b>Park, Ki Taek</b>	MS, South Baylo University, 1989 OMD, South Baylo University, 2006	Acupuncture Herbology
<b>Park, Kwang Hee</b>	PhD, Theology and Personality, Claremont School of Theology, 2001 MS, South Baylo University, 2006 OMD, South Baylo University, 2007	Physics
<b>Ryu, Jin Hyang</b>	MS, Chemistry, Hanyang Univ, Korea, 2004 MS, South Baylo University, 2012 OMD, South Baylo University, 2017	Chemistry
<b>Wang, Weijun</b>	MD(China), Binzhou Medical University, 1987 MS, South Baylo University, 2016	Clinical Medicine
<b>Yao, Hong</b>	MS, South Baylo University, 2003 OMD, South Baylo University, 2006	Oriental Medicine Herbology
<b>You, Yu</b>	MD(China), Nanjing Medical University China, 1970 MS, Shanghai Medical University China, 1982 OMD, South Baylo University, 1989	Herbology Oriental Medicine

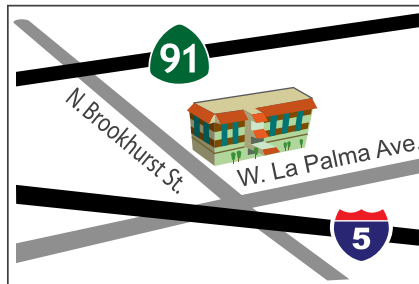
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