

SCUSOMA

School of Oriental Medicine and Acupuncture

STUDENT MANUAL

2015-2016



LEARNING AND HEALING

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MISSION AND OBJECTIVES

Southern California University School of Oriental Medicine and Acupuncture (SCUSOMA) is committed to the highest ideals in Oriental medical education. Not only will our graduates be amongst the most professional and competent healthcare providers in the medical field, but they will also exemplify the virtues of a mature and compassionate human being. SCUSOMA endows its graduates with the values, knowledge and skills to address the needs of an ever-changing world. SCUSOMA also prepares its graduates for leadership in Oriental medical education and public service.

We Promote:

- Excellence in teaching and learning.
- Fellowship and collaboration with colleagues, the community, and other health professions.
- Diversity of people, ideas, and experiences.
- Effective and compassionate communication.
- Respectful and ethical behavior.
- Commitment to the health and the well being of society.

EDUCATIONAL OBJECTIVES

1. Graduates will be able to pass the license exam required to become primary care providers of Oriental medicine in California.
2. Graduates will be able to prepare a business plan and make a successful transition from a student to a healthcare provider.
3. Graduates will be able to demonstrate:
 - a. Knowledge of theories, principles and therapeutic approaches of Oriental medicine and including, but not limited to, acupuncture, herbology, tui-na, cupping, moxibustion and qi gong and apply them in a clinical setting.
 - b. Knowledge of the various causes of diseases from both biomedical and Oriental medical perspectives and the ways in which they operate on the body.
 - c. Knowledge of the normal and pathological structures and functions of the body and its major organ systems from both biomedical and Oriental medical perspectives.
4. Graduates will be able to provide the highest quality patient care in oriental medicine with the ability to:
 - a. Obtain an accurate medical history, formulate a diagnosis and design an appropriate treatment plan.
 - b. Perform appropriate physical and Oriental medical assessments.
 - c. Develop patient management protocols and maintain accurate medical records.
 - d. Communicate effectively with, and make referral to, other healthcare providers or emergency care services when necessary.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

Any questions or problems concerning SCUSOMA, a School of Oriental Medicine, which may have not been satisfactorily answered or resolved by the University, please contact the following:

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

Website: www.bppe.ca.gov
Telephone: (916) 431-6959 Fax: (916) 263-1897



INTRODUCTION

This Student Handbook has been designed to provide SCUSOMA students with current and updated information, Policies, and Regulations related to their academic endeavor. This information, along with the Policies and Regulations are essential for the students to meet their educational objectives while attending SCUSOMA. Although the SCUSOMA Catalog contains many of the same or similar information, the Student Handbook includes new and expanded information on many areas which may not be found in other printed materials, except in the SCUSOMA Policy and Regulation Manual.

SCUSOMA reserves the rights to amend, modify, supplement or revoke this Handbook, in whole or in part, at any time with or without notice in its sole discretion. This Handbook is neither written nor meant to confer any rights or privileges on a student, staff or faculty or impose any obligations on SCUSOMA other than its obligations under the law. As with all SCUSOMA handbooks, rules and policies, this Handbook is written for informational purposes only, may contain errors and may not be applicable to every situation or circumstance.

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

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

ACCREDITATION AND APPROVALS

SCUSOMA is fully approved as an accredited institution by the State of California, Bureau for Private Postsecondary Education (“BPPE”). BPPE was re-established in January of 2010.

BPPE Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

BPPE Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Phone: (916) 431-6959
Toll Free: (888) 370-7589
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

On November of 2002, SCUSOMA received permanent authorization by the California Acupuncture Board.

California Acupuncture Board Physical Address:
1747 N. Market Blvd, Suite 180
Sacramento, CA 95834

Phone: (916) 515-5200
Fax: (916) 928-2204

E-mail: acupuncture@dca.ca.gov

In February of 2010, the Master of Science in Acupuncture and Oriental Medicine program of the SCUSOMA was accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (“ACAOM”). ACAOM is the accreditation agency for the approval of programs preparing acupuncture and oriental medicine practitioners.

ACAOM Physical and Mailing Address:

14502 Greenview Drive, Suite 300B

Laurel, MD 20708

Phone: (301) 313-0855

Fax: (301) 313-0912

IMPORTANT NOTICE: As of November 8, 2014, ACAOM has placed the institution and the Master's degree – Oriental Medicine in English and Korean are on Probationary accreditation. This decision is subject to reconsideration and appeal therefore is NOT YET FINAL)

CALIFORNIA LICENSURE

In California, a Licensed Acupuncturist (L.Ac.) is a primary care practitioner, able to practice independently and to encompass acupuncture, herbal medicine, nutrition, Oriental massage, acupressure, and breathing techniques into their scope of practice. The California Acupuncture Board (CAB) regulates licensure, and can be contacted at 1747 N. Market Blvd, Suite 180, Sacramento, CA 95834, (916) 2453021 or via their website at www.acupuncture.ca.gov. Every student preparing to sit for the licensing examination is advised to contact the CAB before applying in order to obtain specific information about licensure needs. Since licensure requirements may change without notice, every student is advised to request the most current information prior to application. The University may not always be updated on the most recent changes available, and may not know how specific changes will affect certain students. The University will recommend courses to be taken and procedures to be followed based on the best information available.

1399.436. Criteria for Approval of Acupuncture Training Programs.

A school approved by the board shall use a training program for all students enrolled in its acupuncture and Oriental medicine training program before January 1, 2005 that meets the following criteria:

1. (a) The curriculum shall include adequate theoretical training in the following:

Subject

Minimum Class Hours

- (1) General biology.
- (2) Chemistry--including organic and biochemistry.
- (3) General physics--including a general survey of biophysics.
- (4) General psychology--including counseling skills.
- (5) Anatomy--a survey of microscopic, gross anatomy and neuroanatomy.

(6) Physiology--a survey of basic physiology, including neurophysiology, endocrinology, and neurochemistry.

(7) Pathology--a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology.

(8) Nutrition and vitamins.

400

(9) History of medicine--a survey of medical history, including transcultural healing practices.

(10) Medical terminology--fundamentals of English language medical terminology.

30

(11) Clinical sciences--a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health.

(12) Clinical medicine--a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, and homeopathy to familiarize practitioners with the practices of other health care practitioners.

(13) Western pharmacology.

(14) A minimum of eight (8) hours in a certified course offering first-aid and adult/child cardiopulmonary resuscitation (CPR). Such course shall be taken from the American Red Cross, American Heart Association or other organization with an equivalent course work approved by the board.

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(15) Traditional Oriental medicine--a survey of the theory and practice of traditional diagnostic and therapeutic procedures.

(16) Acupuncture anatomy and physiology--fundamentals of acupuncture, including the meridian system, special and extra loci, and auriculotherapy.

(17) Acupuncture techniques--instruction in the use of needling techniques, moxibustion, and electro acupuncture, including contraindication and complications. Students shall either (1) successfully complete a course which requires a student to pass an examination in clean needle technique, taught at a board approved school that uses as its primary reference the most current edition of the "Clean Needle Technique Manual" published by the National Acupuncture Foundation, or (2) successfully complete a Clean Needle Technique course administered by the Council of Colleges of Acupuncture and Oriental Medicine.

(18) Acupressure.

(19) Breathing techniques--introductory course in Qigong.

(20) Traditional Oriental exercise--introductory course in Tai Chi Chuan.

660

(21) Traditional Oriental herbology including botany--a portion of the hours shall be given in a clinical setting

300

(22) Practice management--instruction in the legal and ethical aspects of maintaining a professional practice, including record keeping, professional liability, patient accounts, and referral procedures.

(23) Ethics relating to the practice of acupuncture.

30

1. (b) The curriculum shall include adequate clinical instruction, 75% of which shall be in a clinic which is owned and operated by the training program, which includes direct patient contact where appropriate in the following:
 2. (1) Practice observation--supervised observation of the clinical practice of acupuncture with case presentations and discussions.
 3. (2) Diagnosis and evaluation--the application of Eastern and Western diagnostic procedures in evaluating patients.
 4. (3) Supervised practice--the clinical treatment of a patient with acupuncture 800
During the initial 235 hours of diagnosis, evaluation and clinical practice the supervisor shall be physically present at all times during the diagnosis and treatment of the patient. Thereafter, for a second period of 235 hours the supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical instruction. The student shall also consult with the supervisor before and after each treatment.
5. (c) The total number of hours of all theoretical training shall consist of a minimum of 1,548 hours and the total number of hours of clinical instruction shall consist of a minimum of 800 hours, and the course work shall extend over a minimum period of four (4) academic years, eight (8) semesters, twelve (12) quarters, nine (9) trimesters, or thirty-six (36) months.
6. (d) Candidates for admission shall have successfully completed an approved high school course of study or have passed a standard equivalency test.
7. (e) The training program should be located in a state university or college, an institution approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code, or in the case of training programs located outside California, in an institution which is approved by the appropriate governmental accrediting authority or an accrediting agency recognized by the U.S. Department of Education.
8. (f) The training program shall develop an evaluation mechanism to determine the effectiveness of its theoretical and clinical program.
9. (g) Coursework shall carry academic credit.
10. (h) The director and/or supervisor(s) of the clinical portion of the training program shall be a licensed acupuncturist or other licensed practitioner authorized to practice acupuncture.
11. (i) All instructors shall be competent to teach their designated courses by virtue of their education, training and experience.
12. (j) Each approved program shall receive accreditation or approval under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code, or the approval of the program by the board shall automatically lapse.
13. (k) Each training program shall develop a mechanism to evaluate and award transfer credit to students for prior coursework and experience which is equivalent to that coursework and clinical instruction required in subsections (b) and (d). The training program's policies and procedures for evaluating and awarding transfer credit shall be set forth in writing and submitted to the board. Such policies and procedures shall include all of the following:
 14. (1) Credit shall only be awarded for actual coursework or directly relevant experience received by the student. As used in this regulation, "experience" means academically relevant learning which involved the student directly in the area of the curriculum required in this

section and includes integrated field and clinical internships, apprenticeships, tutorial programs and cooperative educational programs.

15. (2) Where the coursework and clinical instruction were completed at an acupuncture school not approved by the board, the evaluation shall include an examination administered by the school in the subject area(s) in which transfer credit may be awarded.

16. (3) The outcome of the prior education and experience shall be equivalent to that of an average student who has completed the same subject(s) in the training program and shall meet the curriculum standards and graduation requirements of the training program.

17. (4) Up to 100% transfer credit may be awarded for coursework and clinical instruction completed successfully at another acupuncture school or college which is approved by the board.

