California University

SILICON VALLEY

STUDENT HANDBOOK 2026

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Part I – Institutional Information

Message from the President

I welcome you to CUSV and I look forward to becoming more acquainted with each of you as you go forward in your education and training to be outstanding Acupuncture and Oriental Medical healthcare providers. Along with faculty and staff, you are regarded as valued members of CUSV. We will strive to challenge and inspire you to do your best academic and clinical work and thereby to produce the skills and competencies required to be highly successful in the world of clinical practice upon graduation. The guidelines contained in this Handbook are designed to maximize your learning experience at CUSV. You will find that it contains information that will be critical in your experience as the official document that defines CUSV's policies and procedures.

As CUSV grows, changes and new policies may be adopted and implemented. And as we grow you will have the opportunity to be a part of the process. If you have any questions or suggestions, please do not hesitate to contact me. It is my earnest desire that your study at CUSV be effective, challenging and rewarding.

Philip Yang, OMD. L.Ac.

President

Institutional Mission and Educational Objectives

Institutional Mission

The mission (statement of purpose) of California University – Silicon Valley (CUSV) is to provide a comprehensive curriculum in Acupuncture and Oriental Medicine ("AOM") while preserving the wisdom of Traditional Chinese Medicine and maintaining the highest standards of education and ethical behavior.

Purpose Statement of MAcCHM

The purpose of CUSV'S Master of Acupuncture with a Chinese herbal medicine specialization program is to train students to become AOM professionals, with the ability to practice as independent health care providers in a variety of settings.

Program Goals/Objectives of MAcCHM

The educational goals/objectives of CUSV's Master of Acupuncture with a Chinese herbal medicine specialization program are:

1. To master Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies;
2. To master the required knowledge in herbs, formulas, and the application of Oriental herbal therapy;
3. To master the required knowledge in biomedicine and Western medicine diagnosis;
4. To master the required knowledge in counseling, communication, ethics, and practice management;
5. To exercise appropriate clinical judgment with regard to patient assessment, diagnosis and decisions respecting therapeutic modalities, and prognosis.
6. To meet the requirements of the California Board of Acupuncture and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) including the ability to pass the State and national acupuncture and herbal certification examinations;
7. To demonstrate compassion for patients, and a passion to serve the community and public.

Purpose Statement of DAcCHM

The purpose of CUSV's Doctor of Acupuncture with a Chinese Herbal Medicine Specialization program (DAcCHM) is to cultivate students to acquire the necessary competencies for qualified acupuncturists and herbalists, instructors, and researchers in the field of acupuncture and Chinese herbal medicine.

Program Goals/Objectives of DAcCHM

The educational objectives/goals of CUSV'S Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) are:

1. Mastery of Oriental Medicine:
   Equip students with advanced knowledge of Oriental medical theory, diagnosis, and treatment techniques in acupuncture and related studies.
2. Herbal Medicine Expertise:
   Foster comprehensive understanding of Oriental herbal therapy, including the knowledge and application of herbs and formulas.
3. Integration of Biomedicine:
   Provide students with essential knowledge of biomedicine and Western medical diagnostics to enable integrative and collaborative care.
4. Ethical and Professional Skills:
   Develop students' proficiency in counseling, communication, ethics, and practice management, essential for effective and professional healthcare delivery.
5. Clinical Judgment and Decision-Making:
   Strengthen students' ability to exercise sound clinical judgment in patient assessment, diagnosis, therapeutic decisions, and prognosis.
6. Certification Readiness:
   Prepare students to meet the requirements of the California Board of Acupuncture and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM), including successful completion of state and national certification examinations.
7. Community Service and Compassion:
   Cultivate a compassionate attitude toward patient care and inspire a commitment to serving the community and public health needs.
8. Specialty Area Mastery:
   Advance students' knowledge and skills in specialized areas such as encephalopathy therapeutics, epidemic diseases, and pain treatment, ensuring their competence in addressing complex conditions.
9. Research and Scholarship:
   Enable students to conduct research and utilize scientific and scholarly literature to enhance professional practice and contribute to the field of Acupuncture and Oriental Medicine.
10. Core Education and Clinical Training:
    Provide a robust education in core didactic and clinical areas, with a focus on clinical assessment, diagnosis, intervention, and treatment planning.
11. Collaborative Practice:
    Enhance students' ability to engage in interdisciplinary collaborations with acupuncture practitioners and other healthcare professionals for comprehensive patient care.
12. Critical Thinking and Knowledge Synthesis:
    Develop students' critical thinking skills and their ability to synthesize knowledge, apply research findings, and integrate scientific evidence into their professional practice.

These objectives collectively ensure that graduates of the DAcCHM program are highly skilled, ethical, and compassionate practitioners equipped to lead in the field of Acupuncture and herbal medicine.

Introduction to California University – Silicon Valley

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, veteran status, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admissions, financial assistance, and employment policies of the University, as well as access to and treatment in University programs, activities and facilities. Students may file a grievance of any action which they believe discriminates against them on any of the foregoing grounds.

Location and Campus Facilities

CUSV is located in Sunnyvale, California. Sunnyvale has a mild, temperate climate and, as can be inferred from the name, is quite bright even on overcast days. Average daytime summer temperatures hover between 85° F (29° C) and 95° F (35° C), and during the winter, average daytime temperatures rarely go below 45° F (7° C). The City of Sunnyvale ranked the fifth-safest city in America in its population group of 100,000 to 499,999 in the 11th annual Morgan Quitno Safest Cities in America awards. The campus setting is serene and quiet, only a few blocks away south of the north-southbound highway 101's exit at Lawrence Expressway.

Campus Facilities

The facility is a two-story building, totals 17,500 sqf. with ten teaching clinic rooms, four big and medium classrooms, a large Auditorium (CUSV Science Center), conference room, and six well-lighted, comfortable and spacious classrooms with white boards. In addition, each room is equipped with acupuncture manikins and class related posters. Wi-Fi is accessible all over the Campus.

The Campus is well landscaped with tall palm trees, lawns and plum trees. The enjoyable views please one's spirit, also brings fresh icons to rejuvenate the body. Standing in the campus, facing the building, looking up the top, you will be enchanted with the colorful scenery with the blue sky as background, brightened with California sunshine.

Parking

The university has more than ample parking spaces with no charge to students. Most parts are shaded by tall pine and plum trees. Handicapped spaces and ramps are also available.

Institutional Governance

Major reorganization of any unit shall be approved by the Board of Directors. All others shall be approved by the president.

Governance Structure

BOARD OF DIRECTORS

Board Chair:

Ratinder Ahuja

Ph.D. of Computer Engineering. CEO Shield X Networks Inc.

Board Members:

Philip Yang
Doctor of Oriental Medicine. L.Ac., President of CUSV.
Louis Tang
MBA in finance, Senior vice president of CTBC Bank.
Brent Solvason
Doctor of Philosophy in Cellular and Molecular Biology Program, Department of Microbiology, University of Alabama at Birmingham, Birmingham AL.
Hao Liu
Doctor of Oriental Medicine, L.Ac.
Peiju Chang
Doctor of Education in Educational Leadership, specialized in Language Acquisition and Teaching Pedagogy, California. Associate Professor in Chinese Department
Yang Michelle Sun
MD, Senior Primary Care physician of Kaiser Permanente, CA. Associate Clinical Professor of School of Medicine, Drexel University

Administrative Leadership

The chief administrative officer of California University – Silicon Valley is the President. He is responsible to the Board of Directors for the implementation of board decisions and actions.

KEY MEMBERS OF ADMINISTRATIVE STAFF
Philip Yang
President, Doctor of Oriental Medicine. L.Ac.
Cynthia Ma
Academic Dean, Doctor of Education
Ivie Chen
Director of Administrative Affairs, Master of Art in Education

KEY MEMBERS OF ACADEMIC LEADERSHIP
Philip Yang
President, Doctor of Oriental Medicine. L.Ac.
Cynthia Ma
Academic Dean, Doctor of Education
Xingquan Dai
Clinic Director, Doctor of Oriental Medicine, L.Ac.

Contact Information

California University – Silicon Valley
441 De Guigne Dr, Sunnyvale, CA 94085
Tel: 408-532-5567
Fax: 408-733-3610
info@cusv.us
www.cusv.us

Part II – Academic Programs

Academic Programs Overview

Master of Acupuncture with Chinese Herbal Medicine (MAcCHM)

California University – Silicon Valley (CUSV) Master of Acupuncture with a Chinese herbal medicine specialization degree program (MAcCHM) consists of 2,145 didactic clock-hours (143 semester units) of academic course work and 960 clock-hours (32 semester credits) of clinical internship at the University's Intern Clinic totaling 3,105 clock-hours (175 semester credits).

Course work of CUSV's MAcCHM program includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, Tui Na (traditional Chinese massage therapy), and practice management & ethical practices, and clinical internship. More specifically, CUSV's academic program consists of the following:

(a) 1,311 Hours clock hours of instruction in Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies including 450 clock hours of instruction in didactic Oriental herbal studies.
(b) 960 clock hours of instruction in integrated acupuncture and herbal clinical training, including at least 150 hours in clinical observation and 810 clock hours of instruction in clinical internship.
(c) 540 clock hours of instruction in biomedical clinical sciences.
(d) 100 clock hours of instruction in counseling, communication, ethics, and practice management.

The entire program is conducted in residence at the university's instructional facility and Intern Clinic.

Doctor of Acupuncture with Chinese Herbal Medicine (DAcCHM)

CUSV offers the program of Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM). This program contains all of the master's competencies with additional doctoral level work. This program builds on the MAcCHM program with additional courses in Radiology and Laboratory Testing, Acupuncture and Moxibustion Techniques, TCM Science of Epidemic Diseases, Treatment of Pain with TCM, courses in Encephalopathy including Anatomy of the Human Brain, TCM Encephalopathy, and TCM Encephalopathy Therapeutics, Doctoral Research Project I, and Doctoral Research Project II, and Advanced Practice.

The program of DAcCHM consists of 200 Units/3555 hours including 2445 didactic clock hours (163 semester units) of academic course work and 1110 clock hours (37 semester credits) of clinical training.

For didactic courses, one unit is earned by performing one hour of in class work per one semester, and an additional two hours of out of class preparation and review are required for each hour of lecture/one unit of credit. For clinical courses, one unit is earned by performing fifteen hours of clinical training per one academic term.

Assessment instruments in curriculum courses may include written and/or practical quizzes, exams, midterms and/or final examinations, presentations, case studies, and/or written research papers. Students must receive a passing score on each phase of clinical comprehensive

examination in order to advance to the next phase in clinical internship. Graduation requirements include successful completion of the doctoral research project and doctoral dissertation.

The entire program is conducted in residence at the university's instructional facility and Intern Clinic. The program takes a minimum of 4 academic years to complete, may be completed in a maximum of eight calendar years. There are 45 instructional weeks per calendar year, which is divided into 3 terms or 180 instructional weeks in total.

Course work of CUSV's DAcCHM program includes studies in Oriental medicine theory, acupuncture, herbology & herbal formulas, Western medicine & science, TuiNa, and practice management & ethical practices, and clinical internship. More specifically, CUSV's academic program consists of the following:

1. be at least four (4) academic years in length
2. be a minimum of 200 semester credits of instruction, including at least:
   - 1080 clock hours of instruction in Oriental medical theory, diagnosis and treatment techniques in acupuncture, and related studies. 47 units
   - 465 clock hours of instruction in didactic AOM-related herbal studies. 30 units
   - 1,110 clock hours of instruction in integrated acupuncture and herbal clinical training, comprised of at least 150 hours in clinical observation and 700 clock hours of instruction in clinical internship. 33.33 units
   - 510 clock hours of instruction in biomedical clinical sciences. 34 units
   - 105 clock hours of instruction in counseling, communication, ethics, and practice management. 6 units

Part III – Admissions

Admissions Policies

I. Overview

CUSV is committed to admitting qualified students who demonstrate the academic preparation, professional experience, and commitment necessary for successful completion of its programs. The university selects students who exhibit the aptitude to successfully complete their studies and contribute meaningfully to the field of Acupuncture and Oriental Medicine.

II. Admission Requirements

A. Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) Program

Applicants seeking admission to the MAcCHM program must meet the following criteria:

1. Educational Requirements
   - Completion of at least two (2) years of undergraduate education (60 semester credits or 90 quarter credits) from an institution accredited by an agency recognized by the U.S. Secretary of Education.
   - For applicants with foreign education, credits must be validated by a recognized educational credentials evaluation service.

- Up to 30 semester credits (or 50%) of the prerequisite education may be earned through prior learning assessment via:
    - Credit by examination from recognized standardized tests.
    - Credit for military and corporate training based on American Council on Education recommendations.

2. English Proficiency Requirements
    - International applicants whose native language is not English must demonstrate proficiency through one of the following:
        - TOEFL iBT: Minimum score of 61
        - IELTS (Academic): Overall band 6.0
        - Duolingo English Test: Minimum score 90
        - Other equivalent assessments as accepted by the university.

B. Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) Program

Applicants seeking admission to the DAcCHM program must meet the following criteria:

1. Educational Requirements
    - Completion of at least three (3) years of undergraduate education (90 semester credits or 135 quarter credits) from an institution accredited by an agency recognized by the U.S. Secretary of Education.
    - Foreign education must be validated by a recognized educational credentials evaluation service.
    - Up to 30 semester credits of the prerequisite education may be earned through prior learning assessment via:
        - Credit by examination from recognized standardized tests.
        - Credit for military and corporate training based on American Council on Education recommendations.
    - Required coursework includes Chemistry, Biology, and Psychology. CUSV offers professional-level courses in these subjects as an alternative.
2. Master's Degree within the DAcCHM Program
    - A Master's degree is conferred as part of the DAcCHM program.
    - Students must execute separate enrollment agreements for both MAcCHM and DAcCHM programs at the time of initial enrollment.
    - Students must be informed of conditions for receiving a Master's degree if they do not complete the full doctoral program.
3. English Proficiency Requirements
    - International applicants whose native language is not English must demonstrate proficiency through one of the following:
        - TOEFL iBT: Minimum score of 61
        - IELTS (Academic): Overall band 6.0
        - Duolingo English Test: Minimum score 90
        - Other equivalent assessments as accepted by the university.

C. Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM) Completion Track

This track is for licensed acupuncturists who have completed a master's-level acupuncture program accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

1. Academic Requirements
    - Completion of an ACAHM-accredited Master's in Acupuncture or Acupuncture with a Chinese Herbal Medicine Specialization.
    - Foreign education must be validated to be equivalent to a U.S. master's degree.
2. Transfer Credit Requirements
    - Courses completed more than five (5) years before admission may require validation.
    - A maximum of six (6) doctoral-level credits may be transferred from another accredited doctoral program.
3. Professional Requirements
    - Must hold current and unrestricted acupuncture licensure or registration in the practicing jurisdiction.
4. Application Materials
    - Completed application form.
    - Official transcripts.
    - Proof of acupuncture licensure.
    - Personal statement outlining professional goals.
    - Two letters of recommendation.
    - Current resume or CV.

III. Application Procedures

A. Required Application Documents

All applicants must submit:

1. A completed Application for Admission and a non-refundable application fee.
2. Two (2) Letters of Recommendation.
3. Official transcripts from each college/university attended, sent directly to the Admissions Office.
4. Two passport-size color photographs.
5. Resume or Curriculum Vitae listing prior education and work experience.
6. Personal Essay explaining the applicant's interest in Traditional Chinese Medicine.
7. Admissions Interview with the Academic Dean or designated faculty member.

B. Admission Decisions

Admission decisions are based on:

- Academic qualifications and prerequisite coursework.
- Overall readiness for the program.
- Statement of purpose and recommendation letters.

C. Rolling Admissions Policy

CUSV follows a rolling admissions policy. Applicants may submit their applications at any time, but they are encouraged to apply well in advance of their intended start date. Academic terms begin in January, May, and September.

IV. Special Admissions Policies

A. International Student Admissions

CUSV is authorized to enroll nonimmigrant students and complies with all federal immigration guidelines.

1. English Proficiency Requirements
    - Must provide proof of English proficiency as outlined in the admission requirements.
2. Additional Requirements
    - CUSV Application Form with the applicant's signature.
    - Non-refundable mailing and application fees.
    - International transcript evaluation fee (if applicable).
    - Affidavit of Financial Support demonstrating financial resources.
    - I-20 Request Form and passport copy.
    - Compliance with U.S. Citizenship and Immigration Services (USCIS) laws and regulations.

B. Transfer Student Admissions

Transfer students may receive up to 50% of total program credits as transfer credit, with no more than 25% of clinical training requirements accepted as transfer credit.

C. Non-Degree Seeking Students

Non-degree-seeking applicants, such as licensed acupuncturists or medical doctors, may enroll in courses without pursuing a full degree. They must:

1. Complete an application form.
2. Submit proof of identity (passport or resident card).
3. Pay a non-refundable $100 application fee.

V. Orientation and Registration

All new students must attend a New Student Orientation one week before the academic term begins. Orientation covers:

- Registration procedures.
- Institutional policies.
- Program expectations.

VI. Non-Discrimination Policy

CUSV admits students regardless of race, color, national origin, gender, age, disability, religion, or sexual orientation. Admission is based solely on qualifications and programmatic requirements.

VII. Contact Information

All inquiries about the application or admissions process should be directed to:
California University – Silicon Valley; Office of Admissions
441 De Guigne Dr. #201, Sunnyvale, CA 94085
Tel: (408)532-5567
Email: info@cusv.edu
Website: www.cusv.edu

English Proficiency Requirements

1. Policy Statement

California University – Silicon Valley (CUSV) requires applicants to demonstrate sufficient English language proficiency to successfully complete graduate-level coursework and clinical training in the Master of Acupuncture with Chinese Herbal Medicine (MAcCHM) program and the Doctor of Acupuncture with Chinese Herbal Medicine (DAcCHM) program.

English proficiency is necessary to ensure that students can:

- Understand course lectures and instructional materials
- Participate in classroom discussions
- Complete written assignments and examinations
- Communicate effectively with faculty, peers, and patients
- Maintain accurate clinical documentation
- Comply with healthcare regulations and professional standards

This policy is established in accordance with expectations of the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) and standard practices in U.S. higher education.

2. Applicability

English proficiency requirements apply to applicants whose native language is not English.

Applicants must demonstrate English proficiency if they have completed their prior education in a language other than English.

3. Acceptable Methods of Demonstrating English Proficiency

Applicants may satisfy the English proficiency requirement through one of the following methods.

3.1 Completion of Education in English

Applicants are considered proficient in English if they have completed:

- A **secondary (high school) education**, or
- A **college or university degree**

from an institution where English is the primary language of instruction.

Official transcripts or documentation verifying English-medium instruction may be required.

3.2 Standardized English Language Tests

Applicants who cannot demonstrate English proficiency through prior education must submit scores from an approved English language test.

CUSV accepts the following minimum scores:

Test	Minimum Score
TOEFL iBT (Test of English as a Foreign Language)	61
IELTS (International English Language Testing System)	6.0
Duolingo English Test	95
TOEFL PBT (paper-based)	500

Test scores must normally be **no more than two years old** at the time of application.

3.3 Completion of Postsecondary Coursework in English

Applicants may also demonstrate English proficiency by successfully completing **at least 12 semester units (or equivalent)** of postsecondary coursework in English at a recognized college or university where English is the language of instruction.

Such coursework should include subjects such as:

- English composition
- Humanities
- Social sciences
- Natural sciences
- Other academic subjects taught in English

Official transcripts must be submitted.

4. Additional English Assessment

CUSV reserves the right to require additional evaluation of English proficiency if the Admissions Committee determines that further assessment is necessary.

Additional assessments may include:

- An English placement test
- A writing sample
- An interview with admissions personnel or faculty

5. Conditional Admission

Applicants who demonstrate potential for academic success but do not fully meet English proficiency requirements may be granted conditional admission.

Students admitted conditionally may be required to:

- Complete additional English language training
- Successfully complete ESL coursework
- Demonstrate English proficiency before entering certain clinical training components

Failure to meet the required English proficiency within the specified timeframe may affect continued enrollment.

6. Clinical Communication Requirements

Because the MAcCHM and DAcCHM programs include clinical training and patient care, students must demonstrate sufficient English proficiency to:

- Communicate effectively with patients
- Conduct patient interviews and assessments
- Explain treatment procedures
- Maintain accurate clinical records
- Follow safety and regulatory protocols

Students who are unable to demonstrate adequate communication skills may be required to complete additional training before participating in clinical practice.

7. Compliance with Accreditation Standards

This policy ensures that CUSV students possess the English language skills necessary for successful participation in graduate-level education and professional clinical training, consistent with ACAHM accreditation standards and expectations for academic success.

8. Policy Review

This policy will be periodically reviewed by the Admissions Committee to ensure continued compliance with accreditation requirements and best practices in higher education.

Transfer Credit Policy

CUSV considers that transferring from another institution is an important decision and makes every effort to ensure the student is fully informed of all issues to make an informed

decision. CUSV accepts students in good standing (a minimum cumulative GPA of 2.30), who wish to transfer from other schools of Acupuncture and Oriental medicine. They must meet the current admission standards, follow the same application procedures, and meet the graduation requirements at the time of admission. CUSV requires the submission of Master degree transcripts from all institutions attended by the transferring student. Additionally, transfer students may also be required to submit further items such as documentation of clinical training hours, course syllabi and/or course descriptions for the arrangement of transfer credit. Transfer students are normally required to meet the Academic Dean and/or Academic officer prior to or at the time of submitting their application.

All transfer credit is granted by the end of the first year of enrollment in the program. Coursework taken at another institution after admission to CUSV is not transferable unless approved in advance in writing by the Academic Dean. Students may not be concurrently enrolled in another Oriental Medicine program.

Evaluation of Transfer Credit

For transfer credit to be awarded, the student must request a transcript review in writing. Request forms are available from the Academic/Administrative Office. Transfer credit requests are reviewed by the Academic Officer and approved by the Academic Dean.

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the CUSV Academic/Administrative Office. Some applicants may also be asked to provide course syllabi.

The entire evaluation record and award of transfer credit is included in the student's academic file.

Transfer Credit Fee

For each credit reviewed and approved for transfer, a $15.00/credit fee will apply.

Transfer Credit requirements

Transfer students are required to successfully complete a minimum 50% of the total program credit requirements, and more than 75% of the program clinical training requirements in residence to graduate from CUSV.

Transfer students must meet the program admissions requirements in effect at the time of their official matriculation.

Credits accepted for transfer into the program must be based on an official transcript received by the institution.

Credits accepted for transfer to meet program graduation requirements should be equivalent to published program degree requirements in content, rigor, and credit hour requirements.

Credits accepted for transfer into the program must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education. Credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

Credit shall be awarded only for actual coursework at the graduate level completed in the specified area of the curriculum.

The final grade in the transferred course must be no less than "C" (2.0 on a 4.0 scale).

A course under consideration is evaluated for equivalency to the comparable CUSV course. Factors considered in determining equivalency are as follows:

- Equivalency of core subject matter.
- Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable CUSV course may be transferred without additional testing or tutoring.

Transfer credit will be accepted for Acupuncture and Oriental medicine coursework that has been successfully completed at an institution accredited by an agency recognized by the US Secretary of Education and approved by the California Acupuncture Board, if the courses are equivalent in content to CUSV courses.

Applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit. Under this condition, the following requirements should be followed.

- Up to 100% transfer credit may be awarded for courses completed successfully in basic sciences, clinical medicine, case management, practice management, public health, and professional development 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.
- 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 California Acupuncture board.
- Up to fifty percent (50%) credit, by transfer or challenge exam, for clinical practice coursework and instruction in acupuncture and Oriental medicine principles, theories and treatment procedures 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 individual subjects are completed successfully at a school approved by the California Acupuncture board.
- Where the coursework and clinical instruction were completed at an acupuncture school not approved by the California Acupuncture board, the evaluation shall include an examination administered and retained by the school in the subject area(s) in which transfer credit may be awarded.

No credit will be awarded for Western medical internship or residency training toward the actual clinical coursework and instruction required at California University – Silicon Valley.

Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

In addition, CUSV may require the student to take an examination in the subject areas to demonstrate a level of knowledge comparable to that achieved by a California University - Silicon Valley student in these same subject areas before credit is awarded.

CUSV does not accept credit through prior learning assessment using either or a combination of the following assessment techniques:

(1) Credit by examination using standardized tests. Credit by examination can be earned through successful testing and the recommended college credit equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONSI (N.Y. State Department of Education Program on Non-collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANTES (Defense Activity for Non-Traditional Education Support) tests.

(2) Assignment of credit for military and corporate training based on recommendations established by the American Council on Education. Credit for military and corporate training may be assigned according to the recommendations established by the American Council on Education in The National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experience in the Armed Services.

Some state licensing agencies and some institutions may not accept prior learning assessment credits that have been awarded by a non-regionally accredited institution.

CUSV does not currently have an articulation or transfer agreement with any other college or university.

Advanced Standing Policy

1. Purpose

The purpose of this policy is to establish procedures and criteria for granting advanced standing to qualified applicants at California University – Silicon Valley (CUSV). Advanced standing allows students with appropriate prior academic education or professional training to enter a program at a point beyond the first term or receive credit for previously completed coursework.

This policy ensures that advanced standing decisions are made fairly, consistently, and in accordance with academic standards and accreditation requirements, including those of the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

2. Scope

This policy applies to applicants seeking admission to academic programs at CUSV who have previously completed relevant coursework or training at another recognized institution or educational program.

The policy applies to all programs that permit advanced standing based on prior academic work or equivalent training.

3. Definition of Advanced Standing

Advanced standing refers to the recognition of prior academic coursework, professional education, or documented competencies that allow a student to:

- Enter a program at an advanced level, or
- Receive credit toward program requirements for previously completed coursework.

Advanced standing differs from standard transfer credit in that it may allow a student to begin the program at a later stage of the curriculum.

4. Eligibility for Advanced Standing

Applicants may be considered for advanced standing if they have:

- Completed relevant coursework at an accredited or recognized educational institution; or
- Completed equivalent professional education or training that meets the learning outcomes of the CUSV program.

Applicants must meet the general admission requirements of the program in addition to advanced standing requirements.

5. Evaluation of Prior Coursework

Advanced standing is granted only after careful evaluation of prior academic work.

Evaluation may consider:

- Official transcripts from previous institutions
- Course descriptions and syllabi
- Academic credit hours or units completed
- Demonstrated equivalence of course learning outcomes
- Academic performance in previous coursework

CUSV may require that prior coursework be completed with a minimum grade specified by institutional policy.

6. Limits on Advanced Standing

To maintain the academic integrity of CUSV programs, limitations may apply to the amount of credit granted through advanced standing.

Examples may include:

A maximum percentage of program credits that may be granted through advanced standing

Requirements that certain core courses or clinical training components be completed at CUSV

Specific limits may be established in program-specific policies.

7. Documentation Requirements

Applicants requesting advanced standing must submit appropriate documentation for review, which may include:

Official academic transcripts

Course syllabi or detailed course descriptions

Documentation of prior professional training or certifications, if applicable

The university may request additional documentation if necessary to evaluate the equivalence of prior coursework.

8. Approval Process

Requests for advanced standing are reviewed by appropriate academic authorities, which may include:

Academic administrators

Faculty members responsible for curriculum oversight

The institution will determine whether prior coursework meets the academic standards and learning outcomes required by the program.

9. Notification of Decision

Applicants will be informed of the decision regarding advanced standing as part of the admissions process.

Approved advanced standing credits will be documented in the student's academic record.

10. Tuition and Program Requirements

Students granted advanced standing must complete all remaining program requirements required for graduation.

Tuition obligations and program length may be adjusted based on the number of credits granted through advanced standing.

11. Compliance with Accreditation Standards

CUSV ensures that advanced standing decisions comply with applicable accreditation standards and maintain the academic quality of the institution's programs.

The institution ensures that students receiving advanced standing demonstrate competency in required program learning outcomes.

12. Policy Review

This policy shall be reviewed periodically, typically every three to five years, to ensure continued alignment with institutional academic policies and accreditation standards.

13. Responsibility

Responsibility for implementing this policy rests with:

- The University President
- Academic administrators
- Academic Dean responsible for admissions and curriculum

All advanced standing decisions must follow institutional academic policies.

Orientation for New Students

1. Purpose

The purpose of the **New Student Orientation** is to ensure that all incoming students are adequately prepared to begin their academic studies and clinical training at California University – Silicon Valley (CUSV). Orientation introduces students to the University's academic policies, institutional resources, student services, clinical training expectations, and professional standards.

The orientation program supports student success by helping new students understand their responsibilities, academic requirements, and available support systems.

2. Scope

This policy applies to all newly admitted students enrolled in CUSV academic programs, including but not limited to:

- Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture and Chinese Herbal Medicine (DAcCHM)

Participation in orientation is **mandatory** for all newly admitted students prior to the start of their first academic term.

3. Orientation Objectives

The CUSV New Student Orientation program is designed to:

1. Introduce students to the mission, vision, and educational philosophy of CUSV.
2. Provide an overview of program curricula, academic expectations, and graduation requirements.
3. Familiarize students with academic policies, including:
    - Academic Integrity
    - Satisfactory Academic Progress (SAP)

    - Attendance requirements
    - Examination and grading policies
4. Introduce students to student services and support resources, including:
    - Academic advising
    - Counseling services
    - Career services
    - Disability accommodations
5. Provide information about institutional policies related to:
    - Student conduct and professionalism
    - Harassment and discrimination prevention
    - Student privacy and confidentiality
6. Orient students to the intern clinic structure, clinical training requirements, and safety protocols.
7. Introduce students to campus facilities, library resources, and technological platforms used for learning.

4. Orientation Content

The orientation program may include the following components:

Institutional Introduction

- History and mission of CUSV
- Institutional governance and leadership
- Overview of Traditional Chinese Medicine education

Academic Program Overview

- Curriculum structure and course sequencing
- Program learning outcomes
- Graduation requirements
- Clinical training requirements

Student Policies and Responsibilities

- Academic Integrity Policy
- Student Code of Conduct
- Academic advising procedures
- Student grievance and appeals procedures

Campus and Learning Resources

- Library services
- Learning management systems and technology platforms
- Student records and transcript services

Health, Safety, and Compliance

- OSHA and safety procedures
- Bloodborne pathogen awareness
- Clean Needle Technique expectations
- Clinical safety guidelines

Student Services

- Counseling services
- Career development services
- Disability accommodation procedures

5. Delivery Format

Orientation may be delivered through one or more of the following formats:

- In-person orientation sessions
- Online orientation modules
- Hybrid orientation programs combining in-person and online components

CUSV may require students to complete specific orientation modules prior to accessing course registration or learning platforms.

6. Attendance Requirement

Attendance at orientation is **required for all new students**. Students who fail to complete orientation may:

- Be required to complete make-up orientation sessions; or
- Have registration or course participation delayed until orientation requirements are satisfied.

7. Documentation

CUSV maintains records documenting student participation in orientation activities. Documentation may include:

- Orientation attendance records
- Completion of required training modules
- Signed acknowledgment of institutional policies

These records are maintained in accordance with the University's **Student Records Policy**.

8. Responsibility for Implementation

The **Office of Academic Affairs** is responsible for organizing and implementing the New Student Orientation program.

Faculty members, academic advisors, and administrative staff may participate in orientation sessions to provide program-specific guidance.

9. Policy Review

This policy is reviewed periodically to ensure alignment with institutional goals, student needs, and accreditation standards.

Part IV – Academic Policies

Course Registration Policy

Course Registration Policy

1. Purpose

The purpose of this policy is to establish clear procedures and requirements for course registration at California University – Silicon Valley (CUSV). The policy ensures that students register for courses in an orderly manner, maintain appropriate academic progress toward program completion, and comply with institutional, accreditation, and regulatory requirements.

2. Scope

This policy applies to all students enrolled in academic programs at CUSV, including:

- Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)
- DAcCHM Completion Track
- Non-degree or special students, where applicable

3. Registration Periods

Students must register for courses during the official registration periods established by the University and published in the **CUSV Academic Calendar**.

Registration periods typically include:

1. **Regular Registration**
   Available to continuing students two weeks prior to the end of each preceding term. The dates and times of registration will be posted throughout the university on bulletin boards and in the Office of Admissions.
2. **Late Registration**
   A limited period after the start of the term during which students may still register with

administrative approval. A late fee of $25 is charged when students who do not register by the posted registration deadline.

3. All students who wish to register must complete the registration form available from the Office of Admissions.
4. Registration of new and continuing students will be by appointment.

4. Registration Procedures

Students must complete the following steps to register for courses:

1. **Academic Advising**
    - Students consult with the designated academic advisor to select appropriate courses.
    - Advising ensures that students follow the prescribed curriculum sequence and maintain satisfactory academic progress.
2. **Course Selection**
    - Students select courses according to the program curriculum and term schedule.
3. **Submission of Registration**
    - Students submit course registration forms to the Academic/Administrative Office.
4. **Verification of Eligibility**
    - The Academic Office verifies that the student:
        - Meets course prerequisites
        - Is in good academic standing
        - Has satisfied financial obligations
5. **Enrollment Confirmation**
    - Registration becomes official once approved and recorded by the Academic Office.

5. Prerequisites and Program Sequencing

Students must meet all prerequisite requirements before enrolling in certain courses.

Some courses, particularly clinical training courses, require:

- Completion of foundational coursework
- Successful completion of the **Pre-Clinic Comprehensive Examination**
- Compliance with health and safety requirements

Students may not enroll in courses for which prerequisites have not been satisfied without written approval from CUSV Academic/Administrative Office.

6. Full-Time and Part-Time Enrollment

Students may enroll on a **full-time or part-time basis** depending on their program and academic progress.

- **Full-time enrollment** generally follows the recommended curriculum sequence.

- **Part-time enrollment** may be approved in special circumstances with authorization from the Academic/Administrative Office.

Students receiving immigration benefits (e.g., **F-1 visa students**) must maintain the minimum full-time enrollment required by federal immigration regulations unless an authorized exception is granted.

7. Add / Drop Period

Students may adjust their course schedules during the **Add/Drop period**, which occurs at the beginning of each academic term.

During this period students may:

- Add courses
- Drop courses without academic penalty
- Modify their schedule with approval from the Academic Office

Courses dropped after the Add/Drop period will be subject to the University's **withdrawal policies** and may appear on the student's transcript.

8. Registration Holds

Students may be prevented from registering for courses if they have any of the following holds on their account:

- Outstanding tuition or financial obligations
- Academic probation restrictions
- Incomplete admissions documentation
- Health or safety compliance requirements
- Administrative holds

Students must resolve all registration holds before course registration can be finalized.

9. Responsibility of Students

Students are responsible for:

- Registering for courses each academic term
- Following the prescribed curriculum sequence
- Ensuring that all graduation requirements are met
- Monitoring their own academic progress toward degree completion

Academic advisors and administrative staff may assist students, but ultimate responsibility for meeting program requirements rests with the student.

10. Institutional Authority

California University – Silicon Valley reserves the right to:

- Modify course schedules
- Adjust course offerings
- Cancel courses with insufficient enrollment
- Change instructional formats when necessary

Students will be notified of any significant changes affecting their course registration.

11. Compliance with Institutional Policies

All course registration procedures must comply with:

- CUSV academic policies
- ACAHM accreditation standards
- California Bureau for Private Postsecondary Education (BPPE) regulations
- California Acupuncture Board (CAB) requirements

Attendance Policy

1. Purpose

The purpose of the Attendance Policy is to ensure that students actively participate in all instructional activities and clinical training required for successful completion of their academic program. Regular attendance is essential for mastering theoretical knowledge, developing clinical skills, and meeting the professional standards expected of healthcare practitioners.

2. Scope

This policy applies to all students enrolled in academic programs at California University – Silicon Valley (CUSV), including:

- Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)
- DAcCHM Completion Track
- Any other academic or certificate programs offered by the University

The policy applies to all modes of instruction, including:

- On-site classroom instruction
- Distance education modules (synchronous or asynchronous)
- Clinical Practice courses

3. General Attendance Requirement

Students are expected to attend **all scheduled classes, and clinical training sessions**.

Because acupuncture and herbal medicine programs require both theoretical knowledge and clinical competency, consistent attendance is considered essential for academic success and professional development.

Faculty members maintain official attendance records for each course.

4. Minimum Attendance Standard

Students are expected to attend **at least 80% of all scheduled instructional hours** for each course.

Students who fail to meet the minimum attendance requirement may be subject to academic consequences, which may include:

- Grade reduction
- Required make-up work
- Course failure
- Requirement to repeat the course

Attendance requirements for clinical training may be stricter due to licensing and accreditation requirements.

5. Clinical Training Attendance

Clinical training is a critical component of the professional curriculum. Students must attend all scheduled clinic shifts and complete the required clinical hours.

Clinical attendance expectations include:

- Arriving on time for scheduled clinic shifts
- Completing all required patient treatment sessions
- Following clinic procedures and professional conduct standards

Missed clinical hours must be **made up according to the Internship Clinic policy** in order to meet graduation and licensure eligibility requirements.

6. Tardiness

Students are expected to arrive on time for all instructional and clinical activities. Students who are no more than 15 minutes late for the start of class will be considered tardy, three tardiness in any given class will be recorded as an absence in that class.

Repeated tardiness may be recorded as partial absences and may negatively affect a student's course performance.

Faculty may establish course-specific rules regarding tardiness and its impact on participation or grading.

7. Absences

Absences may occur due to illness, family emergency, or other unavoidable circumstances.

Students are responsible for:

- Notifying the instructor or clinic supervisor as soon as possible
- Completing any required make-up assignments
- Obtaining missed course materials

Excused absences may be granted at the discretion of the instructor or administration when appropriate documentation is provided.

8. Distance Education Attendance

For courses delivered through distance education:

- **Synchronous online sessions:** Students must attend scheduled live sessions and actively participate.
- **Asynchronous courses:** Attendance may be measured through participation in course activities such as assignments, discussion boards, quizzes, or other learning modules.

Failure to participate in required online activities may be recorded as absence.

9. Make-Up Work

Students are responsible for completing any missed academic work due to absence.

Make-up work may include:

- Written assignments
- Quizzes or examinations
- Clinical make-up hours

The format and timeline for make-up work are determined by the instructor or clinic supervisor.

10. Excessive Absences

Students who accumulate excessive absences may be subject to the following actions:

- Academic warning
- Requirement to meet with the Academic Dean
- Withdrawal from the course
- Failure of the course due to insufficient attendance

Students who are unable to maintain regular attendance due to extended circumstances may be advised to withdraw from the course or take a leave of absence.

11. Responsibility of Students

Students are responsible for:

- Attending all scheduled instructional activities
- Arriving on time and prepared for class
- Maintaining awareness of attendance requirements
- Communicating with instructors regarding absences

Failure to comply with attendance requirements may delay academic progress and program completion.

12. Institutional Authority

California University – Silicon Valley reserves the right to enforce attendance requirements necessary to maintain academic integrity, professional standards, and compliance with accreditation and regulatory requirements.

Grading Policy

1. Purpose

The purpose of the grading policy is to establish clear, consistent, and fair standards for evaluating student academic performance in both the Master of Acupuncture with a Chinese Herbal Medicine (MAcCHM) program, and the Doctor of Acupuncture with a Chinese Herbal Medicine (DAcCHM) program. The grading system is designed to assess students' mastery of course learning outcomes and program learning outcomes in accordance with the academic standards of the institution and the accreditation requirements of the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

2. Grading Scale

The programs of MAcCHM and DAcCHM uses the following grading scale:

	Letter Grade	GPA	Numeric Value
Superior	A	4	96 – 100
	A-	3.7	90 – 95
Above Average	B+	3.5	86 – 89
	B	3	83 – 85
	B-	2.7	80 – 82
Satisfactory	C+	2.5	76 – 79
	C	2	71 – 75
Failure	F	0	Below 70
Incomplete	I		
Audit	AU		
Withdraw	W		

A grade of C (70%) or higher is required to pass all courses in the MAcCHM & DAcCHM program.

3. Minimum Passing Standards

Students must achieve the following minimum standards:

1. Minimum Course Grade
    - Students must earn at least 70% (C) in each course to receive a passing grade.
2. Comprehensive Examination
    - Students must achieve:
        - At least 70% overall score, and
        - At least 70% in each exam section.
3. Clinical Courses
    - Students must meet all clinical competency requirements, including:
        - Required clinical hours
        - Required patient treatments and records
        - Clinical performance evaluation.

Failure to meet these standards will result in course failure.

4. Course Assessment Components

Grades may be based on a combination of the following evaluation methods:

Assessment Type	Description
Examinations	Midterm and final written examinations
Quizzes	Short assessments of course content
Assignments	Written assignments, case studies, or research projects
Practical Exams	Clinical skills evaluations
Participation	Attendance and active participation
Clinical Performance	Patient care skills and clinical documentation

Each course syllabus clearly specifies the grading distribution.

Example:

Component	Weight
Midterm Exam	30%
Final Exam	40%
Assignments	20%
Participation	10%

5. Clinical Performance Evaluation

Clinical courses are evaluated based on the following criteria:

- Patient assessment and diagnosis

- Treatment planning
- Acupuncture technique
- Herbal prescription accuracy
- Professional conduct
- Patient communication
- Clinical documentation

Students must demonstrate competent clinical performance to pass clinical courses.

6. Attendance Policy

Students are expected to attend all scheduled classes and clinical sessions.

ACAHM standards require that programs monitor attendance to ensure adequate educational engagement.

Policies include:

- Students must attend at least 80% of scheduled class hours.
- Excessive absences may result in:
    - grade reduction,
    - course failure,
    - required remediation.

7. Incomplete Grades

An Incomplete (I) grade may be assigned when:

- A student has completed the majority of coursework, and
- An unexpected circumstance prevents completion.

Requirements:

- Coursework must be completed within one academic term.
- If not completed, the grade converts to F.

8. Grade Appeal Policy

Students who believe a grading error has occurred may file a grade appeal.

Procedure:

1. Discuss the concern with the instructor.
2. If unresolved, submit a written appeal to the Academic Office within 10 business days.
3. The Academic Committee reviews the appeal.
4. The committee decision is final.

9. Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) to remain in good standing.

Requirements include:

- Minimum 2.0 cumulative GPA
- Successful completion of required coursework
- Compliance with clinical training requirements.