18. (5) Up to 100% transfer credit may be awarded for courses completed successfully in biology, chemistry, physics, psychology, anatomy, physiology, pathology, nutrition and vitamins, history of medicine, medical terminology, clinical science, clinical medicine, Western pharmacology, cardiopulmonary resuscitation, practice management, and ethics at a school which is approved under Article 4 (commencing with Section 94770) of Chapter 7 of Part 59 of the Education Code or by an accrediting agency recognized by the U.S. Department of Education.

19. (6) Credit for clinical coursework and instruction in traditional Oriental medicine, acupuncture anatomy and physiology, acupuncture techniques, acupressure, breathing techniques, traditional Oriental exercise, or traditional Oriental herbology completed successfully at a school which is not approved by the board may be awarded by a school approved by the board, provided that at least 50% of the course hours in these subject areas are completed successfully at a school approved by the board.

20. (7) The entire record of the training program's evaluation and award of the student's transfer credit shall be included in the student's academic file and shall be made an official part of the student's transcript which shall be filed with the board upon request of the student.

21. (8) All students shall receive upon matriculation a copy of the training program's policies and procedures for evaluating and awarding transfer credit.

MONTH	DATE	2015	
12	12/12/2014	Year End Celebration 6:00	
	12/24/2014	Year End Staff Lunch and Afternoon Meeting	
	12/25/2014	Christmas (School, Clinic Close)	
1	1/1/2015	New Year's Day (School, Clinic Close)	
	1/2/2015	Beginning of Winter Quarter	
	1/10/2015	Intern Exam	
	1/24/2015	CNT (MIN 10 PEOPLE)	YONG JAE LEE
	1/25/2015	New Year's Greeting / School Orientation	
	1/31/2015	CPR (MIN 10 PEOPLE)	DAVID KIM
2	2/7/2015	2nd Intern Exam	
	2/24/2015	1st Graduation Exam	
3	3/3/2015	California Board Exam	
	3/24/2015	2nd Graduation Exam	
	3/17/2015	Faculty Meeting	
	3/16-3/20	Board Meeting 16-20	
4	4/1/2015	Beginning of Spring Quarter	
	4/11/2015	Intern Exam	
	4/5/2015	Final Exam	
	4/25/2015	CNT (MIN 10 PEOPLE)	YONG JAE LEE
	5/2/2015	CPR (MIN 10 PEOPLE)	DAVID KIM
5	5/9/2015	2nd Intern Exam	
	5/25/2014	Memorial Day (School, Clinic Close)	
6	6/4/2015	Sports day / Picnic	
7	7/1/2015	Beginning of Summer Quarter	
	7/4/2015	Independence Day (School, Clinic Close)	
	N/A	California Board Exam	
	7/11/2015	Intern Exam	
	7/25/2015	CNT (MIN 10 PEOPLE)	
	8/1/2015	CPR (MIN 10 PEOPLE)	
8	8/8/2015	2nd Intern Exam	
	8/25/2015	1st Graduation Exam	
9	9/7/2015	Labor Day (School, Clinic Close)	
	9/29/2015	2nd Graduation Exam	
	9/22/2015	Final Exam	
10	10/1/2015	Beginning of Fall Quarter	
	10/10/2015	Intern Exam	
	10/24/2015	CNT (MIN 10 PEOPLE)	YONG JAE LEE
	10/31/2015	CPR (MIN 10 PEOPLE)	DAVID KIM
	11/11/2015	Veterans Day	
	11/7/2015	2nd Intern Exam	
	11/26/2015	Thanksgiving Day (School, Clinic Close)	
12	12/17/2015	Christmas Party for students and staff	
	12/20/2015	Year End Staff Lunch and Afternoon Meeting	
	12/25/2015	Christmas (School, Clinic Close)	
1/1	1/1/2016	New Year's Day (School, Clinic Close)	

ADMINISTRATIVE STRUCTURE

The President of SCUSOMA is appointed by the Board of Directors to serve as the Chief Executive Officer (“CEO”). The CEO appoints the officers who serve under and report directly to the CEO. The members of the Board of Directors, the Administration, and the Clinic Staff of SCUSOMA are as follows:

Board of Director

- a. Chairman: Judy Oh, J.D.
- b. Director: Kap Seung Kong, M.D.
- c. Secretary: Alex Byun, C.P.A.
- d. Member: Wonil Lee, M.D.
- e. Member: Young Uk Woo, M.S.L.Ac

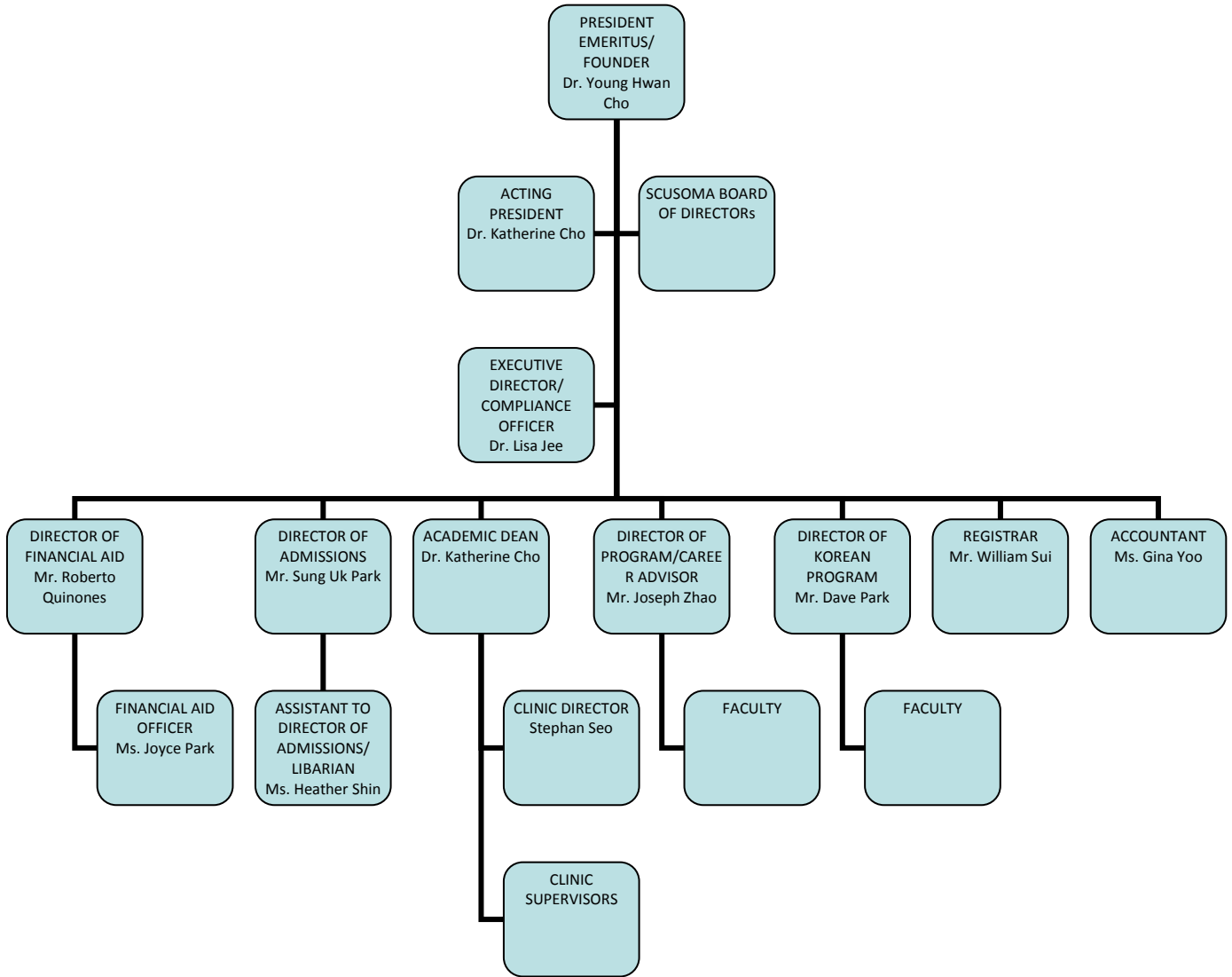
Administration

1. President Emeritus/Founder: Young Hwan Cho, O.M.D. (Korea), Ph.D., L.Ac.
2. Acting President: Katherine Cho, Ph.D., L.Ac. (president@scusoma.edu)
3. Executive Director / Compliance Officer: Lisa Jee, Ph.D. (lisa@scusoma.edu)
4. Academic Dean: Katherine H.S. Cho, Ph.D., L.Ac. (dean@scusoma.edu)
5. Director of Korean Program: Dave Park, M.S., L.Ac. (admin@scusoma.edu)
6. Director of Program/Career Advisor: Joseph Zhao (joseph@scusoma.edu)
7. Director of Financial Aid: Roberto Quinones (robertoquinones@scusoma.edu)
8. Financial Aid Officer: Joyce Park (joyce@scusoma.edu)
9. Registrar / Student Service: William Sui, M.S., L.Ac. (registrar@scusoma.edu)
10. Accountant: Gina Yoo, M.S., L.Ac. (gina@scusoma.edu)
11. Director of Admissions: Sung Uk Park, M.S. (sungukpark@scusoma.edu)
12. Assistant to Director of Admissions/Librarian: Heather Shin, B.A. (heather@scusoma.edu)

Clinic Staff

1. Clinic Director: Stephan Seo, Ph.D., L.Ac (stephan@scusoma.edu)
2. Clinic Manager: Joy Kim, B.A., (manager@scusoma.edu)
3. Clinic Supervisor: Katherine H.S. Cho, Ph.D., L.Ac. (dean@scusoma.edu)
4. Clinic Supervisor: Kyung Hwan Kim, M.S., L.Ac. (kimkyunghwan@scusoma.edu).
5. Clinic Supervisor: Doris Johnson (acudancer1@gmail.com)
6. Clinic Supervisor: William Sui, M.S., L.Ac. (registrar@scusoma.edu)
7. Clinic Supervisor: Gina Yoo, M.S., L.Ac. (gina@scusoma.edu)

ORGANIZATIONAL CHART



ACADEMIC POLICIES AND STANDARDS.

Academic policies of SCUSOMA relate to numerous issues of vital importance to the students. Occasionally the stipulations given in the Catalog and in the Student Handbook require revision to satisfy the requirements of regulatory agencies, directives of the Trustees, or decisions of the faculty; thus, the rules, regulations, and curriculum information may change throughout the students' education. Students will be notified of such changes by various delivery methods (i.e., direct mail, announcements at assemblies, and written notices on bulletin boards). It is the students' responsibility to periodically check for such changes and direct any questions to the, Dean of Administration, or other persons with knowledge of these policies. Such changes will also be brought to the attention of students at each registration.