Students failing to meet SAP may be placed on:

- Academic Warning
- Academic Probation
- Academic Dismissal.

10. Academic Integrity

Students must adhere to the institution's Academic Integrity Policy.

Violations include:

- Cheating
- Plagiarism
- Unauthorized collaboration
- Falsification of clinical records.

Violations may result in:

- Exam failure
- Course failure
- Academic probation
- Dismissal from the program.

11. Documentation and Record Keeping

All grades and student academic records are maintained in accordance with institutional policies and applicable federal regulations, including FERPA (Family Educational Rights and Privacy Act).

Records are maintained securely and accessible only to authorized personnel.

12. Continuous Assessment and Improvement

The grading system and assessment methods are periodically reviewed as part of the program's assessment of student learning outcomes and program effectiveness, consistent with ACAHM accreditation standards.

Data from course grades, clinical performance, and comprehensive examinations are used to improve curriculum and student learning outcomes.

Academic Integrity Policy

1. Policy Statement

California University – Silicon Valley (CUSV) is committed to maintaining the highest standards of academic honesty, integrity, and ethical conduct in all educational activities. Academic integrity is fundamental to the mission of the University and essential to the credibility of its academic programs.

All members of the CUSV academic community—including students, faculty, staff, and administrators—are expected to uphold the principles of honesty, trust, fairness, respect, responsibility, and accountability in all academic work.

Students are responsible for producing their own original work and properly acknowledging the contributions of others. Violations of academic integrity undermine the educational process and will not be tolerated.

2. Scope of the Policy

This policy applies to all students enrolled in:

- **Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)**
- Any other academic or continuing education programs offered by CUSV.

The policy applies to all academic activities including but not limited to:

- Examinations
- Assignments
- Papers and research projects
- Clinical documentation
- Laboratory work
- Online coursework
- Presentations
- Thesis or capstone work
- Portfolio submissions

3. Definition of Academic Integrity

Academic integrity refers to the ethical standards and honesty expected in all academic work. Students demonstrate academic integrity by:

- Completing their own work independently unless collaboration is authorized
- Properly citing sources of information
- Accurately reporting research findings
- Following examination rules
- Respecting intellectual property

4. Forms of Academic Misconduct

Academic misconduct includes, but is not limited to, the following:

4.1 Cheating

Cheating involves the use of unauthorized materials, information, or assistance during academic work.

Examples include:

- Copying from another student's exam or assignment
- Using unauthorized notes, electronic devices, or materials during examinations
- Obtaining exam questions or answers in advance without authorization
- Allowing another student to copy one's work

4.2 Plagiarism

Plagiarism is presenting another person's words, ideas, or work as one's own without proper acknowledgment.

Examples include:

- Copying text from books, journals, or websites without citation
- Submitting another person's work as one's own
- Paraphrasing material without proper attribution
- Using AI-generated or automated content without permission or proper acknowledgment (when prohibited)

4.3 Fabrication or Falsification

Fabrication or falsification involves inventing or altering information.

Examples include:

- Falsifying research data
- Fabricating clinical records or patient information
- Altering academic records
- Submitting false documentation

4.4 Unauthorized Collaboration

Working with others on assignments that are intended to be completed individually.

Examples include:

- Sharing answers during exams

- Collaborating on homework without instructor permission
- Submitting jointly prepared work when individual work is required

4.5 Multiple Submission

Submitting the same work for credit in more than one course without instructor approval.

4.6 Academic Facilitation

Helping another student violate academic integrity rules.

Examples include:

- Providing exam answers
- Sharing completed assignments
- Assisting another student in plagiarism

5. Academic Integrity in Clinical Training

Because CUSV operates professional healthcare programs, academic integrity also applies to **clinical training and patient care activities**.

Students must:

- Maintain accurate and truthful patient records
- Follow all clinic documentation procedures
- Respect patient confidentiality and **HIPAA regulations**
- Accurately report treatment procedures and outcomes

Falsification of clinical records is considered a **serious violation** and may result in immediate disciplinary action.

6. Reporting Academic Misconduct

Faculty members who suspect academic misconduct should document the evidence and report the incident to the **Program Director or Academic Dean**.

Reports should include:

- Description of the incident
- Supporting evidence
- Relevant course information
- Student response if available

Students may also report suspected academic misconduct to the Academic Affairs Office.

7. Investigation Procedures

Upon receiving a report, the University will:

1. Review the allegation and supporting evidence.
2. Notify the student of the alleged violation.
3. Provide the student with an opportunity to respond.
4. Determine whether a violation has occurred.
5. Issue an appropriate disciplinary action.

All investigations will follow principles of **fairness, due process, and confidentiality**.

8. Disciplinary Actions

Depending on the severity of the violation, disciplinary actions may include:

- Written warning
- Reduction of grade on assignment
- Failure of the assignment
- Failure of the course
- Academic probation
- Suspension from the program
- Dismissal from the University

Serious or repeated violations may result in **program dismissal**.

9. Appeals

Students have the right to appeal disciplinary decisions.

Appeals must:

- Be submitted in writing
- Be filed within **10 business days** of the decision
- Be submitted to the **Academic Dean**

The Academic Appeals Committee will review the case and issue a final decision.

10. Responsibilities of Students

Students are responsible for:

- Understanding this Academic Integrity Policy
- Completing their own academic work
- Properly citing all sources
- Following examination rules
- Asking instructors for clarification when necessary

Failure to understand the policy does not exempt a student from responsibility.

11. Responsibilities of Faculty

Faculty members are responsible for:

- Clearly communicating academic integrity expectations
- Designing assessments that promote academic honesty
- Monitoring examinations and assignments
- Reporting suspected violations
- Maintaining documentation of incidents

12. Record Keeping

Records of academic integrity violations will be maintained by the **Office of Academic Affairs** in accordance with the University's **FERPA compliance policies**.

Repeated violations may result in escalated disciplinary actions.

13. Policy Review

This policy will be reviewed periodically by the **Academic Affairs Committee** to ensure alignment with institutional policies, accreditation requirements, and best practices in higher education.

Academic Appeals Policy

1. Policy Statement

California University – Silicon Valley (CUSV) is committed to ensuring fairness, transparency, and due process in all academic decisions. Students have the right to appeal certain academic decisions if they believe that an academic action was made in error, was inconsistent with established policies, or involved unfair or arbitrary treatment.

The purpose of the Academic Appeals Policy is to provide a structured process for resolving academic disputes in a timely and equitable manner.

2. Scope of the Policy

This policy applies to students enrolled in all academic programs offered by CUSV, including:

- **Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)**

Students may file an academic appeal regarding decisions related to:

- Course grades (when procedural or fairness concerns exist)
- Academic probation or dismissal
- Academic integrity sanctions
- Program progression decisions

- Denial of academic petitions
- Clinical evaluation decisions
- Transfer credit or advanced standing determinations

This policy does **not apply** to:

- Financial matters
- Student conduct cases unrelated to academics
- Institutional policy decisions
- Personal disagreements unrelated to academic evaluation

Such matters may be addressed through other institutional policies.

3. Informal Resolution

Before filing a formal appeal, students are encouraged to attempt to resolve the issue through informal discussion.

The student should first discuss the matter with:

1. **The Course Instructor or Clinical Supervisor**

If the issue cannot be resolved, the student may then consult with:

2. **Program Director or Academic Dean**

Many issues can be resolved at this level without requiring a formal appeal.

4. Grounds for Academic Appeal

A student may submit an appeal if one or more of the following conditions exist:

1. **Procedural Error**
   The academic decision was made without following established institutional policies or procedures.
2. **Arbitrary or Capricious Decision**
   The decision lacked a reasonable academic basis or was inconsistent with standards applied to other students.
3. **New Evidence**
   Significant new information becomes available that was not reasonably accessible at the time the decision was made.
4. **Unfair Academic Evaluation**
   Evidence suggests that the evaluation process was biased or improperly administered.

Disagreement with an instructor's academic judgment **alone** is not normally sufficient grounds for appeal.

5. Formal Appeal Procedures

Step 1 – Written Appeal Submission

If informal resolution fails, the student may file a **formal written appeal**.

The appeal must:

- Be submitted within **10 business days** after the academic decision is communicated to the student.
- Be submitted to the **Office of Academic Affairs or Academic Dean**.

The written appeal must include:

- Student name and identification number
- Program and course information
- Description of the academic decision being appealed
- Grounds for the appeal
- Supporting documentation or evidence
- Requested resolution

Step 2 – Preliminary Review

The **Academic Dean** will conduct a preliminary review to determine whether the appeal:

- Meets the criteria for an academic appeal
- Contains sufficient documentation
- Was submitted within the required timeline

If the appeal does not meet the criteria, the student will be notified in writing.

Step 3 – Academic Appeals Committee Review

If the appeal proceeds, the case will be reviewed by the **Academic Appeals Committee**.

The Committee may include:

- The Academic Dean (Chair or designee)
- Program Director
- Faculty representative(s)
- Additional academic administrators if appropriate

The Committee will review:

- Written statements from the student
- Instructor or program response
- Relevant course materials

- Institutional policies
- Any additional evidence submitted

Step 4 – Decision

After reviewing the case, the Academic Appeals Committee may:

- Uphold the original decision
- Modify the academic decision
- Recommend reconsideration by the instructor or program
- Grant the student's requested remedy if appropriate

The Committee will issue a **written decision** normally within **15 business days** after the review.

6. Final Institutional Review

If the student believes that the appeal was not handled according to policy, the student may request a **final institutional review**.

The request must:

- Be submitted within **5 business days** after the committee decision
- Be directed to the **University President or designated senior administrator**

The President's decision is considered **final within the institution**.

7. Implementation of Decision

Once a final decision is made:

- Academic records will be updated if necessary
- Relevant faculty and administrators will be notified
- The student will receive written confirmation of the outcome

8. Protection from Retaliation

CUSV prohibits retaliation against any student who files an academic appeal in good faith.

Students who believe retaliation has occurred should report the matter to the **Academic Dean or University Administration**.

9. Confidentiality

All appeal proceedings will be handled confidentially in accordance with:

- **Family Educational Rights and Privacy Act (FERPA)**
- Institutional privacy policies

Information will be shared only with individuals directly involved in the review process.

10. Record Keeping

Records of academic appeals will be maintained by the **Office of Academic Affairs** in accordance with institutional record retention policies.

11. Policy Review

This policy will be periodically reviewed by the **Academic Affairs Committee** to ensure consistency with:

- Institutional policies
- Accreditation standards
- Best practices in higher education

Academic Progress Policies

Satisfactory Academic Progress (SAP) Policy

1. Policy Statement

California University – Silicon Valley (CUSV) requires all students enrolled in academic programs to maintain Satisfactory Academic Progress (SAP) in order to continue enrollment and successfully complete their program of study.

The SAP policy establishes minimum standards for academic performance and progression toward degree completion. The policy ensures that students are progressing in a timely manner and achieving the learning outcomes necessary for professional practice.

This policy applies to students enrolled in:

- Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)

2. Components of Satisfactory Academic Progress

SAP is evaluated using the following three components:

1. Qualitative Standard (Grade Point Average)
2. Quantitative Standard (Rate of Progress / Pace of Completion)
3. Maximum Time Frame for Program Completion

Students must meet all three standards to remain in good academic standing.

3. Qualitative Standard – Grade Point Average (GPA)

Students must maintain a minimum cumulative GPA of 2.3 (on a 4.0 scale) to demonstrate satisfactory academic progress.

Additional grading requirements include:

- A minimum grade of **"C" (or equivalent)** is required to receive credit for a course.
- Courses with grades below **"C"** may be required to be repeated.
- Clinical courses may require higher performance standards as determined by the program.

Failure to maintain the minimum GPA may result in **academic probation or dismissal**.

4. Quantitative Standard – Pace of Progression

Students must successfully complete at least **67% of the credits attempted**.

The pace of progression is calculated as:

Completed Credits ÷ Attempted Credits

Attempted credits include:

- Completed courses
- Failed courses
- Withdrawn courses
- Repeated courses
- Incomplete courses

Maintaining this rate ensures that students complete the program within the allowed time frame.

5. Maximum Time Frame

Students must complete their academic program within **200% of the normal program length**.

Typical maximum time frames are:

Program	Normal Length	Maximum Time Frame
MAcCHM	4 years	8 years
DAcCHM	4 years	8 years

Students who exceed the maximum time frame may be subject to dismissal unless an approved extension is granted.

6. SAP Evaluation

Academic progress is reviewed at the end of each academic term.

The Academic Affairs Office evaluates:

- Cumulative GPA
- Credit completion rate
- Progress toward program completion

Students who do not meet SAP standards will be notified in writing.

7. Academic Warning

A student who fails to meet SAP standards for the first time may be placed on Academic Warning.

During the warning period:

- The student may continue enrollment for the next term.
- The student is expected to correct the academic deficiencies.

Failure to regain satisfactory academic progress during the warning term may result in Academic Probation.

8. Academic Probation

Students who continue to fall below SAP standards may be placed on Academic Probation.

During probation:

- The student may be required to follow an Academic Improvement Plan
- Course loads may be reduced
- Additional academic advising may be required

Failure to meet the terms of probation may result in academic dismissal.

9. Academic Dismissal

Students may be dismissed from the program if they:

- Fail to regain satisfactory academic progress after probation
- Fail to maintain minimum academic standards
- Exceed the maximum time frame for program completion
- Demonstrate inability to meet program learning outcomes

Dismissed students will receive written notification of the decision.

10. Repeated Courses

Students may repeat courses in which they received a grade below the required passing grade.

Policies regarding repeated courses include:

- **Only the highest grade earned may be used in GPA calculations.**
- **Repeated courses count toward attempted credits when calculating SAP.**
- **Excessive course repetition may affect academic standing.**

11. Withdrawals and Incomplete Grades

Courses with grades of W (Withdrawal) or I (Incomplete) count as attempted credits for SAP calculations.

Students must complete incomplete coursework within the timeframe specified by the instructor and the Academic Affairs Office.

12. Leave of Absence

Students who are granted an approved Leave of Absence (LOA) will not have that period counted toward the maximum time frame.

Students must resume studies at the end of the approved leave period to maintain enrollment.

13. Appeals

Students who are placed on academic dismissal due to failure to meet SAP standards may submit a written appeal.