ADMISSION POLICIES

General Guidelines: SCUSOMA admits new students four times per year: October, January, April, and July. All applicants are strongly encouraged to apply at least one month in advance. Upon completion of the appropriate application procedures for the Masters degree, applications are forwarded to the administrative office for consideration for acceptance. An applicant found to have illegally altered any document, or to have misrepresented information, as part of their application will be permanently disqualified from admission to Southern California University School of Oriental Medicine and Acupuncture. It is important to read the application requirements for the degree program as detailed in the school catalog.

ADMISSION REQUIREMENTS

1. Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;
2. Applicants must have satisfactorily completed a minimum of two academic years (60 semester credits or 90 quarter credits) of education at baccalaureate-level which provides appropriate preparation for graduate level work. Alternatively, applicants must have completed equivalent level of coursework from a university accredited or approved by an agency recognized by the U.S. Secretary of Education.
3. A cumulative GPA of 2.0 or higher is required to apply.
4. Applicants who earned the required education in foreign countries must demonstrate English proficiency with a minimum score of 61 for English Program, and 45 for Korean Program on the TOEFL iBT; or an equivalent test for English language skill.
5. Applicants must demonstrate the potential to complete SCUSOMA's academic program successfully.

ADMISSIONS PROCEDURE

SCUSOMA accepts new students at the beginning of each quarter.

Applicants are required to submit the following to the Office of Admissions:

- Completed Application Form and Enrollment Agreement;
- \$100 nonrefundable Application Fee;
- An official transcript from all college-level prior educational institutions attended;
- Applicants who earned the required education in foreign countries must submit transcripts and documents in English or with English translation, and a comprehensive course-by-course evaluation by an academic credential evaluation service that is a member of NACES.
- Applicants who earned the required education in non-English speaking countries must submit evidences of English proficiency with a minimum score of 61 for English Program, and 45 for Korean Program on the TOEFL iBT; or an equivalent test for English language skill.
- Personal Statement consisting of minimum of 500 words; and
- Two letters of recommendation.

The Registrar at SCUSOMA receives and processes all applications. The Program Director interviews the applicants (A telephone interview may be substituted if the applicant lives outside of California or outside of the United States). The Academic Dean at SCUSOMA reviews the application for final approval and evaluation of any transferable credits.

Applicants are notified of their admission status once the application file is complete, has been interviewed by the Program Director, and the file has been reviewed by the Dean. All admission documents filed to the University become the property of the University and will not be returned to the student.

*To request an Application, please call (213) 413-9500. Applications can also be downloaded at <http://scusoma.edu/admissions/download-application/>

INTERNATIONAL STUDENTS

SCUSOMA issues I-20 form for qualified foreign applicants, and helps them receive student visa by providing necessary counsel. In addition to the standard admissions and application process, international students need to submit the following:

1. Official academic transcripts translated into English.
2. A comprehensive course-by-course evaluation by an academic credential evaluation service that is a member of NACES.

3. Applicants from non-English speaking countries must submit evidences of English proficiency with a minimum score of 61 for English Program, and 45 for Korean Program on the TOEFL iBT; or an equivalent test for English language skill.
4. A non-refundable fee of \$200 for I-20 Form.
5. A copy of passport.
6. Evidence of financial resources sufficient to complete academic program, in the least, of first year, which is approximately \$10,000.

International students are expected to comply with regulations of the U.S Immigration and Naturalization Service (INS) in addition to the regulations of SCUSOMA.

International students are required by INS to maintain a full-time program of study, which means to take no less than 12 units of course per quarter.

STATEMENT OF NON-DISCRIMINATION

SCUSOMA believes in the principle and practice of equal employment opportunity and equal educational opportunity. SCUSOMA does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in its hiring, supervision, evaluation, placement, training, or promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline, and termination are also administered in a non-discriminatory manner.

SCUSOMA ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of every employee and student.

Certain physical qualifications are required in the acupuncture profession and in the classroom, laboratory, and clinic activities. These qualifications include: (1) the coordination and ability to use both upper extremities in the performance of common acupuncture procedures and techniques; (2) the manual dexterity to perform in clinical settings without posing a threat to the safety and well-being of one's self, fellow students, or patients; (3) the necessary tactile sense as it relates to the diagnosis and treatment of patients; and (4) visual and hearing senses; to record patient histories; to provide routine patient services safely.

SCUSOMA provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for admission to SCUSOMA; (2) participate or benefit from the services of SCUSOMA; and (3) enjoy the other terms, conditions, and privileges of attending SCUSOMA.

With regard to employees and individuals applying for employment with SCUSOMA, SCUSOMA provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for employment; (2) perform the essential functions of their jobs; and (3) enjoy the other terms, conditions, and privileges of employment with SCUSOMA.

ENGLISH LANGUAGE COMPETENCY

Non-native English speaking applicants, MSOAM program is also offered in English. For students who are seeking admission into the English language program must score at least 500 on the Test of English as a Foreign Language ("TOEFL"). Additionally, above referenced applicants must score at least the current mean score on the Test of Spoken English ("TSE").

Applicants seeking admission into the Korean Language program must score at least 450 on TOEFL and must score at least the current mean score on TSE. Alternatively, the applicant must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate-level education in a U.S. institution accredited by an agency recognized by the U.S. Secretary of Education or from a foreign equivalent English language institution. Applicants who do not meet this requirement are eligible for admission with English as a second language, but they are required to satisfy the proficiency requirement before beginning the clinical phase of education. SCUSOMA's prefers proficiency requirements are met with iBT TOEFL scores.

The Registrar at SCUSOMA receives and processes all applications. The Academic Dean at SCUSOMA reviews the application for final approval and evaluation of any transferable credits. Applicants are notified of their admission status once the application file is complete and has been reviewed by the Dean. All admission documents filed to the University become the property of the University and will not be returned to the student.

To request an Application, please call (213) 413-9500. Applications can also be downloaded at www.SCUSOMA.edu.

ACCOMODATIONS FOR STUDENTS WITH DISABILITES

It is the policy of SCUSOMA to provide reasonable accommodations for students with disabilities, including learning disabled students and those with health impairments, as well as those with other disabilities. Students, whose disabilities may require some type of accommodation, including course load modification or exam-testing accommodation are encouraged to discuss these with the Dean of Administration, as early as possible. Suitable adjustments and accommodations will be worked out on a case-by-case basis between the Dean of Administration and the student. It is acceptable for the school to require documentation of disabilities when the disability is in issue.

When medical/physical disabilities are at issue, a doctor's statement will usually be enough, so long as that statement describes both the disability and the limits the disability poses for that student. However, students are advised that there is therefore no promise, representation or assurance by the University that the accommodations made or offered to any individual will be offered to anyone else even with a similar situation.

DRUG-FREE CAMPUS

The Drug-Free Schools and Communities Act Amendments of 1989 require notice to each student and employee of campus standards of conduct on the abuse of alcohol and illegal drugs, the legal sanctions which apply, possible health risks, and available counseling and support programs.

Under this law, the University is committed to upholding a drug-free-working environment, one conducive to promote wellness and positive self-development of all members of its community. In keeping with this objective, the University will ensure that all of its workplaces are safe and free from the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs.

1) Standards of Conduct

On students' fitness for health care professionals, the unlawful possession, use, or distribution of illegal drugs or alcohol by student are prohibited. The University also reserves the right to discipline students and employees for off-campus conduct not in keeping with these standards should it affect their performance in the workplace or classroom.

2) Available Support

SCUSOMA will keep a listing of substance abuse and emergency phone numbers in the student clinic.

3) Disciplinary & Legal Sanctions

Violations by students of standards of conduct may result in probation, suspension or expulsion from the University. Employees who violate standards may be disciplined, up to termination of employment. In addition, violations of law committed on campus property, or at a University event, will be subject to prosecution by federal, state and local government agencies. Penalties for violations may include imprisonment, fines or both. Incidents on the University campus or incidents involving members of the University community may be reported to civil authorities for legal action.

NONDISCRIMINATION / ANTI-HARASSMENT POLICY

I. Policy of Nondiscrimination

It is the policy of SCUSOMA not to discriminate against any student, employee or third party on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or

preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status protected by the law.

II. Definition of Unwelcome Harassment

As part of its policy of nondiscrimination, SCUSOMA prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all University extracurricular activities, and all University-sponsored events, including events held off campus. "Unwelcome harassment" is verbal or physical conduct by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person's race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

- (A) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- (B) with regard to students, has the purpose or effect of unreasonably interfering with an individual's ability to participate in or benefit from an educational program or activity;
- (C) with regard to employees, has the purpose or effect of unreasonably interfering with an individual's work;
- (D) otherwise adversely affects an individual's work or learning opportunities.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with regard to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

III. Policy Prohibiting Sexual Harassment

As part of the above-stated nondiscrimination/anti-harassment policy, no student, employee, or any other individual may sexually harass any other individual on University property, or in connection with any activity associated with or sponsored by SCUSOMA. Students and employees of SCUSOMA have the responsibility of ensuring that no student, employee, or third party is subjected to harassment or discrimination by students, employees, or third parties. When harassment occurs and is reported, SCUSOMA will initiate appropriate corrective action up to and including removal of the offending party from SCUSOMA.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

With Regard to Students,

- (1) Such conduct is made either explicitly or implicitly a condition of obtaining an education, a grade, or completion of an academic or clinical requirement;

- (2) Rejection of such conduct is used as a basis for academic- related decisions such as grading and other performance evaluation, discipline, assignments, or any other condition of studies or academic or career development; or
- (3) Such conduct interferes with student performance or creates an intimidating, abusive, and offensive environment, even if it leads to no adverse consequences.

With Regard to Employees,

- (1) Such conduct is made either explicitly or implicitly a condition of employment;
- (2) Rejection of such conduct is used as a basis for employment- related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development; or
- (3) Such conduct interferes with work performance or creates an intimidating, abusive, and offensive working environment, even if it leads to no adverse job consequences.

IV. Reporting Discrimination and Harassment and Prohibition Against Retaliation

Student Reports

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Deans Office.

Academic Dean

Southern California University School of Oriental Medicine and Acupuncture
1541 Wilshire Blvd. 3rd Floor
Los Angeles, California 90017; (213) 413-9522

Employee Reports

Any employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Director of Human Resources/Controller, or his/her designee, at the Deans Office:

Dean of Administration

Southern California University School of Oriental Medicine and Acupuncture
1541 Wilshire Blvd. 3rd Floor
Los Angeles, California 90017; (213) 413-9522

Any student or employee of SCUSOMA who witnesses or receives a report of prohibited discrimination or harassment from another student, employee, or third party is encouraged to report the matter to the appropriate Dean, who may be contacted at the address and phone number indicated above.

STUDENTS FREEDOM OF RIGHTS

SCUSOMA advocates protects the right of all faculty, students, and staff to freely pursue academic endeavor. Academic endeavors include teaching, engaging in research and scholarly activity, and promoting freedom of expression.

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

1. Perform instructional duties that support teaching effectiveness in accord with established requirements or Regulations of the University.
2. Engage in professional development to enhance the knowledge and the prestige of the University through research, scholarly publications, and interest in professional groups and societies.
3. Engage in professional growth activities to enhance the knowledge and the prestige of the University through participation in professional conferences, CEU's, advanced degree programs, and professional organizations.
4. Provide services through academic and registration advisements, maintain regular office hours, participate in SCUSOMA committees and other organized activities, and participate in approved community sponsored activities.
5. Participate in research and scholarly activities such as conducting research, presenting a research at national and/or professional conferences, publishing articles or textbooks in the peer reviewed literature, etc.

Faculty activities should not conflict with or infringe upon the welfare of SCUSOMA's instructional program or SCUSOMA's ability to provide the educational program in Acupuncture and Oriental Medicine. Faculty members are not permitted to endorse any commercial products, entrepreneurial or proprietary organizations that relate to the field of Acupuncture and Oriental Medicine unless expressly authorized in advance by the President. SCUSOMA faculty and staff are encourage to exercise appropriate restraint, professionalism, and competence in apprehending the official roles. The duties will be perform without interference from personal or professional activities. Faculty and staff members campaigning as political candidates or as supporters of political candidates for professional, local, state, or federal offices shall do so on personal time. If necessary, a leave of absence may be arranged to permit any faculty and staff to engage in political activities requiring time away from the responsibilities at SCUSOMA.

POLICY PROHIBITING RETALIATION

SCUSOMA prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Retaliation can include any disparaging comments, uncivil

behavior, or any other negative treatment of an employee or student by other students, employees, or members of SCUSOMA that result from the individual's making a discrimination or harassment complaint or cooperating in an investigation. Any student or employee who believes he or she has experienced or witnessed retaliation should immediately notify the Dean or Director of the degree program, at the address and phone number indicated above.

Investigation of all reports of Discrimination/Harassment and Potential Consequences

All reports of discrimination, harassment, or inappropriate conduct will be promptly and thoroughly investigated. SCUSOMA will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action up to and including suspension/dismissal or termination of employment. SCUSOMA will inform the complaining student or employee of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension or termination of employment from SCUSOMA.

GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION AND HARASSMENT

Reports of Alleged Discrimination

All students and employees are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students and employees may make a report of alleged discrimination or harassment to the following:

- Student Reports: The Academic Dean at the address indicated above.
- Employee Reports: The Dean of Administration at the address indicated above.

Students and employees may submit reports of harassment or discrimination verbally or in writing. In order to initiate a formal grievance procedure, however, a student or employee must provide or complete a written report. Discrimination/Harassment Report Forms may be found in the Office of the Dean or the Administrative Office, and the Clinic.

Students who feel uncomfortable with the SCUSOMA or with the policies and regulations, practices and procedures, faculty, staff or other student(s) should submit, in writing, the grievance to the Academic Dean who will act upon the action. A response to the grievance shall

be made as quickly as possible. Should the student(s) feel distressed with the Academic Dean, a written petition should be submitted to SCUSOMA President for appropriate action. In the handling of student grievance to include investigation of alleged wrong doing or violation of the University policies and regulations, the Academic Dean may request input and participation of the Academic Counselor. Action(s) taken by the Academic Dean with or without consultation with the appropriate council of the University shall be provided to the involved individual(s) in writing. Student(s) sanctioned by disciplinary actions, either academic or administrative, can appeal the status with SCUSOMA by providing the President with a written appeal within 10 working days of the receipt of the disciplinary action. The written decision provided by the President shall be final. An aggrieved student has the right to direct the unresolved issue or grievance to the Bureau for Private Postsecondary and Education (BPPE) in Sacramento, California or to the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in Laurel, Maryland.

COMPLAINTS PROCEDURES (STUDENT)

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

action(s) or nature of the complaint.

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

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

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

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

INFORMAL RESOLUTION

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean at the address and phone number indicated above.

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student or employee and the alleged harasser that is facilitated by one of the designated harassment complaint officials indicated above. However, any complaint against an employee will be handled through the formal procedure.

In order to initiate an informal resolution, the complaining party must notify the appropriate employee and submit a report of the incident either orally or by filling out a Discrimination/Harassment Report Form, available at the Administrative Office.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution will be reported by the facilitator, in writing, to the Deans, and/or Assistant to the President.

If the complaining party, the alleged harasser, or SCUSOMA employee harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he or she may proceed to the formal procedure.

Formal Resolution

I. Inquiries, Concerns, and Reports of Discrimination and Harassment

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or Assistant to President at the address and phone number previously indicated.

II. Initiating the Formal Grievance Procedure

SCUSOMA investigates all reports of discrimination, harassment, and inappropriate conduct. In order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report. Discrimination/Harassment Report Forms are available at the Administrative Office. Complaints by students should be submitted to the Academic Dean at the address and phone number previously indicated. Complaints by employees should be submitted to the Dean of Administration who may be contacted at the address and phone number previously listed.

III. Confidentiality and Non-Retaliation Policies

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. Any individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension or termination from SCUSOMA.

SCUSOMA prohibits retaliation against anyone for reporting acts of discrimination and harassment, or assistance in making a discrimination/harassment complaint, or cooperating in a discrimination and harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of SCUSOMA that result from the individual's making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he or she has experienced or witnessed retaliation should immediately notify the Dean at the address and phone number previously indicated.

IV. Investigations of Alleged Discrimination/Harassment and Procedures

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The Academic Dean, will be responsible for initiating investigations of student complaints. The Dean of Administration will be responsible for initiating investigations of employee and any third-party complaints. If an incident involves allegations about two or more persons, SCUSOMA has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party will have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted to the Office of Assistant to the President, or his/her designee, who will make a decision regarding the disposition of the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome of the investigation and the decision of the Assistant to the President.

V. Consequences for Violation of Nondiscrimination/Harassment Policies

SCUSOMA will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension from SCUSOMA.

VI. Right to Appeal

If the investigation determines that no discrimination or harassment has occurred, the complaining party has a right to appeal. If the decision of the Assistant to the President includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five working days from the time of notice of the decision to lodge an appeal with the Assistant to the President. If an appeal involves allegations against two or more persons,

SCUSOMA has the discretion to hear the appeal regarding the accused parties separately or jointly.

The Assistant to the President has the discretion to stay any disciplinary action pending appeal. An Appeal Committee will hear appeals regarding alleged incidents of discrimination/harassment. Membership of the committee will be at the discretion of the Assistant to the President.

APPEAL PROCESS:

1. The party initiating the appeal has five working days from the time of notice of the decision in which to lodge a written appeal of the decision with the Assistant to the President.
2. No appeals are considered after the deadline has passed.
3. If an appeal is made, the Appeal Committee will be assigned to hear the appeal. This Committee will be comprised of faculty members/employees and students, who will be neutral parties not involved in the alleged incident.
4. This Committee will first meet without the party initiating the appeal present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the appeal was submitted. The party will be notified, in writing, by the Committee of the date and time of the hearing no later than three working days prior to its occurrence. The party will also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.
5. Pending the hearing, the party initiating the appeal may remain enrolled or employed at the discretion of the Assistant to the President.
6. Hearing proceedings will be closed to SCUSOMA community.
7. In cases where more than one party is involved, the appeals will be heard separately by the Committee, whose findings for each appeal will be dependent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved. Hearing proceedings will not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson will determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling will be final and all participants will abide by his/her decision in these situations.

SCUSOMA retains the discretion to shorten or lengthen all time frames relating to this hearing process.

- In situations where the party initiating the appeal fails to appear for the hearing, the Committee will meet and determine the matter in his/her absence.
- At the hearing, the party is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against his/her (unless a witness has been promised anonymity, in which case the Committee will

provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.

- At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstructing the proceedings. Subsequent to the hearing, the Committee will make its decision in closed session with Committee members only. In all cases, the decision of the Committee will be final and binding.
- The Committee is charged with the responsibility of finding two decisions:
 - Whether the alleged offense did occur, and if so, whether it violated University policies, rules, or regulations as stated in official publications (i.e. Catalog, Faculty Handbook, Student Handbook, Clinic Manual)
 - Appropriate actions to be taken.
- The Committee's decision will be communicated in writing to the party initiating the appeal as soon as practical, normally within five working days of completion of the hearing.
- Records of the hearing will be kept in the office of the Assistant to the President, for a period of five years from the date of the hearing, and copies will be available to the party initiating the appeal at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

EXTERNAL GRIEVANCE PROCEDURE

Persons may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and students and faculty housing situated on premises that is owned or occupied by SCUSOMA.

GRADES AND QUALITY POINTS

Grade point average (GPA) is used as a measurement of satisfactory scholarship. The student's grade point average is derived by dividing the number of quality points accumulated by the total number of credit hours. The symbol "XF" is assigned when the number of absences makes it impossible for the student to meet the attendance requirements and is equivalent to a failing grade. Transfer, with- drawl, incomplete, audit, and passing hours are not included in the computation of grade point averages.

GRADING SCALE

This policy applies to students enrolled in:

Masters of Science in Oriental Medicine and Acupuncture (36MSOMA)

<u>Grade</u>	<u>G.P.A.</u>	<u>Interpretation</u>
A	4.00	Excellent
B	3.00	Above Average
C	2.00	Acceptable
F	0.00	Failure
I	0.00	Incomplete Work
NC	0.00	No Credit
TC	0.00	Transfer Credit
W	0.00	Withdrawal
AU	0.00	Audit
CE	0.00	Challenge Exam

Faculty adhere to the following standardized scale for awarding grades for

Graduation Honors:

Candidates graduating with the following grade point averages are awarded honors at graduation:

- Valedictorian (graduating with the highest cumulative GPA in that commencement class)
- Summa Cum Laude (with highest honor) 3.90 GPA
- Magna Cum Laude (with great honor) 3.65 GPA
- Cum Laude (with honor) 3.40 GPA

The honor is noted appropriately on the diploma.

The grade point average computation is based on all academic coursework at Southern California University School of Oriental Medicine and Acupuncture, with a minimum of five (5) quarters or 2200 clock hours completed at SCUSOMA.

SATISFACTORY ACADEMIC PROGRESS

This policy applies to students enrolled in:

- Masters of Science in Oriental Medicine and Acupuncture (MSOMA) program
- The minimum time required to complete the acupuncture program is four and one-half academic or three calendar years. The maximum time allowed for completion of the program is twenty-four (24) quarters (six academic calendar years). To complete the program within the maximum twenty-four (24) quarters limit, a student must successfully complete an average of six (6) credit hours each quarter. To be considered a full-time student a student must complete

at least twelve (12) credit hours a quarter and forty-eight (48) credit hours each academic year (four quarters). Part-time students are expected to comply with the twenty-four (24) quarter maximum time limit as a requirement for graduation. If a student withdraws from a course, that course will be considered for new hours at the time of re-enrollment. Failure to complete the curriculum within twenty-four (24) quarters from the date of admission will require that the student reapply for admission. The student will be subject to the standards of SCUSOMA in effect at the time of reapplication, and must progress through the curriculum as an entering student.