Appeals must:

- Be submitted within 10 business days of the dismissal notification
- Include documentation explaining the circumstances that affected academic performance
- Provide a plan for academic improvement

The Academic Appeals Committee will review the appeal and issue a decision.

14. Reinstatement

If an appeal is approved, the student may be reinstated under an Academic Improvement Plan.

The plan may include:

- Specific GPA targets
- Course completion requirements
- Academic advising or tutoring
- Reduced course load

Failure to comply with the improvement plan may result in final dismissal.

15. Record Keeping

All SAP evaluations, warnings, probation notices, and appeals will be documented and maintained by the Office of Academic Affairs in accordance with institutional record retention policies and FERPA regulations.

16. Policy Review

This policy will be reviewed periodically by the Academic Affairs Committee to ensure compliance with institutional standards, accreditation requirements, and best practices in higher education.

Academic Warning Policy

1. Policy Statement

California University – Silicon Valley (CUSV) is committed to supporting student academic success while maintaining the academic standards required for professional healthcare education.

Students who do not meet the minimum standards for **Satisfactory Academic Progress (SAP)** may be placed on **Academic Warning**. Academic Warning serves as an early alert to inform students that their academic performance is below required standards and that improvement is necessary to remain in good academic standing.

The purpose of Academic Warning is to provide students with an opportunity to correct academic deficiencies while continuing their studies.

This policy applies to students enrolled in:

- **Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)**

2. Conditions for Academic Warning

A student may be placed on Academic Warning if one or more of the following occurs:

1. The student's **cumulative GPA falls below the minimum required GPA of 3.0**.
2. The student fails to maintain the required **pace of progression (completion of at least 67% of attempted credits)**.
3. The student receives **multiple low grades or course failures** in a term.
4. The student demonstrates academic performance that raises concern regarding the ability to meet program learning outcomes.

Academic Warning normally occurs **after the first instance of unsatisfactory academic progress**.

3. Notification of Academic Warning

Students placed on Academic Warning will receive **written notification** from the Office of Academic Affairs.

The notification will include:

- The reason for the Academic Warning
- The academic standards that were not met
- Recommendations for improvement
- The timeframe for returning to satisfactory academic standing

4. Duration of Academic Warning

Academic Warning typically lasts **one academic term**.

During this period, the student is expected to improve academic performance and return to **Satisfactory Academic Progress** by the end of the warning term.

If the student meets the required standards by the end of the warning period, the Academic Warning status will be removed.

5. Student Responsibilities During Academic Warning

Students placed on Academic Warning are expected to take steps to improve their academic performance.

Recommended actions may include:

- Meeting with the **Program Director or Academic Advisor**
- Developing an **Academic Improvement Plan**
- Participating in tutoring or academic support services
- Reducing course load if recommended
- Improving study and time-management strategies

Students are responsible for making satisfactory progress during the warning period.

6. Failure to Improve Academic Performance

If a student fails to regain satisfactory academic progress during the Academic Warning term, the student may be subject to additional academic actions, including:

- **Academic Probation**
- Academic Improvement Plan
- Reduced course load
- Possible program dismissal if academic deficiencies persist

7. Impact on Enrollment

Students on Academic Warning remain eligible to:

- Continue enrollment
- Attend classes
- Participate in academic activities

However, students may be required to meet with academic advisors and follow recommended support measures.

Certain academic privileges may be limited if necessary to support academic improvement.

8. Appeals

Students who believe they were placed on Academic Warning in error may submit a written appeal.

Appeals must:

- Be submitted within **10 business days** of receiving the notification
- Be addressed to the **Academic Dean**

The Academic Affairs Office will review the appeal and issue a decision.

9. Documentation

Academic Warning notices and related academic records will be maintained by the **Office of Academic Affairs** in accordance with institutional record retention policies and **FERPA regulations**.

10. Policy Review

This policy will be periodically reviewed by the **Academic Affairs Committee** to ensure alignment with institutional policies, accreditation requirements, and best practices in higher education.

Academic Probation Policy

1. Policy Statement

California University – Silicon Valley (CUSV) is committed to maintaining high academic standards while supporting students in achieving academic success. Students are expected to maintain **Satisfactory Academic Progress (SAP)** throughout their enrollment.

Students who fail to meet the required academic standards after an Academic Warning period, or whose academic performance falls significantly below program expectations, may be placed on **Academic Probation**.

Academic Probation serves as a formal notice that a student's academic performance is unsatisfactory and that immediate improvement is required to continue enrollment in the program.

This policy applies to students enrolled in:

- **Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)**

2. Conditions for Academic Probation

A student may be placed on Academic Probation under one or more of the following circumstances:

1. Failure to regain **Satisfactory Academic Progress** after a term of **Academic Warning**.
2. The student's **cumulative GPA remains below the required minimum of 3.0**.
3. Failure to maintain the required **completion rate of at least 67% of attempted credits**.
4. Repeated course failures or multiple grades below the minimum passing grade.
5. Academic performance indicating a serious risk of not meeting program learning outcomes.

Academic Probation indicates that the student's academic progress is significantly below institutional expectations.

3. Notification of Academic Probation

Students placed on Academic Probation will receive **written notification** from the Office of Academic Affairs.

The notification will include:

- The reason for the probation status
- The academic standards that were not met
- Specific requirements for returning to satisfactory academic standing
- The duration of the probation period
- Possible consequences if improvement is not achieved

4. Duration of Academic Probation

Academic Probation normally lasts **one academic term**.

During this period, the student must demonstrate measurable academic improvement and meet the conditions outlined in the Academic Improvement Plan.

5. Academic Improvement Plan

Students placed on Academic Probation may be required to follow an **Academic Improvement Plan** developed by the Academic Affairs Office.

The plan may include:

- Meeting regularly with an **Academic Advisor or Program Director**
- Completing specific courses successfully
- Achieving a minimum GPA for the probation term
- Limiting course load if necessary
- Participating in tutoring or academic support services

Students are responsible for complying with all requirements of the improvement plan.

6. Academic Restrictions During Probation

Students on Academic Probation may be subject to certain academic restrictions, including:

- Reduced course load
- Limitations on clinical training participation
- Mandatory academic advising sessions
- Additional monitoring of academic performance

These measures are intended to support academic improvement.

7. Return to Good Academic Standing

A student may return to **Good Academic Standing** if the following conditions are met by the end of the probation period:

- The cumulative GPA meets or exceeds **3.0**
- The student meets the required **completion rate for attempted credits**
- The student satisfies all conditions outlined in the Academic Improvement Plan

Once these requirements are met, the probation status will be removed.

8. Failure to Improve Academic Performance

Students who fail to meet the requirements of Academic Probation may be subject to further academic action, including:

- Extension of Academic Probation under special circumstances
- Academic Dismissal from the program

Decisions regarding dismissal will be made by the **Academic Affairs Office in consultation with the Program Director and Academic Dean**.

9. Appeals

Students who believe they were placed on Academic Probation in error may submit a written appeal.

Appeals must:

- Be submitted within **10 business days** of receiving the probation notification
- Include supporting documentation
- Be addressed to the **Academic Dean**

The Academic Appeals Committee will review the appeal and issue a final decision.

10. Documentation and Record Keeping

Academic Probation status and related documentation will be maintained by the **Office of Academic Affairs** in accordance with institutional record retention policies and **FERPA regulations**.

11. Policy Review

This policy will be reviewed periodically by the **Academic Affairs Committee** to ensure alignment with institutional policies, accreditation requirements, and best practices in higher education.

Academic Dismissal Policy

1. Policy Statement

California University – Silicon Valley (CUSV) maintains high academic and professional standards for all students enrolled in its programs. Students are expected to maintain **Satisfactory Academic Progress (SAP)** and demonstrate the academic competence necessary to complete their programs and enter professional practice.

Students who fail to meet the academic standards established by the University after receiving appropriate academic support and probationary opportunities may be subject to **Academic Dismissal**.

Academic Dismissal indicates that a student has not met the minimum academic requirements necessary to continue in the program.

This policy applies to students enrolled in:

- **Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)**

2. Grounds for Academic Dismissal

A student may be subject to Academic Dismissal under one or more of the following circumstances:

1. Failure to regain **Satisfactory Academic Progress** after a period of **Academic Probation**.
2. A **cumulative GPA remaining below the required minimum of 3.0** after the probation period.
3. Failure to meet the required **minimum completion rate of 67% of attempted credits**.
4. Repeated failure of required courses or clinical training components.
5. Failure to comply with the terms of an **Academic Improvement Plan**.
6. Academic performance indicating that the student is unlikely to successfully complete the program.
7. Exceeding the **maximum time frame allowed for program completion** as defined in the SAP policy.
8. Serious academic misconduct that results in dismissal as determined through the Academic Integrity Policy.

3. Academic Review Process

Before a dismissal decision is made, the student's academic record will be reviewed by the **Academic Affairs Office** in consultation with:

- The **Program Director**
- Relevant faculty members
- The **Academic Dean**

The review will consider:

- The student's academic history
- Course performance
- Compliance with the Academic Improvement Plan
- Evidence of academic progress or lack thereof

4. Notification of Academic Dismissal

Students who are dismissed will receive **written notification** from the Office of Academic Affairs.

The notification will include:

- The reasons for dismissal
- The effective date of dismissal
- Information about the student's right to appeal
- Information about possible reinstatement procedures, if applicable

5. Effect of Academic Dismissal

Students who are academically dismissed will:

- Be withdrawn from the program
- Not be permitted to enroll in additional courses
- Lose eligibility to participate in clinical training
- Be required to settle all financial obligations with the University

Academic dismissal will be recorded in the student's academic record.

6. Appeals of Academic Dismissal

Students have the right to appeal an academic dismissal decision.

Appeals must:

- Be submitted in writing within **10 business days** of receiving the dismissal notice
- Be addressed to the **Academic Dean**
- Include supporting documentation explaining the circumstances that affected academic performance

Examples of circumstances that may be considered include:

- Serious illness or medical conditions
- Family emergencies
- Other significant, documented events beyond the student's control

The **Academic Appeals Committee** will review the appeal and issue a decision.

7. Possible Outcomes of an Appeal

After reviewing the appeal, the Academic Appeals Committee may:

- Uphold the dismissal decision
- Reinstate the student under strict **Academic Probation**
- Approve a modified **Academic Improvement Plan**
- Allow the student to repeat specific courses before continuing in the program

The committee's decision will be communicated to the student in writing.

8. Eligibility for Reinstatement

Students who have been academically dismissed may apply for reinstatement after a specified period, typically **one academic term or longer**, depending on the circumstances.

Reinstatement may require:

- Demonstration of improved academic readiness
- Completion of recommended preparatory coursework
- Approval from the Academic Affairs Office and Program Director

Reinstatement is **not guaranteed** and is granted only when the University determines that the student has a reasonable likelihood of successfully completing the program.

9. Documentation and Record Keeping

All records related to academic dismissal decisions, appeals, and reinstatement requests will be maintained by the **Office of Academic Affairs** in accordance with institutional record retention policies and **FERPA regulations**.

10. Policy Review

This policy will be periodically reviewed by the **Academic Affairs Committee** to ensure alignment with institutional policies, accreditation standards, and best practices in higher education.

Course Repetition Policy

1. Policy Statement

California University – Silicon Valley (CUSV) requires students to demonstrate mastery of course content necessary for successful completion of their academic programs and for competent professional practice.

Students who do not achieve the required minimum grade in a course may be required to **repeat the course** in order to receive academic credit and continue progressing toward program completion.

This policy applies to students enrolled in:

- **Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with Chinese Herbal Medicine Specialization (DAcCHM)**

2. Minimum Passing Grade

To successfully complete a course and receive academic credit, students must earn a **minimum grade of "C" (or equivalent)** unless otherwise specified by the program.

Courses with grades below the minimum passing grade are considered **unsatisfactory** and may require repetition.

Certain courses, particularly **clinical training courses**, may require a higher minimum grade as determined by the program.

3. Eligibility to Repeat a Course

Students may repeat a course under the following circumstances:

1. The student receives a grade below the minimum passing grade.
2. The student withdraws from a course and must complete it to fulfill program requirements.
3. The course is required for program completion and must be successfully completed before progression.

Students must obtain approval from the **Program Director or Academic Affairs Office** before repeating a course.

4. Limit on Course Repetition

To maintain academic standards, the following limits apply:

- A course may normally be repeated **only once**.
- If a student fails a required course **twice**, the student may be subject to **Academic Probation or Academic Dismissal** as determined by the Academic Affairs Office.

Exceptions may be granted only under special circumstances and require approval from the **Academic Dean**.

5. Grade Replacement

When a course is repeated:

- The **highest grade earned** will be used in calculating the cumulative GPA.
- The original course grade will remain on the student's transcript but will not be included in the GPA calculation if replaced.
- All course attempts will be recorded in the academic record.

6. Impact on Satisfactory Academic Progress

Repeated courses count toward **attempted credits** when calculating **Satisfactory Academic Progress (SAP)**.

Excessive course repetition may affect:

- Completion rate (pace of progress)
- Maximum time frame for program completion
- Academic standing

Students should consult with their academic advisor before repeating courses.

7. Financial Responsibility

Students repeating courses may be responsible for **additional tuition and fees** associated with the repeated course unless otherwise determined by the University.

8. Clinical Course Repetition

Clinical training courses involve patient care responsibilities and professional competencies.

Students repeating clinical courses may be required to:

- Complete additional clinical training hours
- Demonstrate competency in clinical skills
- Meet specific clinical performance standards

Clinical course repetition may delay program completion.

9. Academic Advising

Students who are required to repeat a course are encouraged to meet with an **Academic Advisor or Program Director** to:

- Develop an academic improvement plan
- Identify strategies to improve academic performance
- Ensure continued progress toward program completion

10. Documentation and Record Keeping

Records of repeated courses will be maintained by the **Office of Academic Affairs** in accordance with institutional record retention policies and **FERPA regulations**.

11. Policy Review

This policy will be periodically reviewed by the **Academic Affairs Committee** to ensure alignment with institutional policies, accreditation standards, and best practices in higher education.

Challenge Examination Policy

Students may obtain credit for requisite course work that has been previously completed at an institution other than CUSV, by passing the relevant Challenge Examination for each challenged course, with the approval of the Academic Dean and/or academic officer. Challenge Examinations are subject to the following restrictions:

1. The student must take a separate examination for each course challenged.
2. The student must score 70% or better to pass.
3. All challenge examinations must be taken by the end of the second term of enrollment.
4. All challenge examinations are subject to a charge of 50% of current tuition for that course.