In addition to the hour requirements for satisfactory academic progress, a student must also maintain minimum quarter and cumulative grade point averages of 2.00. A student is placed on Academic Probation if the student's quarter grade point average falls below a 2.00 or if the cumulative grade point average falls below 2.00. If, at the end of the quarter on Academic Probation, the student does not raise the grade point averages to 2.00, then the student is brought up for Academic Review. A student is not allowed to receive any federal financial aid while on Academic Probation. A student who fails to be removed from Academic Probation by raising the grade point averages to above 2.00 is subject to counseling and may be required to audit courses for review purposes at the student's expense. Transfer students will be evaluated individually by the Academic Dean according to the above standards of academic progress.

The Academic Dean reviews the academic standing of each student at the end of the quarter. Special schedules are generated for students who deviate from the regular schedule. A student must complete twenty-four credit hours per academic year to progress to the next grade level and maintain INS eligibility if the student is under I-20 (foreign students).

TRANSFER CREDIT POLICIES

To request credit for previous coursework, a student must submit official documentation during the Admissions process. A \$50 Pre-enrollment Transfer Evaluation fee must accompany the request for transfer credit. After admission into the MSOMA Program, a \$50 Transfer Credit Processing fee is assessed to finalize the transfer of coursework into student records.

Transfer credit may be granted for coursework from another accredited oriental medicine curriculum, provided it is documented by official transcripts. Transfer courses must be equivalent to courses offered at SCUSOMA. Students must have received a grade of "C" (2.0 GPA) or higher in the coursework for it to be considered for transfer credit.

Transferable courses must have the same content as SCUSOMA courses for which transfer credit is being sought. The Academic Dean shall determine if this is the case.

Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

No more than 20% of graduate quarter units or equivalent in other units awarded by another institution may be transferred for credit toward Master's degree. An institution may accept transfer credit only from the institution of higher learning described in subsection.

Regardless of the conditions cited above, transfer students are required to complete one year of the program (45 didactic quarterly units) to graduate from SCUSOMA.

Coursework taken at another institution after admission to SCUSOMA is not transferable unless approved in advance in writing by the Academic Dean.

Students who have completed coursework at a non-accredited institution may request to take a challenge examination for the equivalent course at SCUSOMA for which credit is being sought. There is a \$100 charge for each challenge examination. A passing score of 70% is required per challenge exam. Only one challenge exam is permitted per subject.

Courses completed more than 10 years before the date of admission cannot be transferred unless the student currently works in a field relevant to the course.

Credits used to satisfy the minimum prerequisites for admission cannot be used for transfer credit.

All foreign transcripts utilized for initial admissions and/or transfer credits must be evaluated from an evaluation agency recognized by the United States Department of Education (DOE) prior to submission to SCUSOMA. SCUSOMA utilizes two recognized agencies:

International Education Research Foundation (IERF) Credentials Evaluation Service (www.ierf.org); and

World Education Service (WES) International intelligence Service (www.wes.org/ca).

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION" The transferability of credits you earn at SCUSOMA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the DEGREE you earn in SCUSOMA is also at the complete discretion of the institution to which you may seek to transfer. If the DEGREE that you earn at this institution is 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 SCUSOMA to determine if your DEGREE will transfer.

ATTENDANCE

Successful completion of the educational objectives at SCUSOMA requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion

extending beyond the scope of course texts and, for the MSOMA program, practical clinical experiences.

Each faculty member will establish his/her own policies and procedures dealing with tardiness and absenteeism and will publish these policies and procedures in course syllabi.

A student enrolled in a course is responsible for all course assignments or requirements that are due or given from the beginning of the course, regardless of whether the student is present or absent from scheduled classes. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed. For any students who are absence for more than three consecutive days will result an "incompletion" or an "F" for the course.

All attendance will be called by Student Services manager once daily, at the Beginning of the class.

Leave will be granted for required military duty for up to a maximum of two weeks annually, and it will be considered an excused absence.

Course credit will be given only if the student is present at least ninety percent (80%) of the time and completes the course with a passing grade. Should absences exceed ten percent (20%) of scheduled class time, the student will be dismissed from the course with a grade of "F." When excessive absences have occurred due to certain extenuating circumstances beyond the student's control, the student may submit a written request to the Academic Dean for reinstatement in the course. Such an appeal must include all documentation that verifies the reasons for the excessive absence. Upon review of this material, the Academic Dean may or may not reinstate the student in that course. The decision of the Academic Dean is final.

ADDING A COURSE

Courses may be added through the end of the first full calendar week of each quarter of the masters program. Thereafter, adding a course is not allowed.

Should a student request to add a course, the following steps are to be followed:

1. Obtain the appropriate form from the Registrar's Office.
2. Complete the form and obtain the necessary signatures.
3. Return the completed, signed form to the Registrar's Office.

A student adding a course is responsible for all course requirements from the beginning of the course.

When a student alters his/her schedule (i.e., adding or dropping a course), his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

DROPPING CLASSES

This policy applies to students enrolled in the MSOMA degree program.

A student may withdraw from a course through the end of the fifth week of the quarter. A course from which a student withdraws will appear on the student's transcript with a 'W.'

After the withdrawal deadline has passed, withdrawal is not allowed, and the student will remain enrolled in the course through the end of the quarter, unless the student withdraws from SCUSOMA completely.

Should a student find it necessary to withdraw from a course, the following steps are to be followed:

1. Obtain the appropriate form from the Office of the Registrar.
2. Complete the form and obtain the necessary signatures.
3. Return the completed, signed form to the Office of the Registrar.

A student pursuing the MSOMA degree may withdraw from a particular course only two times. Thereafter when a student enrolls in a course for the third time from which he/she has withdrawn previously, the student must remain enrolled in the course and receive a grade (other than "W"). If a student is withdrawn from a course by SCUSOMA or as a result of an error in registration or course schedule conflicts, then the grade will not be a "W." Complete withdrawal from SCUSOMA and a special permission from the Academic Dean modifies this policy.

When a student withdraws from a course, his/her future scholarship eligibility, anticipated graduation date, or ability to complete a degree program within the maximum time period allowed may be compromised.

WITHDRAWAL FROM THE MASTER'S PROGRAM

A student wishing to withdraw from SCUSOMA during a quarter must consult the Registrar prior to withdrawal, and must complete and return a Withdrawal form to the Office of the Registrar prior to departure. Signatures are required on SCUSOMA Withdrawal Form from the Office of the Registrar, the Academic Dean and the Dean of Administration.

These signatures will indicate that:

1. Counseling either has been offered or has occurred,
2. Withdrawal from SCUSOMA is in the best interest of the student,

3. The student has been made aware of any existing obligations, financial or otherwise, to the institution.

These signatures do not mean that the student is cleared of any outstanding obligations in these areas.

Completion of this process will insure that the student receives a 'W' (withdrawal) for all courses not yet completed. Failure to complete this process will result in the student receiving a grade of "F" in those courses.

When a student withdraws from SCUSOMA, his/her future scholarship eligibility, anticipated graduation date, or ability to complete a degree program within the required time frame will be affected.

A student who withdraws from SCUSOMA and subsequently wishes to return must apply in writing for re-admission and must receive approval prior to enrollment.

SCUSOMA may withdraw a student from SCUSOMA for reasons such as:

1. Failure to meet scheduled financial obligations,
2. Health related matters that prevent the student from meeting all course obligations,
3. Other reasons deemed appropriate by SCUSOMA.

A student may appeal forceful withdrawal by SCUSOMA in writing, with appropriate documentation,

A student may withdraw from or be withdrawn from SCUSOMA a maximum of two times. The third withdrawal will result in dismissal from the institution.

If a student believes extenuating circumstances were involved, the student may appeal the dismissal. The appeal must be submitted in writing, with appropriate documentation, to the Academic Dean. The appeal will be heard once, and the decision of the Committee is final.

INCOMPLETE COURSEWORK

An instructor may issue an "I" (incomplete) to a student at the end of a term if that student was performing at an acceptable level in the course, but due to extenuating circumstances was unable to complete all course requirements.

"Performing at an acceptable level" means performance at a passing level ("C" or better). Without a history of acceptable performance in a course, a student is not eligible to receive an "I."

"Extenuating circumstances" means exceptional situations that normally fall into medical, family, or emergency/accident categories. The student must provide prior communication and documentation (except in emergency situations) to the course instructor in a timely manner before consideration is given as to whether or not a circumstance is extenuating. In the absence of extenuating circumstances, a student is not eligible to receive an "I." Poor academic performance is not considered an extenuating circumstance.

A student receiving an "I" for a course must complete all course requirements by the deadline indicated in the Academic Calendar of the next term of enrollment, or the "I" will be changed automatically to a grade of "NC" and the entire course must be repeated, either that term or the next time the course is offered. Should this happen, and should the now failed course be a prerequisite to a course or courses in which the student is currently enrolled, the student will be dropped from that/those course(s).

A course instructor must submit a grade change form to the Office of the Registrar within forty-eight (48) hours of the time a student completes all course requirements to resolve an "I."

UNSATISFACTORY ACADEMIC PERFORMANCE

All required coursework must be completed with a grade of "C" or better. A student who fails to meet this grade requirement must repeat the failed course during the next quarter of enrollment. A student who fails a course is not allowed to enroll in any courses for which the failed course is a prerequisite.

A student who fails to pass the repeated course may re-enroll in SCUSOMA, but will only be allowed to enroll in the twice-failed course; no new hours will be allowed. Depending upon the individual circumstances, the Academic Dean may also allow the student to audit course/courses or retake other failed courses. A student who fails a course for the third time will be dismissed from SCUSOMA.

When a student fails a course, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

A course failure may be appealed if the student believes the grade was awarded in an erroneous, arbitrary, capricious, or discriminatory manner (see policy on Grade Appeals).

Dismissal may be appealed to the Academic Dean if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, by the end of the quarter in which the status was imposed. The appeal will be heard once, and the decision of the Committee is final.

Academic Dean reserves the right to establish the specific schedule of any student enrolled in SCUSOMA.

REPEATING A PASSED COURSE

A student requesting to re-enroll in a successfully passed course must petition the Registrar and the Academic Dean. The student must pay the regular tuition. The grade earned for the repeated course will be recorded accordingly in the quarter that the course is repeated, and the transcript will reflect that this is a repeated course. The original grade for the course and grade for the repeated course will both appear on the transcript. The cumulative grade point average will be calculated as in any other case.

ACADEMIC WARNINGS AND ACADEMIC PROBATION

A continuing student is placed on Academic Probation whenever his/her cumulative or quarter grade point average falls below 2.00. To remove Academic Probation status, a student must raise both his/her cumulative and quarter grade point averages to 2.00 or higher.

A student on Academic Probation who fails to raise both his/her cumulative and quarter grade point averages to 2.00 or higher at the end of the quarter on Academic Probation is given Academic Counseling.

A student given Academic Counseling who raises both his/her cumulative and quarter grade point averages to 2.00 or higher at the end of the quarter on Academic Probation is placed on Academic Probation for the next quarter of enrollment. A student on Academic Probation who fails to raise both his/her cumulative and quarter grade point averages to 2.00 or higher may be asked to repeat courses the following quarter for review purposes. The second suspension of a student from the institution for academic reasons results in the student being dismissed from SCUSOMA. A student suspended from the institution for academic reasons and subsequently re-admitted will enter on Academic Probation.

If a student believes there were extenuating circumstances that led to Academic Probation, Suspension, or Dismissal, the student may appeal his/her status to the Academic Dean. The appeal must be submitted in writing, with appropriate documentation, no later than the end of the first week of the quarter for which the status is imposed. The appeal will be heard once, and the decision of the Academic Dean is final.

If an appeal from Suspension is granted, the student may re-enroll for one quarter under Academic Probation. If the student fails again, he/she will be permanently dismissed.

SCUSOMA reserves the right to establish the specific schedule of any student enrolled in SCUSOMA.

SUSPENSION / DISMISSAL FROM SCUSOMA

A student failing to remove himself/herself from Academic Probation after Counseling will be suspended from SCUSOMA for one quarter. Academic Suspension is a one-quarter event.

A student who does any of the following will be dismissed from SCUSOMA and may not re-enroll in the program as either a continuing or new student:

1. Fails to remove himself/herself from Academic Probation a second time.
2. Fails the same course for the third time.
3. Withdraws or is withdrawn from SCUSOMA for the third time.

A student may appeal his/her dismissal to the Scholastic Regulations Committee if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, by the deadline indicated in the Academic Calendar in the quarter for which the status is imposed. The appeal will be heard once, and the decision of the Committee is final. If the appeal is approved, the Scholastic Regulations Committee may describe specific conditions that may be required for the student to complete prior to returning.

LEAVE OF ABSENCE FROM SCUSOMA

Leave of absence from SCUSOMA is defined as voluntary non-enrollment for one or more quarters, with the intention of subsequent re-enrollment. It is distinct from withdrawal from SCUSOMA, which may occur during a quarter.

A student on a leave of absence must apply in writing to the Academic Dean for re-admission and must receive approval prior to enrollment. If the student was in attendance at another university during the Leave of Absence, the Academic Dean will require an official transcript and letter of good standing from that institution before considering the student's request for re-admittance. The maximum period of time for each leave of absence for the MSOMA degree program is four consecutive quarters but no more than six quarters in total. A leave of absence beyond these limits will result in the loss of all academic credits accrued in the program, and an individual wishing to return to SCUSOMA must reapply for admission as a new student and must meet all admission requirements in effect at the time of application.

When a student takes a leave of absence from SCUSOMA, his/her future scholarship eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

RE-ADMISSION

Candidates for re-admission are those students not currently in continuous attendance but who were previously enrolled at SCUSOMA. These students must apply for re-admission.

If a student withdraws for only one quarter, past course credits will be included in the overall transcript without evaluation. If more than one quarter has passed since leaving school, the courses and the student's knowledge will have to be evaluated by the Academic Dean. A special schedule may be necessary.

ACADEMIC COUNSELING

All new students must go through an academic advisement meeting with the Program Director during their first quarter of study. In most cases, new students receive advising prior to commencing their studies. Students are also required to have academic advising appointments before starting internships and prior to graduation. These sessions are intended to ensure that students enroll in proper sequence of courses. Other issues covered are as follows: transfer credit, challenge exams, explanation of course content, matching student interests to particular electives, questions regarding the curriculum, comprehensive and board exams, and any other difficulties the student may be experiencing. Before registering for the next quarter, the admissions and the program director assigns all students for an 30 minute minimum of advising and counseling. It is important that the student is aware of student's academic standing and to know what courses to choose for next quarter. Students rely on admissions counselors to choose and recommend the best courses for their goals. All students are mandatory to show up physically for the counseling or else registration is not allowed.

GRADE APPEALS

A student is responsible for meeting the standards of academic performance established by SCUSOMA and the instructor for each course in which the student is enrolled. A student may appeal a grade only if it was allegedly awarded in an erroneous, arbitrary, capricious, or discriminatory manner. The burden of proof resides with the student.

Erroneous, arbitrary, capricious, or discriminatory grading is defined as:

1. Incorrectly evaluating, calculating, or recording an examination, assignment, or course grade
2. Assigning a grade on some basis other than performance of course assignments, examinations, or class attendance
3. Assigning a grade based on standards that are a significant departure from previously announced standards
4. Assigning a grade based on standards that differ from those used for other students in the course.

Disputes related to grades other than the final grade must be directed to the instructor of the course, whose decision is final. The following procedure is applicable to the final course grade only. Should a student wish to appeal a final course grade, the following procedures are to be followed:

1. The student must meet with the course instructor and attempt to resolve the issue. If the course instructor is part-time, the student may go directly to the instructor's immediate supervisor to resolve the matter, and the supervisor (Academic Dean) will communicate with the course instructor.

2. If the matter cannot be resolved with the course instructor to the satisfaction of the student, then a final written appeal may be directed to the instructor's immediate supervisor. This final written appeal must be submitted within five (5) business days of the beginning of the following quarter. The Academic Dean will hear the appeal, and his/her decision is final. This decision must be reached within one week following submission of the appeal to the supervisor.
3. It is the responsibility of the Academic Dean to notify the student and the course instructor in writing of his/her decision, and to submit all documents used in making the decision to the Office of the Registrar the day after the decision is reached. If a grade change is involved, the supervisor must also submit a grade change form to the Office of the Registrar the day after the decision is reached.

EXAMINATIONS

During the quarter, examinations are administered at the discretion of the individual instructor. Examinations may be written, oral, or practical. With the exception of a few courses, a final written examination, mid term, or practical examination maybe required of every student enrolled in a course.

Written and practical final examinations may only be administered at their scheduled times during finals week. An unexcused absence from a final examination will result in an "F" grade for that examination, and the instructor will award a course grade accordingly.

MAKE-UP EXAMINATIONS

A make-up examination is defined as an examination administered subsequent to the scheduled time because the student failed to take the examination at the scheduled time. Make-up examinations are reserved only for those students with documented emergencies that prevent the student from taking a scheduled examination. The documented emergency must be verifiable. Formats of make-up examinations are not required to be identical to the regularly scheduled examination. The content and format of the make-up examinations are left up to the faculty member's discretion. A make-up exam fee of \$50.00 will be assessed in addition to the student's final examination grade being dropped by one full grade or 10% of the equivalent.

RETAKE EXAMINATIONS

Retake examinations are defined as examinations offered to eligible students who have failed a course as a result of a failing final examination grade. A student may not take a retake examination and a make-up final examination in the same course in the same quarter.

The retake examination may only be taken if the student's grade in the course immediately prior to taking the final examination is a "C-" or better. The student must earn a minimum score of 70% on the retake examination in order to pass the examination. Failure to achieve this score will result in the student being required to repeat the failed course. The maximum grade

the student may earn in the course if the retake examination is passed is a "C." A student may only retake a maximum of three exams per term. The retake examination will be partially or substantially different than the original final examination.

Retake examinations will be given only once, on a date, time, and place to be determined by SCUSOMA, which may include breaks, weekends, holidays, etc.

CLINICAL EDUCATION POLICIES

A. ATTENDANCE AND SCHEDULE

Attendance and punctuality is essential to keeping a good relationship with the patients. Any inconveniences should immediately be reported to the Clinic Supervisor and the office.

1. The clinic hours are from 9:00 AM to 6:00 PM.
2. It is suggested that interns come early to check that day's activities.
3. Meetings are held at 9:15 AM and 2:15 PM.
4. If an intern arrives 15 to 30 minutes after the meeting starts, a "30 minutes late note" will be placed in the student's file. Arriving late (one hour or more) will result his or her and her clinic shift a "forfeit" for that day. In case of an emergency, on notice and clearance by the Clinic Supervisor or Clinic Director, an intern may leave the clinic before the end of the day.
5. If clinical hours are not completed during the course, make-up hours in one-hour increments can be arranged during vacation time following the end of quarter. Previous written authorization should be approved before making up hours.
6. Any infraction in recording clinic internship hours is a serious matter and will not be tolerated at Southern California University Clinic. Any intern caught punching another intern's time card or not punching out their card upon leaving the clinic will be brought before a Council Meeting for proper disciplinary action.
7. No handwriting in the time cards will be recognized unless approved by the Clinic Supervisor.
8. Before leaving the clinic, all-time cards must be signed by the Clinic Supervisor. Past time cards will not be recognized without the Clinic Supervisor's signature.
9. Lunch times should be recorded on the card but will not be counted as clinical time.
10. The clinic office will count only the properly recorded hours and compare those with the patient's chart.
11. Clinical credits are only awarded as clinic hours and not as academic hours.
12. Clinic Orientation is a mandatory meeting and is considered as part of clinical training (10 hours).

All clinical hours are granted after registration, and any hours before or after clinic assistance will not be counted.

B. CODE OF CONDUCT

The following shall be considered but not limited to, serious violations of accepted standards for intern behavior:

Unbecoming, improper or unprofessional conduct while on duty, including the use of or residual effects of alcohol, illegal drugs and the making of false or misleading statements to a patient or attempts to treat or make statements of cure for venereal disease, cancer or sexual malfunction; injury of a patient during any procedure removal of a patient file from the clinic or any illegal act, theft, or willful destruction of University property; falsification of clinical records, whether patient or intern records or requirements, including signing in for another intern; falsification of a Supervisor's signature; refusal to treat or otherwise provide assistance to any patient; the use of unauthorized procedures or technique or therapy; moral turpitude; presentation of an intern as a licensed acupuncturist; or persistent violation of SCUSOMA clinic dress code.

1. Dress Code:

Interns will conform to a standard outfit to assure that both the individual and the clinics have at all times a professional appearance. All interns shall obtain and wear a long sleeve and knee length white clinic coat, which is to be worn properly buttoned or zipped at all times while in the clinic, whether on or off clinic duty. The white clinic lab coat should be cleaned as needed to reflect a professional look. Male interns shall wear slacks or suit trousers with a dress shirt and tie tied in place; female interns shall wear slacks and blouses with conservative necklines. All interns shall be expected to wear dress shoes with proper socks. Sandals, and loafers will be prohibited.