Independent Study Policy

The Academic Dean may permit students to complete course requirements by means of Independent Study if a course is needed to graduate in a timely manner and that course is not offered during the last term for which the student is planned to graduate. Independent Study requires approval by the Academic Dean and only students with a GPA of 3.0 can apply for this

privilege. Independent Study is only allowed for a maximum of two (2) courses. Units for Independent Study are awarded based on forty-five (45) hours per unit of study time. A student on Independent Study must regularly meet with the assigned faculty for assessment of learning and to take appropriate quizzes or exams. A student seeking Independent Study must submit an Independent Study Request Form and must meet all applicable regulations or restrictions as published in the Student Handbook and pay the appropriate fees.

Audit Policy

Currently enrolled CUSV students may register to audit a course when they have taken and passed the course before they are seeking to audit. All audits are subject to availability and must be approved by the Academic/Administration Office. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the instructor or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. Students will not be able to take mid-term and final examinations. Failure to abide by the relevant rules will be deemed student misconduct.

Part V – Clinical Education

Clinical Internship Training

Clinical training is one of the important procedures of study in the University. CUSV has the particular teaching procedures and teaching models:

1) Enlightening teaching can help to develop students correct TCM thinking instead of imitating.
2) Special needing skills not found in the traditional textbooks are taught in clinical training.
3) Special classical and experienced formulae sharing are introduced in clinical training.

Internship Phases

Phase I	150 hours	Clinic Observation
Phase II	300 hours	Diagnosis and Evaluation
Phase III	510 hours	Supervised Practice
Phase IV	150 hours	Advanced Practice

All interns must pass Pre-clinic Comprehensive Exam before initiating clinic practice and take Internship Phase Exams to progress to the next phase of clinic practice. These exams include written exams designed to assess the intern's learning with respect to general theoretical understanding of Oriental Medicine, skills, and competencies necessary for each clinical phase. For each phase of clinic practice, interns are required to pass the clinic practice evaluation.

Intern candidates must have successfully completed 60 units of specific didactic learning prior to applying for the clinic entrance comprehensive examination. The following courses must be completed prior to the start of Phase I clinical training unless otherwise approved by the Academic Dean and Clinic Director.

BS-102 Chemistry BS-105 Anatomy

BS-106 Physiology	OM-101 Foundation of TCM I
OM-102 Foundation of TCM II	HM-100 Introduction to Herbology
HM-102 Herbology I	HM-103 Herbology II
AC-101 Acupuncture I	AC-102 Acupuncture II
OM-103 TCM Diagnosis I	PM-101 Practice Management
PM-104 Medical Ethics	PH-101 Public Health

Pre-Clinic Comprehensive Examination Policy

1. Purpose

The Pre-Clinic Comprehensive Examination is designed to assess whether students have acquired the foundational knowledge and clinical competencies necessary to begin clinical training in the CUSV Internship Clinic.

The examination serves as a gatekeeping mechanism to ensure that students entering the clinical phase of the program can safely and effectively participate in patient care activities.

2. Scope

This policy applies to students enrolled in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Students must successfully pass the Pre-Clinic Comprehensive Examination before they are permitted to begin clinical internship training.

3. Eligibility Requirements

To be eligible to take the Pre-Clinic Comprehensive Examination, students must:

1. Complete the required sixty units of specific didactic learning in the program curriculum including BS-102 Chemistry, BS-105 Anatomy, BS-106 Physiology, OM-101 Foundation of TCM I, OM-102 Foundation of TCM II, HM-100 Introduction to Herbology, HM-102 Herbology I, HM-103 Herbology II, AC-101 Acupuncture I, AC-102 Acupuncture II, OM-103 TCM Diagnosis I, PM-101 Practice Management
2. Maintain satisfactory academic standing.
3. Receive approval from the Academic designated academic authority.

The Academic Office verifies eligibility prior to examination registration.

4. Examination Content

The Pre-Clinic Comprehensive Examination evaluates student competency in key areas required for safe clinical practice, including:

- Traditional Chinese Medicine theory
- Zang-Fu organ theory
- Meridian and acupuncture point theory
- Acupuncture diagnosis and treatment principles
- Chinese herbal medicine fundamentals
- Basic biomedical sciences
- Clinical safety and professional conduct

The examination ensures that students possess sufficient knowledge to begin supervised clinical treatment of patients.

5. Examination Format

The examination may include one or more of the following components:

- TCM Foundation
- Acupuncture
- Herbal Therapy
- Biomedicine
- Regulations for Public Health and Safety

The specific evaluation criteria are determined by the Academic Committee or designated faculty responsible for assessment.

6. Passing Standard

To pass the examination, students must achieve a minimum overall score of 70% and must also obtain at least 70% correct responses in each of the five designated content categories. Students who fail to meet the 70% threshold in any category will not pass the examination, regardless of the overall score.

7. Examination Retake Policy

Students who do not pass the Pre-Clinic Comprehensive Examination may be permitted to retake the examination according to the following conditions:

1. The student must complete additional review or remedial study as recommended by faculty.
2. The student may retake the examination during the next scheduled examination period.
3. A limited number of retake opportunities may be permitted as determined by academic policy.

Failure to pass the examination after the permitted number of attempts may delay progression in the program.

8. Academic Integrity

Students must comply with all university policies regarding academic integrity during the examination process.

Any form of academic dishonesty, including cheating or unauthorized assistance, may result in disciplinary action according to the University's Academic Integrity Policy.

9. Clinical Advancement

Only students who successfully pass the Pre-Clinic Comprehensive Examination and satisfy all clinical prerequisites may begin clinical internship training in the CUSV Internship Clinic.

Successful completion of this examination signifies that the student has demonstrated the foundational knowledge required for safe participation in clinical practice.

10. Institutional Authority

California University – Silicon Valley reserves the right to modify examination procedures, evaluation standards, or eligibility requirements when necessary to maintain academic integrity, accreditation compliance, and clinical safety standards.

Clinic Requirements

An approved course in cardio-pulmonary resuscitation (CPR) is required prior to the entry-level clinical training. A health examination certificate, a recent (within 12 prior months) tuberculosis (TB) test or chest x-ray are also required before enrolling in the Clinic training courses. Further inquiries on entrance requirements for the Teaching Clinic should be directed to the office of Academics Affairs.

Malpractice Insurance

CUSV provides the malpractice insurance coverage with American Acupuncture Council for all students.

Clinical Competency Requirements Policy

1. Purpose

The purpose of the Clinical Competency Requirements Policy is to ensure that students enrolled in clinical training at California University – Silicon Valley (CUSV) demonstrate the necessary professional knowledge, skills, and clinical judgment required for safe and effective practice in acupuncture and Chinese herbal medicine.

Clinical competency requirements ensure that students achieve the practical abilities necessary to meet the standards expected of entry-level practitioners and satisfy the educational expectations of the acupuncture profession.

2. Scope

This policy applies to all students enrolled in clinical training courses in the following programs:

- Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture and Chinese Herbal Medicine (DAcCHM)

Clinical competencies must be completed during the **supervised clinical internship phase** of the program.

3. Clinical Competency Objectives

Students must demonstrate competency in the following core clinical areas:

3.1 Patient Assessment and Diagnosis

Students must demonstrate the ability to:

- Conduct complete patient intake interviews
- Obtain relevant medical history and chief complaints
- Perform Traditional Chinese Medicine diagnostic methods, including:
    - Inspection
    - Auscultation and olfaction
    - Inquiry
    - Palpation (pulse and channel palpation)
- Formulate appropriate TCM pattern identification and differential diagnosis
- Recognize conditions requiring referral or collaborative care

3.2 Treatment Planning

Students must demonstrate the ability to:

- Develop individualized treatment plans based on TCM diagnostic principles
- Select appropriate acupuncture points and treatment strategies
- Determine treatment frequency and therapeutic goals
- Modify treatment plans based on patient progress

3.3 Acupuncture and Related Techniques

Students must demonstrate competency in the safe and effective application of acupuncture techniques, including:

- Proper point location and needling techniques
- Safe needle insertion and manipulation
- Clean Needle Technique procedures
- Electro-acupuncture application where appropriate
- Moxibustion techniques
- Cupping therapy
- Gua sha or other adjunct therapies when applicable

Students must consistently follow safety and infection control procedures.

3.4 Herbal Medicine Application

Students must demonstrate competency in:

- Selecting appropriate herbal formulas
- Modifying classical formulas according to patient presentation
- Understanding herb interactions and contraindications
- Providing herbal preparation and dosage instructions
- Monitoring patient response to herbal therapy

3.5 Clinical Documentation

Students must demonstrate competency in:

- Maintaining accurate patient records
- Recording patient history and examination findings
- Documenting diagnosis and treatment plans
- Recording treatment outcomes and follow-up plans
- Maintaining confidentiality and compliance with privacy regulations

3.6 Professional Conduct

Students must demonstrate professional behavior in clinical settings, including:

- Respectful and compassionate patient care
- Effective communication with patients and supervisors
- Adherence to ethical and professional standards
- Compliance with clinic policies and procedures
- Appropriate professional boundaries

4. Evaluation of Clinical Competency

Clinical competencies are evaluated through multiple methods, including:

- Direct observation by clinical supervisors
- Practical skills assessments
- Clinical case presentations
- Evaluation of patient records and documentation
- Supervisor evaluations of student performance

Students must demonstrate consistent competency before progressing to more advanced clinical responsibilities.

5. Minimum Clinical Performance Requirements

To successfully complete clinical training, students must:

- Complete the required number of supervised clinical hours
- Successfully perform the required number of patient treatments
- Demonstrate competency in all required clinical skills
- Maintain satisfactory evaluations from clinical supervisors

Specific quantitative clinical requirements are defined in the program's clinical training guidelines.

6. Remediation

If a student fails to demonstrate satisfactory clinical competency:

- The student may be required to complete additional supervised clinical training
- The student may receive a remediation plan developed by the clinical faculty
- Additional evaluations may be required before the student may continue clinical progression

Failure to achieve clinical competency after remediation may result in delay of clinical progression or other academic action.

7. Documentation

Records of clinical competencies and student evaluations are maintained by the **Intern Clinic Administration** and the **Office of Academic Affairs**.

Documentation may include:

- Clinical skills assessment forms
- Supervisor evaluation forms
- Clinical logs and patient treatment records
- Clinical competency checklists

These records are maintained in accordance with the University's **Student Records Policy**.

8. Responsibility for Implementation

Implementation of this policy is the responsibility of:

- The **Clinic Director**
- Clinical faculty and supervisors
- The **Office of Academic Affairs**

Clinical faculty are responsible for monitoring student progress and verifying competency achievement.

9. Policy Review

This policy is reviewed periodically to ensure alignment with institutional goals, professional practice standards, and accreditation requirements.

Clinical Safety and Professional Standards Policy

1. Purpose

The purpose of the Clinical Safety and Professional Standards Policy is to ensure that all clinical training conducted at California University – Silicon Valley (CUSV) is carried out in a safe, ethical, and professional manner. This policy establishes expectations for student conduct, patient safety, infection control, and professional behavior in the CUSV Internship Clinic.

These standards support the development of competent practitioners while protecting the health and well-being of patients, students, and clinic personnel.

2. Scope

This policy applies to:

- Students participating in clinical observation, clinical assistantship, and clinical internship courses
- Clinical supervisors and faculty
- Staff working in the CUSV Internship Clinic

All individuals participating in clinical activities must comply with the safety and professional standards outlined in this policy.

3. Patient Safety Standards

Patient safety is the highest priority in all clinical activities. Students must:

1. Practice only under the supervision of approved clinical faculty.
2. Follow all clinical protocols and procedures established by the clinic.
3. Accurately assess patient conditions prior to treatment.
4. Avoid performing procedures beyond their level of training or authorization.
5. Immediately report any adverse events or complications to the clinical supervisor.
6. Ensure that all treatment decisions are approved by supervising faculty.

Students must never perform treatment without appropriate supervision.

4. Infection Control and Clean Needle Technique

All clinical procedures must comply with recognized safety standards, including **Clean Needle Technique (CNT)** guidelines.

Students must:

- Use only sterile, single-use disposable acupuncture needles.
- Wash hands before and after patient contact.
- Use appropriate personal protective equipment when required.
- Safely dispose of needles and sharps in approved sharps containers.
- Maintain a clean and sanitary treatment environment.
- Follow infection control protocols established by the clinic.

Failure to comply with infection control standards may result in disciplinary action and removal from clinical activities.

5. Clinical Documentation Standards

Students must maintain accurate, complete, and timely patient records. Documentation must include:

- Patient intake information
- Clinical findings and diagnosis
- Treatment plan and procedures performed
- Herbal prescriptions or recommendations
- Treatment outcomes and follow-up plans

Patient records must be maintained in accordance with confidentiality and privacy requirements.

6. Professional Conduct

Students must demonstrate professional behavior in all clinical settings. Professional standards include:

- Respectful communication with patients, faculty, and staff
- Maintaining patient dignity and confidentiality
- Demonstrating compassion, cultural sensitivity, and ethical conduct
- Maintaining professional boundaries with patients
- Adhering to clinic policies and supervisory instructions

Students must represent the University and the profession of acupuncture and Chinese medicine in a professional manner at all times.

7. Dress Code and Appearance

Students participating in clinical activities must adhere to the clinic dress code. Requirements may include:

- Clean and professional attire appropriate for healthcare settings
- Closed-toe shoes
- Name badge identification
- Personal hygiene consistent with clinical standards

Clothing or appearance that compromises patient safety or professionalism is not permitted.

8. Confidentiality and Patient Privacy

Students must protect the confidentiality of all patient information.

Students must:

- Maintain patient privacy in accordance with applicable privacy laws and institutional policies
- Avoid discussing patient information outside appropriate clinical settings
- Protect all written and electronic medical records

Unauthorized disclosure of patient information is strictly prohibited.

9. Incident Reporting

Any clinical incident, including treatment complications, patient injury, or safety concerns, must be reported immediately to the clinical supervisor and clinic administration.

An incident report must be completed according to clinic procedures.