2. Grooming:

Interns will display good habits of grooming and personal hygiene at all times. Clinic clothing shall be kept clean and pressed; jewelry shall be minimal; use of cologne or perfume is discouraged because of potential allergic reaction by the patient(s).

3. Presentation

No intern will represent himself or herself inside and outside the Campus as a Doctor of Acupuncture or a Licensed Acupuncturist, either verbally or on professional cards. Further, the Article 5, Section 1399.456 of the Standards of Practice in the Laws and Regulations Relating to the Practice of Acupuncture mandate the following statements:

Under existing law, CCR Section 1399.456, licensed acupuncturists who have obtained a doctorate degree issued from a school not approved by the California Bureau of Private Postsecondary and Vocational Education and the Acupuncture Board, cannot advertise or use the title "Doctor of Oriental Medicine" or "O.M.D." An opinion from Legislative Counsel dated August 24, 1999, #21895, stated that the first paragraph of Section 1399.456 would be declared invalid by a court as violating the equal protection clauses of the U.S. and California Constitutions (for treating

those whose doctorate degrees are from out-of-state differently than those who are similarly situated/qualified but whose doctorate degrees are from California Institutions). The proposed regulatory change would amend this section to allow licensed acupuncturists who have obtained their doctorate degree from an accredited, approved or authorized educational institution outside of California to use the title Doctor of Oriental Medicine.

4. Conversation:

Interns will keep their voices lowered at all times while in the clinic, in consideration of other interns and their patients. Loitering in clinic halls or on stairways is discouraged. The intern room shall be available to interns as a place for study and not for recreation. Interns shall be expected to assist in keeping the room clean and orderly. All clinic personnel shall share responsibility for the appearance and cleanliness of the clinics. Each intern shall be responsible for straightening up any areas, which they have used, including examination rooms, treatment booths, and any devices or equipment.

5. Compliance with OSHA Regulation

All interns and Clinic personnel shall comply with all the Rules, Regulations and Procedures established by OSHA for the safety of patients, interns, employees and visitors, if any. The OSHA rules, regulations and procedures can include, but are not limited to, the following:

- Full compliance with the SCUSOMA dress code and in particularly to the wearing of clean lab coat and closed shoes (no open-toed or clog type shoes).
- Full compliance with OSHA Procedures for Safety Issues with Special Techniques, the use of disinfectants, and proper hand washing.
- Full compliance with OSHA Procedures for the disposal of infectious waste and the disposal of Acupuncture needles after treatments in the "Sharp Containers" (the Bio Hazardous bags or containers). Used Acupuncture needles cannot be disposed in trashcans or left on the table(s) or treatment room floors.
- Full compliance with OSHA Procedures for cleaning up a needle spill.
- Full compliance with OSHA Procedure for the disposal of used cotton balls in the trashcan or Biohazard bag.
- Full compliance with OSHA Procedure for the disposal of used gloves in the trashcan or Biohazard bag.
- Be knowledgeable and competent in the management of accidents to include the management of inadvertent injury to important organs, the handling of emergency and first aid. In dealing with any emergency, the intern must see the Clinic Supervisor at once and fill out an incident report, if needed. Further, all interns must be proficient in handling all emergency matters.

The SCU interns, under any circumstances, are not allowed to treat students, other interns, friends or relatives without following the proper clinical procedures established above and found in the SCUSOMA Clinic Intern Training Manual.

6. Disciplinary Action

Violations of the clinic Code of Conduct, as outlined in the previous section, will result proper disciplinary measures, including a note on the intern's permanent records and possible suspension from clinic or dismissal from SCUSOMA. The Clinic Director will have the authority to suspend or dismiss any intern who has engaged in any activity that can be considered damaging to SCUSOMA Clinic program. The Academic Dean or Dean of Administration will mail notice of official action to the intern. Lesser infractions of policy will be handled by the Clinic Supervisor. The above sanction will be carried out according to procedures in SCUSOMA Catalog, under the section, *Sanction*.

“A decision to place a student on probation, suspension, or dismissal is determined by a Hearing Committee in matters of repeated cheating or plagiarism or matters of serious violations in student conduct. If a student believes that he or she has been wrongfully charged or penalized, the student may appeal the decision to the Student Conduct Appeals Committee.”

C. OTHER RULES

If there are no patients during clinic hours, we strongly recommend interns to use the time to review previous charts or ask questions on patient management to their Clinical Supervisor. Any discussions with the Clinic Supervisor should take place in the intern room or at an empty clinic station and keep the front desk area and hallway clear for patient traffic.

- (a) All interns' "ins and outs" from clinic should be recorded on an individual time card.
- (b) At the end of each day, the Clinical Supervisor should sign all cards.
- (c) The Clinical Director or supervisor should validate any written time cards.
- (d) Mealtimes (lunch or dinner) should be recorded and will not be added to clinical hours.
- (e) The Clinic Office will compare patient's chart with time cards to sum up all hours.
- (f) Time cards are personal and any third-party involvement will cause disciplinary actions.
- (g) Credit is granted for real clinic time and students should watch their schedule to avoid overlap with academics.
- (h) Orientation is mandatory and is included in clinic hours.

More details are written in the Clinic Training Handbook.

GRADUATION REQUIREMENTS

SCUSOMA confers the degree Master of Science in Oriental Medicine and Acupuncture upon individuals who meet the following requirements:

- A minimum of two calendar years (eight quarters) of attendance at SCUSOMA (SCU-SOMA)
- Completion of the two calendar years (twenty-four months) of enrollment at SCU-SOMA.
- Satisfactory completion of all courses and hours required by SCU-SOMA.

- Satisfactory completion of all clinical requirements, including quantitative and clinical hours, as stated in the Clinic Training Manual.
- A minimum cumulative grade point average of 2.00.
- Recommendation for graduation by the MSOMA program faculty.
- Completion of University exit interviews and participation in commencement exercises.
- Completion within a six-calendar year period. A student must graduate no later than six calendar years after matriculation into the program. Transfer students must meet this requirement within an equivalent time frame, deducting the previous academic credit accepted.
- Complete payment of all balances to SCUSOMA. (Official transcripts and the diploma will not be released until this occurs.)

Eligibility to participate in all commencement activities related to degree programs requires that a student be officially registered for all final coursework needed for completion of that degree by the last day of registration for the respective term.

TUITION, FEES AND EXPENSES

In addition to maintaining an appropriate academic record, each student is expected to be financially responsible to SCUSOMA in order to remain in good standing.

Tuition must be paid minimum of 1/3 before a student is classified as registered. After the ten day of class, a penalty will be assessed for all payments of tuition and fees, unless an authorized deferment has been made by the Dean of Administration.

Hours and Credits: A clock hour is defined as fifty (50) minutes of attendance in a course. A clock hour is equivalent to a contact hour. Clock hours are monitored because the State of California specify clock or contact hours, rather than credit units as a licensure requirement which is 3,000 hours starting 2005. The credit unit is monitored because it is the standard unit of measurement for educational experience within the educational community. In detail, students receive 10 hours per credit/unit for didactic training and 20 hours for clinical practice. Student will complete a total of 3380 hours (240 quarter units/2400 clock hours for classroom instruction courses and 49 quarter units/980 clock hours for internships, which are required for graduation from the program.

The following tuition and fees are set effective the date of this publication. SCUSOMA reserves the right to alter tuition or fees and the regulations governing them as deemed necessary and without notice.

Items	Fees
Application for admission	\$100.00
Registration Fees	\$55.00
Late Registration	\$35.00
Student Association Quarterly Fees (Optional)	\$20.00

Late Tuition Payment	\$35.00
Student Identification Card (per card)	\$10.00
Returned Check Fee	\$35.00
Herb Sample Fee (x4)	\$45.00
Documents	\$10.00
Official Transcripts	\$10.00
Unofficial Transcript	\$5.00
Certificate of Attendance	\$10.00
Student Records	10 cents <i>per page</i>
Tuition and Academic Fees	
Didactic Courses (Classroom Instruction)	\$115.00 <i>Quarter</i>
Clinical Training Courses (Internship)	\$8.00 <i>per Hour</i>
Audit Course	\$60.00 <i>per unit</i>
Foreign Student Application (F-1 Visa Student)	\$200.00
Mal Practice Insurance for Observers and Interns	\$60.00 <i>per Quarter</i>
(Subject to change as insurance carrier rates change)	\$10.00 <i>per payment</i>
Pre-Enrollment Transfer Evaluation fee	\$50.00
Transfer Credit Processing fee	\$50.00
STRF (if applicable)	As required by BPPE
2 nd or 3 rd time Add and Drop (<i>1st time free</i>)	\$10.00 <i>per course</i>

Examination Fees	Fees
Challenge Examination per course	\$100.00 (<i>plus regular tuition rate</i>)
Intern Level Examination per level (3x)	\$ 25.00
Final Comprehensive / Graduation Examination	\$150.00
FC/GE make-up examination	\$ 50.00
Retake examination	\$ 50.00

Graduation Fee	Fees
Cap and Gown	\$350.00
(include transcripts to CAB, NCCAOM and Diploma) <i>no ceremony</i>	\$250.00

All University Fees are subject to change without notice.

TUITION PAYMENT PLANS

A student may make payment arrangements with the Registrar. Tuition may be paid in installments. All fees must be paid at the time of the first tuition installment. A processing fee of \$10 per payment will be charged. Installment payments must be made according to the following schedule:

1st Payment: Due at registration of classes

2nd Payment: Due at the beginning of the 1st week of the quarter

3rd Payment: Due at the beginning of the 5th week of the quarter

REFUND POLICY

Students must notify the Office of the Registrar if they intend to withdraw from selected courses or from SCUSOMA.

If at the time of withdrawal the student's payments for the quarter exceed the amount of liability, the funds will be returned to the source according to regulations. If the student's payments are less than the liability, the balance will be due and payable as of that date.

<u>Percentage of Course Completed</u>	<u>Tuition Refund</u>
10%	90%
20%	80%
30%	70%
60%	40%
61% or greater	no refund

All students shall have the right to cancel their enrollment agreement and obtain a refund of charges through the first class session, or the 7th day after enrollment, whichever is later. After the cancellation period, all students are entitled to a pro-rata refund through up to 60% of the period of attendance.

CANCELLATION POLICY

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Admissions Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of all funds paid for tuition charges to students who have completed 60 percent or less of the period

of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to: SCUSOMA 1541 Wilshire Blvd. 3rd Fl Los Angeles, CA 90017.

BUYER'S RIGHT TO CANCEL

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. An institution shall transmit all of the lesson and other materials to the student if the student [A] fully paid for the educational program; and [b] after having received the first lesson and initial materials, requests in writing that all of the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational service it agreed to provide such responses to student inquiries, student and faculty interaction and evaluation and comment on lessons submitted by the student but shall not be obligated to pay an refund after all of the lessons and material are transmitted.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND ("STRF")

California law requires that upon enrollment, a fee be assessed to the cost of tuition (Education Code Section 94343). This fee is included in the tuition at SCUSOMA. The fee supports the Student Tuition Recovery Fund ("STRF"). STRF is a special fund created by the California

Legislature to refund students who might otherwise experience a financial loss as a result of untimely school closure. SCUSOMA participation in STRF is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records showing the percentage of the course which has been completed. Such records would support a claim for refund from the STRF. Claims for refund from the STRF must be filed within 60 days following school closure. For further information or instructions, please contact Bureau for Private Postsecondary and Vocational Education (“BPPVE”):

BPPE

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

STRF fee is a non-refundable fee.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

California law requires that upon enrollment, a fee be assessed to the cost of tuition (Education Code Section 94343). This fee is included in the tuition at Southern California University. The fee supports the Student Tuition Recovery Fund (STRF). A special fund set up by the California Legislature to refund students who might otherwise experience a financial loss as a result of untimely school closure. SCUSOMA participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which show the percentage of the course which has been completed. Such records would support a claim for refund from the STRF, which to be considered must be filed within 60 days following school closure. For further information or instructions, contact: Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814. (916) 445-3427

BPPE

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

STRF fee is a non-refundable fee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act ("FERPA") of 1974, as amended (the "Act"), is a federal law which requires that (a) a written institutional policy must be established; and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the Catalog to currently enrolled students. SCUSOMA will maintain the confidentiality of educational records in accordance with the Act and will accord all the rights under the Act to eligible students who are or have been in attendance at SCUSOMA.

The Act affords students certain rights with respect to their educational records. They are:

- The right to inspect and review their educational records;
- The right to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights;
- The right to consent to disclosures of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent;
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act; and
- The right to obtain a copy of SCUSOMA educational records policy, which is available to students from the Office of the Registrar.

Students wishing to review their records may do so by scheduling an appointment with the Registrar to ensure that the Registrar is present as this is the sole responsibility of the Office of the Registrar. Students wishing to receive copies of their student records may do so by submitting a completed student records request form located at the Registrars' Office. The Registrar will notify the student of the total copy fee (10 cents per page). Once the fee has been paid the student will receive copies within 45 days from the submission date.

RESERVATION OF RIGHTS

SCUSOMA reserves the right to change any of its policies, including adjusting tuition and fee schedules, without notice. SCUSOMA further reserves the right to refuse admission to any applicant at the discretion of the President or the Deans, and to disqualify, suspend, or exclude any student at the discretion of the President or the Deans.

This policy updates and changes to the catalog are posted on bulletin boards throughout the campus. Where conflict exists between any of these sources, the most recent rule, regulation or policy will be upheld.

MAINTENANCE OF RECORDS

SCUSOMA maintains all student academic and financial records including transcripts for a minimum period of five years.

ACADEMIC FREEDOM GUARANTEE

All faculty members are allowed free expression in their writing, speaking, teaching, and their personal opinions so long as they do not violate any academic, institutional or legal regulations. Faculty members are entitled to full freedom in research and in publishing within their fields of academic competence. Faculty members are free as individuals and as citizens to speak and write about all academic matters, whether they are directly related to the subjects they teach or not. Students are also free to learn and to take their own academic positions.

Faculty members are responsible for safeguarding the academic freedom of their students. Faculty should encourage free inquiry of controversial issues and present alternative viewpoints while refraining from undue influence of the process of learning. Faculty should foster open and constructive forum for discussion by taking dissenting student opinions seriously.

CANCELLATION POLICY

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Admissions Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to: SCUSOMA 1541 Wilshire Blvd. 3rd Fl Los Angeles, CA 90017.

"BUYER'S RIGHT TO CANCEL"

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. An institution shall transmit all of the lesson and other materials to the student if the student [A] fully paid for the educational program; and [b] after having received the first lesson and initial materials, requests in writing that all of the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational service it agreed to provide such responses to student inquiries, student and faculty interaction and evaluation and comment on lessons submitted by the student but shall not be obligated to pay an refund after all of the lessons and material are transmitted.

DIRECTORY INFORMATION

At its discretion, SCUSOMA may disclose, publish, or provide directory information concerning a student without consent or a record of disclosure. Directory information may include: a student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, class schedule, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may request that SCUSOMA withhold directory information by notifying the Office of the Registrar in writing

during the normal registration period of each quarter. All written requests for non-disclosure will be honored by SCUSOMA for only one (1) quarter, therefore, request to withhold directory information must be filed during each quarter of attendance. Alumni may also request non-disclosure of directory information concerning them at any time. Unlike the current student requests, alumni requested will be honored indefinitely.

STUDENT ACTIVITIES AND SERVICES

The Dean of Administration is responsible for student affairs and services. The Dean of Administration's office is open to address of student needs and concerns. The Academic Dean, the Registrar, and the Dean of Administration will provide orientation to new students.

ACADEMIC COUNSELING

All new students must go through an academic advisement meeting with the Program Director during their first quarter of study. In most cases, new students receive advising prior to commencing their studies. Students are also required to have academic advising appointments before starting internships and prior to graduation. These sessions are intended to ensure that students enroll in proper sequence of courses. Other issues covered are as follows: transfer credit, challenge exams, explanation of course content, matching student interests to particular electives, questions regarding the curriculum, comprehensive and board exams, and any other difficulties the student may be experiencing. Before registering for the next quarter, the admissions and the program director assigns all students for an 30 minute minimum of advising and counseling. It is important that the student is aware of student's academic standing and to know what courses to choose for next quarter. Students rely on admissions counselors to choose and recommend the best courses for their goals. All students are mandatory to show up physically for the counseling or else registration is not allowed.

INTERNATIONAL STUDENT ADVISING

International Student Advising is provided by the International Student Advisor so that an I-20 can be issued to a student to obtain an F-1 student visa. The advisor routinely processes required annual ICE reports to certify satisfactory completion of foreign students in the program.

CAREER SERVICES

In order to assist students, the University provides job placement assistance within the University and through its network affiliations with clinics, business, and healthcare related companies. Also, assistance in the preparation of the resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities.

These services are provided at no cost to the student. The University, however, does not guarantee employment or a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

HOUSING SERVICES

SCUSOMA does not own any apartment properties or holds any special housing programs. Because we are located near downtown Los Angeles and also close to Korea town, we can recommend private apartments and special programs nearby the University.

TRANSPORTATION

Public bus transportation as well as Metro Redline is available with stops located close to the campus. SCUSOMA does not provide any transportation services.

JOB PLACEMENT ASSISTANCE

We do keep a bulletin board of job opportunities as they become available. Every year, students are required to take job opportunity workshops to begin preparing for their employments.

STUDY GROUPS

SCUSOMA encourages students to form study groups for learning purposes. SCUSOMA makes the campus available for this purpose. Classrooms are open to students for study group use on weekdays and all day on Saturdays.

STUDENT RIGHT -TO-KNOW AND CAMPUS SECURITY ACT

Since September of 1991, SCUSOMA has been collecting data for reports required to be in conformity with the Student Right - To- Know and Campus Security Act. As the reports are published, copies will be distributed annually to current students and employees, and to prospective students and employees upon request.

SAFETY AND SECURITY ON CAMPUS

SCUSOMA maintains a safe environment, monitored by the Building Safety Committee. This group develops appropriate safety and security policies, addresses the annual reporting requirements of the Student Right - To-Know and Campus Security Act of 1991, and identifies and promotes programs encouraging crime prevention and personal safety

Policies and procedures regarding campus safety, the reporting of crimes and emergencies, etc., are listed below. Anyone wishing to make suggestions, recommendations, or comments regarding safety or security issues may contact any member of the Building Safety Committee.

CRIME/EMERGENCY REPORTING PROCEDURES

All faculty, staff, administrators, and students on campus must familiarize themselves with the following procedures through such avenues as the Faculty Handbook, Employee Handbook, Student Handbook, bulletin board notices, and other methods as are effective

All of the following incidents occurring on campus, or under the jurisdiction of SCUSOMA, must be reported according to the procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular), and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main front desk, which will function as the primary referral source for all types of incidents. Campus Incident Report Forms will be distributed, as needed, from the front desk and, upon completion, will be returned to the appropriate administrator for action.
2. Emergency situations that require immediate action will be referred to the Dean of Administration. This person will make a determination whether off-campus assistance will be necessary (i.e. local law enforcement, fire department, ambulance). Incidents first requiring outside agency responses must also be reported through the campus report procedure outlined here by completing an Incident Report Form. Emergencies of a health-threatening nature should be referred to the Health Center immediately.
3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Dean of Administration, who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the Assistant to the President, and 3) internal disciplinary action taken and/or referral made to the outside agency for action.

PARKING

Parking is available for students in public areas adjacent to the campus for a monthly fee. Student parking in campus lots is available on a first- come, first -serve basis. SCUSOMA does not assume care, custody or control of vehicles or their contents and is not responsible for fire, theft, damage, or loss.

All University parking lots are monitored on a full-time daily basis between the hours of 8 a.m. and 10 p.m., Monday through Friday. Do not leave your vehicle after 10 p.m.

All students and staff who wish to pay for a parking space must register their vehicle with the parking tenant in the parking lot structure below to obtain a valid parking permit for the timed that the student have paid. Every person parking on campus is required to have a valid parking permit in order to park or your vehicle may be towed.

A permit is issued for each vehicle registered. The sticker must be placed on the upper left front window of your vehicle.

Parking is restricted to passenger vehicles only; school buses or large trucks are not permitted on campus.

CONDUCT AND DISCIPLINE

All enrolled students of SCUSOMA are expected to possess maturity, intelligence, and concern for the rights of others, and to adhere to the highest professional, ethical, and personal standards of conduct.

SCUSOMA has the right and responsibility to determine the appropriateness of student behavior. Students are expected to abide by the following Standards of Student Conduct written in the Catalog. Departure from SCUSOMA prescribed Standards of Student Conduct will form the basis of disciplinary action. SCUSOMA reserves the right to interpret what is or is not in violation of these Standards. Students are also expected to abide by all federal, state, and local laws and regulations. Suspected violations of those laws will be referred to appropriate outside agencies for disposition.

We appreciate the time you have taken to review these policies and procedures. They have been written to provide a safe and comfortable learning environment for the entire SCUSOMA community. If you have further questions please see the nearest administrator.

Welcome to SCUSOMA!