10. Compliance with Regulatory Standards

All clinical activities must comply with applicable professional, institutional, and regulatory requirements, including those of the **California Acupuncture Board** and professional certification standards.

Students must also comply with applicable safety and training requirements, which may include:

- Clean Needle Technique training
- Bloodborne pathogen safety training
- OSHA safety procedures

11. Violations of Clinical Safety Standards

Failure to comply with clinical safety or professional standards may result in disciplinary action, including:

- Clinical warning or probation
- Suspension from clinical training
- Requirement for remediation training
- Referral to the Academic Affairs Office for further disciplinary review

Serious violations may result in immediate removal from clinical activities.

12. Responsibility for Implementation

Implementation of this policy is the responsibility of:

- The **Clinic Director**
- Clinical supervisors and faculty
- The **Office of Academic Affairs**

All clinical personnel share responsibility for maintaining a safe and professional clinical environment.

13. Policy Review

This policy is reviewed periodically to ensure compliance with professional practice standards, institutional policies, and accreditation requirements.

Part VI – Graduation

Graduation Requirements

Graduation Requirements

1. Purpose

The graduation requirements for the MAcCHM and DAcCHM programs establish the academic, clinical, and professional standards students must meet in order to be awarded their respective degrees.

These requirements ensure that graduates possess the knowledge, clinical skills, ethical standards, and professional competencies necessary for safe and effective practice in acupuncture and Chinese herbal medicine.

2. Completion of Program Curriculum

Students must successfully complete all required courses listed in the official curriculum for their respective program.

The curriculum includes coursework in the following areas:

- Traditional Chinese Medicine theory
- Acupuncture channels, points, and treatment techniques
- Chinese herbal medicine and formulas
- Biomedical sciences
- Professional ethics and practice management
- Clinical training and internship

Students must complete courses in the prescribed sequence unless otherwise approved by the Academic Dean.

3. Minimum Program Units and Clock Hours

3.1 MAcCHM Program

To graduate from the **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)** program, students must complete:

- **Total Units:** approximately **175 semester units**
- **Total Clock Hours:** approximately **3105 hours**

These hours include both didactic instruction and clinical training.

3.2 DAcCHM Program

To graduate from the **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)** program, students must complete:

- **Total Units: 200 semester units**
- **Total Clock Hours: 3,555 hours**

These hours include advanced didactic coursework, clinical training, and doctoral-level study.

4. Clinical Training Requirements

Students must complete all required clinical training hours in the **CUSV Internship Clinic** under the supervision of licensed clinical faculty.

Clinical training requirements include:

- Clinical observation hours
- Supervised patient treatment hours
- Demonstration of competency in diagnosis and treatment planning
- Safe and effective application of acupuncture and herbal medicine

Clinical training must comply with the requirements of:

- California University – Silicon Valley
- California Acupuncture Board (CAB)
- Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

5. Graduation Examination Requirement

Students in both programs must successfully pass the Graduation Examination.

The examination evaluates students' knowledge and competency in:

- Traditional Chinese Medicine theory

- Acupuncture diagnosis and treatment
- Chinese herbal medicine
- Biomedical sciences
- Clinical case analysis
- Regulations for Public Health and Safety

Passing the Graduation examination is required before students are eligible for graduation.

6. Academic Standing Requirement

Students must maintain satisfactory academic progress throughout their program.

Graduation requirements include:

- Maintaining a minimum cumulative Grade Point Average (GPA) of 2.3
- Passing all required courses
- Successfully completing all clinical training requirements

Students who fail required courses must repeat and pass those courses before graduation eligibility is granted.

7. Professional and Health Requirements

Students must comply with all professional, health, and safety requirements required for clinical training.

These requirements may include:

- Health clearance documentation
- Clinical safety training
- Compliance with clinic policies and professional conduct standards

Failure to meet these requirements may delay clinical participation and graduation.

8. Doctoral Research Requirement (DAcCHM Program Only)

Students enrolled in the **DAcCHM program** must successfully complete the doctoral academic requirements, which may include advanced clinical training, scholarly activities, and doctoral-level academic work as specified in the program curriculum.

Completion of these requirements demonstrates advanced professional competence and leadership in the field of acupuncture and herbal medicine.

9. Financial and Administrative Obligations

Students must satisfy all financial and administrative obligations to the University prior to graduation.

These obligations include:

- Payment of all tuition and fees
- Completion of required institutional documentation
- Return of any borrowed university property

10. Application for Graduation

Students must submit an **Application for Graduation** to the Academic/Administrative Office by the deadline published in the Academic Calendar.

The University will verify:

- Completion of all academic requirements
- Completion of clinical training hours
- Satisfactory academic standing

11. Award of Degree

Students who successfully complete all program requirements will be awarded the appropriate degree:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Graduates of these programs are academically prepared to pursue professional licensure as acupuncturists and may be eligible to sit for:

- **California Acupuncture Licensing Examination (CALE)**
- **NCCAOM certification examinations**, where applicable.

Comprehensive Graduation Examination Policy

1. Purpose

The **Comprehensive Graduation Examination** is designed to assess whether students have achieved the level of knowledge, clinical reasoning, and professional competency required for graduation from the academic programs offered at California University – Silicon Valley (CUSV).

The examination evaluates the integration of theoretical knowledge and clinical application in acupuncture and Chinese herbal medicine. Successful completion of the Comprehensive Graduation Examination is a requirement for graduation.

2. Scope

This policy applies to students enrolled in the following academic programs at CUSV:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

All students in these programs must pass the Comprehensive Graduation Examination before being eligible to graduate.

3. Eligibility Requirements

To be eligible to take the Comprehensive Graduation Examination, students must:

1. Complete all required didactic coursework in their program.
2. Complete at least 70% required clinical training hours.
3. Maintain satisfactory academic standing in the program.
4. Receive approval from the **Academic Dean or designated academic authority**.

Eligibility is verified by the Academic/Administrative Office prior to examination registration.

4. Examination Content

The Comprehensive Graduation Examination assesses student competency in the major areas of the curriculum, including:

- Traditional Chinese Medicine theory
- Acupuncture channels, points, and treatment methods
- Chinese herbal medicine and formula application
- Biomedical sciences relevant to acupuncture practice
- Clinical diagnosis and case analysis
- Professional ethics and patient care
- Regulations for Public Health and Safety

The examination is intended to evaluate the student's ability to integrate theoretical knowledge with clinical decision-making.

5. Examination Format

The Comprehensive Graduation Examination may include multiple-choice written examination consisting of 200 test questions in the following categories:

1) Patient Assessment
2) Diagnostic Impression & Treatment Plan
3) Providing Acupuncture Treatment
4) Herbal Therapy
5) Regulations for Public Health and Safety

The exact examination format and evaluation procedures are determined by the Academic Committee and program faculty.

6. Passing Standard

Students must achieve a minimum 70% correct responses of the overall score in order to successfully complete the Comprehensive Graduation Examination.

7. Examination Retake Policy

Students who do not pass the Comprehensive Graduation Examination may be permitted to retake the examination according to the following conditions:

1. The student must complete recommended review or remedial study before retaking the examination.
2. The examination may be retaken during the next scheduled examination period.
3. A limited number of retake opportunities may be permitted as determined by the University.

Students who fail to pass the examination after the permitted number of attempts may be required to complete additional coursework or academic review before further attempts are allowed.

8. Academic Integrity

All students must adhere to the University's **Academic Integrity Policy** during the examination.

Academic dishonesty, including cheating, plagiarism, or unauthorized assistance, may result in disciplinary action, which may include:

- Examination failure
- Academic probation
- Dismissal from the program

9. Graduation Eligibility

Passing the Comprehensive Graduation Examination is a mandatory requirement for graduation.

Students will be eligible for graduation only after:

- Passing the Comprehensive Graduation Examination
- Completing all academic and clinical program requirements
- Meeting all institutional financial and administrative obligations

10. Institutional Authority

California University – Silicon Valley reserves the right to modify examination procedures, eligibility requirements, or evaluation standards when necessary to maintain academic integrity, professional competency standards, and compliance with accreditation requirements.

Degree Conferral Policy

1. Purpose

The purpose of the Degree Conferral Policy is to establish the procedures and requirements for awarding academic degrees at California University – Silicon Valley (CUSV). This policy ensures that all degrees are conferred in accordance with the academic standards, institutional policies, and accreditation requirements of the University.

2. Scope

This policy applies to all academic degree programs offered by CUSV, including:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The policy applies to all students who have completed the academic and clinical requirements of their respective programs and are eligible to receive a degree from the University.

3. Eligibility for Degree Conferral

Students are eligible for degree conferral after they have successfully completed all program requirements, including:

1. Completion of all required coursework in the program curriculum
2. Completion of all required clinical training hours
3. Passing the **Comprehensive Graduation Examination**, where required
4. Maintaining the minimum cumulative **Grade Point Average (GPA)** required by the program
5. Demonstrating satisfactory professional and clinical competency
6. Satisfying all institutional financial and administrative obligations

All academic and clinical requirements must be verified by the Academic Office prior to degree conferral.

4. Application for Graduation

Students must submit an **Application for Graduation** by the deadline published in the CUSV Academic Calendar.

The graduation application allows the University to conduct a comprehensive review of the student's academic record to ensure that all graduation requirements have been satisfied.

Students who do not submit the graduation application by the published deadline may have their degree conferral delayed until the next graduation cycle.

5. Graduation Audit

Upon receipt of the graduation application, the Academic Office will conduct a **Graduation Audit** to verify that the student has met all academic and program requirements.

The graduation audit includes verification of:

- Completed coursework and credits
- Clinical training hours
- Examination requirements
- Academic standing
- Financial clearance

Students will be notified if any deficiencies remain before degree conferral can occur.

6. Degree Conferral Process

After all requirements have been verified, the University will authorize the conferral of the student's degree.

The official date of degree conferral is the date on which the University formally awards the degree following the completion of the graduation audit.

Degrees are recorded in the University's official academic records and transcripts.

7. Commencement Ceremony

CUSV may hold commencement ceremonies to celebrate graduating students.

Participation in the commencement ceremony is **voluntary** and does not itself constitute degree conferral. Students must complete all academic and administrative requirements in order for the degree to be officially awarded.

Students who participate in commencement before completing final requirements will receive their degrees only after those requirements have been satisfied.

8. Diplomas

After the degree has been conferred, graduates will receive an official diploma issued by California University – Silicon Valley.

Diplomas include:

- The graduate's legal name as recorded by the University
- The degree awarded
- The date of degree conferral
- The signature of authorized University officials

Replacement diplomas may be requested according to University procedures.

9. Transcripts

The student's official academic transcript will reflect the degree awarded and the date of degree conferral.

Official transcripts may be requested through the University's administrative office according to institutional procedures.

10. Institutional Authority

California University – Silicon Valley reserves the right to review and verify all academic records prior to degree conferral. The University may delay or revoke degree conferral if errors, academic misconduct, or unresolved obligations are discovered.

11. Compliance

The degree conferral process must comply with applicable standards and regulations, including those established by:

- **Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)**
- **California Bureau for Private Postsecondary Education (BPPE)**
- **California Acupuncture Board (CAB)**

Part VII – Student Conduct and Professional Standards

Student Rights and Responsibilities

1. Purpose

California University – Silicon Valley (CUSV) is committed to maintaining an academic environment that promotes intellectual growth, professional development, mutual respect, and ethical conduct. The purpose of this policy is to outline the rights and responsibilities of students as members of the CUSV academic community.

Students share responsibility for maintaining an environment that supports learning, academic integrity, and professional conduct consistent with the standards of healthcare education.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Students are expected to understand and comply with all institutional policies while exercising their rights as members of the academic community.

3. Student Rights

Students at CUSV have the following rights:

3.1 Right to Quality Education

Students have the right to receive educational instruction that meets the academic and professional standards of the University and its accrediting agencies.

Students are entitled to:

- Competent instruction from qualified faculty
- A curriculum consistent with program learning objectives
- Access to appropriate academic and clinical training resources

3.2 Right to Academic Freedom

Students have the right to express ideas and participate in academic discussions in a respectful environment that encourages intellectual inquiry.

Academic freedom must be exercised responsibly and with respect for the rights of others.

3.3 Right to Fair Evaluation

Students have the right to be evaluated fairly and consistently based on academic performance and established grading criteria.

Students may request clarification regarding course requirements, grading standards, and academic expectations.

3.4 Right to Access Educational Records

Students have the right to access and review their educational records in accordance with applicable privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)**.

Students may request corrections to inaccurate or misleading information contained in their records.

3.5 Right to Privacy

Students have the right to privacy regarding their educational records and personal information, subject to applicable legal and institutional policies.

3.6 Right to Due Process

Students have the right to fair and impartial procedures when subject to disciplinary action or academic decisions affecting their status.

Students have access to grievance and appeal procedures when appropriate.

3.7 Right to a Safe and Respectful Environment

Students have the right to learn in an environment free from discrimination, harassment, intimidation, or unsafe conditions.

The University is committed to maintaining a respectful and inclusive academic community.

4. Student Responsibilities

Students share responsibility for maintaining the integrity and professionalism of the academic environment.

Students are expected to:

4.1 Maintain Academic Integrity

Students must conduct themselves honestly in all academic activities and comply with the University's **Academic Integrity Policy**.

4.2 Demonstrate Professional Conduct

Students must behave in a professional manner consistent with the standards of healthcare practice.

This includes:

- Respectful interaction with faculty, staff, patients, and fellow students
- Ethical conduct in academic and clinical settings
- Compliance with clinical safety standards

4.3 Comply with University Policies

Students are responsible for understanding and complying with all University policies, procedures, and regulations.

This includes policies related to:

- Academic performance
- Professional behavior
- Clinical training
- Institutional conduct

4.4 Participate in Academic Activities

Students are expected to actively participate in their educational programs by:

- Attending classes and clinical training sessions
- Completing assignments and examinations
- Engaging in learning activities

4.5 Respect the Rights of Others

Students must respect the rights, dignity, and perspectives of others within the University community.

Students must not engage in discrimination, harassment, or disruptive behavior.

4.6 Protect University Property

Students are responsible for the proper use and care of University facilities, equipment, and educational resources.

5. Relationship to Other Policies

This policy operates in conjunction with other University policies, including:

- Student Code of Conduct
- Academic Integrity Policy
- Professional Behavior Policy
- Harassment and Discrimination Policy
- Student Complaint and Grievance Policies

Students are expected to comply with all applicable policies.

6. Institutional Authority

California University – Silicon Valley reserves the right to enforce this policy and to revise it when necessary to maintain compliance with accreditation standards, regulatory requirements, and institutional policies.

Student Code of Conduct

Student Code of Conduct

1. Purpose

The Student Code of Conduct establishes the standards of behavior expected of students at California University – Silicon Valley (CUSV). The purpose of this code is to promote a respectful, ethical, and professional learning environment that supports academic excellence, patient safety, and the integrity of the healthcare professions.

Students enrolled at CUSV are expected to uphold the highest standards of personal conduct, academic integrity, and professional responsibility.

2. Scope

This policy applies to all students enrolled in programs at CUSV, including but not limited to:

- Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)

The Student Code of Conduct applies to student behavior in:

- Classrooms and laboratories
- Clinical training environments
- University events and activities
- Distance education platforms
- University facilities and property
- Any activity representing the University or involving patients, faculty, staff, or fellow students

3. Professional Conduct

Students are expected to conduct themselves in a manner consistent with the professional standards of healthcare practitioners.

Students must demonstrate:

- Respect for patients, faculty, staff, and fellow students
- Professional communication and behavior
- Honesty and integrity in academic and clinical work
- Compliance with institutional policies and procedures

Students participating in clinical training must adhere to professional standards required for healthcare providers.

4. Academic Integrity

Students must maintain academic honesty in all academic activities.

Academic misconduct includes but is not limited to:

- Cheating on examinations or assignments
- Plagiarism or unauthorized use of another person's work
- Fabrication or falsification of academic information
- Unauthorized collaboration on academic work
- Assisting others in academic dishonesty

Violations of academic integrity may result in disciplinary action according to the University’s Academic Integrity Policy.

5. Clinical Conduct and Patient Safety

Students participating in clinical training must prioritize patient safety and ethical conduct.

Students must:

- Follow clinic policies and procedures
- Maintain patient confidentiality
- Obtain proper supervision before performing treatments
- Use appropriate hygiene and safety practices
- Demonstrate compassion and respect for patients

Failure to adhere to clinical safety standards may result in removal from clinical training.

6. Respectful and Non-Discriminatory Behavior

CUSV is committed to maintaining a learning environment free from discrimination, harassment, and intimidation.

Students must not engage in behavior that involves:

- Discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability, or other protected characteristics
- Harassment or bullying
- Sexual harassment or sexual misconduct
- Intimidation or threatening behavior

Students must comply with the University's **Non-Discrimination Policy** and **Title IX Policy**.

7. Disruptive Behavior

Students must not engage in behavior that disrupts the academic environment.

Disruptive conduct includes:

- Interfering with classroom instruction
- Disrupting clinical operations
- Failure to follow faculty instructions
- Excessive use of electronic devices during class when not permitted

Faculty members may take appropriate action to address disruptive behavior.

8. Use of University Property

Students are responsible for the proper use of university facilities, equipment, and resources.

Students must not:

- Damage or misuse university property
- Use university equipment without authorization
- Remove equipment or materials without permission

Students may be responsible for damages caused by misuse of university property.

9. Alcohol, Drugs, and Controlled Substances

Students must not use, possess, distribute, or be under the influence of illegal drugs or alcohol while participating in academic, clinical, or university-sponsored activities.

Students participating in clinical training must comply with all professional and safety standards required for healthcare environments.

10. Compliance with Laws and Regulations

Students must comply with all applicable laws and regulations, including:

- Federal laws
- California state laws
- Local and municipal regulations

Students must also comply with institutional policies designed to ensure regulatory compliance and professional standards.

11. Reporting Violations

Students, faculty, and staff are encouraged to report violations of the Student Code of Conduct to the appropriate university authority, such as:

- Academic Dean
- Clinic Director
- University Administration

Reports will be reviewed in accordance with institutional procedures.

12. Disciplinary Actions

Violations of the Student Code of Conduct may result in disciplinary action. Possible disciplinary measures include:

- Verbal or written warning
- Academic probation
- Suspension from clinical training
- Suspension from the University
- Dismissal from the University

Disciplinary actions are determined based on the severity of the violation and the circumstances involved.

13. Due Process

Students accused of violating the Student Code of Conduct will be afforded appropriate due process.

Students may be given the opportunity to:

- Respond to allegations
- Present relevant information
- Appeal disciplinary decisions according to University procedures

14. Institutional Authority

California University – Silicon Valley reserves the right to enforce the Student Code of Conduct and to take appropriate disciplinary action when violations occur in order to maintain a safe, respectful, and professional academic environment.

Professional Behavior Policy

1. Purpose

The purpose of the Professional Behavior Policy is to establish the standards of professional conduct expected of students at California University – Silicon Valley (CUSV). Because acupuncture and Chinese herbal medicine are healthcare professions that require ethical practice and patient trust, students are expected to demonstrate professionalism in all academic and clinical settings.

This policy helps ensure a respectful learning environment, high standards of patient care, and compliance with professional and regulatory expectations.

2. Scope

This policy applies to all students enrolled at CUSV, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The Professional Behavior Policy applies to student conduct in:

- Classroom and laboratory settings
- Clinical internship training
- Distance education environments
- University-sponsored activities

- Interactions with faculty, staff, patients, and fellow students

3. Professional Standards

Students are expected to conduct themselves in a manner consistent with the professional standards of healthcare practitioners. Professional behavior includes demonstrating:

- Respect for patients, faculty, staff, and fellow students
- Integrity and honesty in academic and clinical work
- Responsibility and accountability for one's actions
- Courtesy, professionalism, and ethical behavior
- Cultural sensitivity and compassion in patient care

4. Professional Conduct in Academic Settings

Students must demonstrate professionalism during all academic activities.

Examples of expected conduct include:

- Arriving on time and prepared for class
- Participating actively and respectfully in learning activities
- Following classroom policies and faculty instructions
- Maintaining appropriate communication with instructors and classmates
- Using electronic devices responsibly during class

Disruptive or disrespectful behavior is inconsistent with professional standards and may result in disciplinary action.

5. Professional Conduct in Clinical Training

Students participating in the **CUSV Internship Clinic** must demonstrate professional behavior appropriate for healthcare practitioners.

Students must:

- Treat patients with dignity, respect, and compassion
- Maintain patient confidentiality and privacy
- Follow clinic procedures and safety protocols
- Work cooperatively with clinical supervisors and clinic staff
- Seek appropriate supervision before performing treatments
- Maintain accurate and complete patient records

Professional behavior is essential to ensure patient safety and effective clinical training.

6. Communication and Interpersonal Conduct

Students must demonstrate professional communication in all interactions within the University community.

Professional communication includes:

- Respectful verbal and written communication
- Appropriate professional language and tone
- Constructive participation in discussions
- Respect for diverse opinions and perspectives

Harassment, intimidation, or abusive behavior is not acceptable.

7. Personal Responsibility

Students are expected to take responsibility for their own learning and professional development.

Professional responsibility includes:

- Completing academic assignments on time
- Attending scheduled classes and clinical sessions
- Complying with university policies and procedures
- Accepting constructive feedback from faculty and supervisors
- Demonstrating commitment to ethical healthcare practice

8. Appearance and Professional Presentation

Students participating in clinical training must maintain a professional appearance appropriate for healthcare settings.

This may include:

- Wearing appropriate clinic attire when required
- Maintaining personal hygiene
- Complying with clinic dress code requirements

Professional appearance contributes to patient confidence and professional standards.

9. Violations of Professional Behavior

Failure to comply with the Professional Behavior Policy may be considered a violation of the University's standards of conduct.

Examples of unprofessional behavior may include:

- Disrespectful or disruptive behavior
- Failure to follow clinical procedures
- Breach of patient confidentiality

- Inappropriate communication with patients or colleagues
- Refusal to comply with faculty or clinical supervision

Violations may result in disciplinary action.

10. Corrective and Disciplinary Actions

Students who demonstrate unprofessional behavior may be subject to corrective actions, which may include:

- Verbal warning
- Written warning
- Professional behavior counseling
- Academic probation
- Suspension from clinical training
- Suspension or dismissal from the University

The severity of disciplinary action depends on the nature of the violation.

11. Relationship to Other Policies

This policy operates in conjunction with other University policies, including:

- Student Code of Conduct
- Academic Integrity Policy
- Clinical Internship Policies
- Non-Discrimination Policy
- Title IX Policy

Students are expected to comply with all applicable institutional policies.

12. Institutional Authority

California University – Silicon Valley reserves the right to enforce professional behavior standards necessary to maintain a safe, respectful, and ethical learning environment consistent with healthcare professional standards and accreditation requirements.

Non-Discrimination Policy

1. Purpose

California University – Silicon Valley (CUSV) is committed to providing an educational and working environment that is free from discrimination and promotes equal opportunity for all members of the University community.

CUSV does not discriminate on the basis of protected characteristics in the administration of its educational programs, admissions policies, employment practices, student services, or other institutional activities.

This policy affirms the University's commitment to fairness, equity, and respect in all institutional operations.

2. Scope

This policy applies to:

- Students and applicants for admission
- Faculty members
- Staff and employees
- Clinical supervisors and interns
- Volunteers, contractors, and visitors participating in University activities

The policy applies to all University programs, activities, and services, including academic programs, clinical training, employment practices, and campus operations.

3. Protected Characteristics

CUSV prohibits discrimination based on any legally protected status, including but not limited to:

- Sex or gender
- Gender identity or gender expression
- Sexual orientation
- Race
- Color
- National origin
- Ancestry
- Religion or creed
- Age
- Disability
- Marital status
- Veteran or military status
- Genetic information

Discrimination based on any of these characteristics is strictly prohibited.

4. Equal Opportunity in Education

CUSV provides equal access to educational programs and opportunities. The University ensures that:

- Admissions decisions are based on academic qualifications and program requirements.

- Students have equal access to courses, training, internships, and educational resources.
- Academic evaluation is conducted fairly and without discrimination.
- Student services and institutional resources are accessible to all qualified students.

5. Equal Opportunity in Employment

CUSV is committed to equal opportunity in all aspects of employment.

Employment decisions—including recruitment, hiring, promotion, compensation, training, and termination—are based on qualifications, performance, and institutional needs.

CUSV does not discriminate against employees or applicants on the basis of protected characteristics.

6. Accessibility and Disability Accommodation

CUSV complies with applicable disability laws and provides reasonable accommodations to qualified individuals with disabilities.

Students requesting academic accommodations should contact the **Office of Student Services** and provide appropriate documentation.

Employees requesting workplace accommodations should contact the **Human Resources Office**.

The University will engage in an interactive process to determine reasonable accommodations.

7. Reporting Discrimination

Any student, employee, or member of the University community who believes they have experienced discrimination is encouraged to report the concern promptly.

Reports may be submitted to:

- The **Title IX Coordinator** (for sex or gender-based discrimination)
- The **Office of Student Services**
- The **Office of Academic Affairs**
- A faculty member, supervisor, or administrative officer

CUSV will review and address all reports in a timely and impartial manner.

8. Investigation and Resolution

Upon receiving a report of discrimination, the University will:

1. Conduct a prompt and impartial investigation.
2. Gather relevant information from involved parties and witnesses.
3. Determine whether institutional policies have been violated.

4. Take appropriate corrective or disciplinary action if necessary.

All parties involved will be treated with fairness and respect throughout the process.

9. Retaliation Prohibited

CUSV strictly prohibits retaliation against individuals who:

- Report discrimination
- Participate in an investigation
- Support a complaint or inquiry

Retaliatory actions may include threats, intimidation, adverse academic or employment actions, or harassment.

Any retaliation will be treated as a separate violation of University policy.

10. Compliance with Federal and State Laws

CUSV complies with applicable federal and state civil rights laws, including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act (ADA)

The University is committed to maintaining policies and practices consistent with these laws.

11. Policy Review

This policy is reviewed periodically to ensure continued compliance with applicable laws, regulatory requirements, and institutional standards.

Harassment and Sexual Harassment Policy (Title IX)

1. Purpose

California University – Silicon Valley (CUSV) is committed to maintaining a safe, respectful, and inclusive educational and working environment. Harassment and sexual harassment are strictly prohibited and will not be tolerated.

This policy establishes standards of conduct and procedures for addressing harassment and sexual harassment involving students, faculty, staff, and other members of the University community.

2. Scope

This policy applies to:

- All students enrolled at CUSV
- Faculty members and clinical supervisors
- Administrative and staff employees
- Volunteers, contractors, and visitors participating in University activities

This policy applies to conduct occurring:

- On campus
- In the CUSV Internship Clinic
- During academic, clinical, or extracurricular activities
- In online or digital environments associated with University activities

3. Definition of Harassment

Harassment is unwelcome conduct based on a protected characteristic that is sufficiently severe, persistent, or pervasive to interfere with an individual's participation in or benefit from the University's educational or employment environment.

Protected characteristics may include, but are not limited to:

- Sex or gender
- Gender identity or expression
- Sexual orientation
- Race or ethnicity
- National origin
- Religion
- Age
- Disability

Examples of harassment may include:

- Offensive jokes or comments
- Derogatory remarks or slurs
- Intimidation or threats
- Display of offensive materials
- Repeated unwelcome behavior directed at an individual

4. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and includes unwelcome sexual conduct that interferes with an individual's work or educational environment.

Sexual harassment may include, but is not limited to:

1. **Quid Pro Quo Harassment**
   When submission to sexual conduct is made a condition of employment, academic advancement, or participation in educational activities.
2. **Hostile Environment Harassment**
   Unwelcome sexual conduct that is severe, pervasive, and objectively offensive, creating an intimidating or hostile environment.
3. **Sexual Misconduct**
   This may include:
   - Unwelcome sexual advances
   - Requests for sexual favors
   - Sexual assault
   - Sexual exploitation
   - Unwelcome physical contact
   - Sexually suggestive comments, messages, or gestures

5. Prohibited Conduct

The following behaviors are strictly prohibited:

- Sexual harassment or harassment of any type
- Sexual assault or sexual violence
- Retaliation against individuals who report harassment
- Intimidation or coercion related to reporting harassment

These behaviors may result in disciplinary action.

6. Reporting Harassment

Students, faculty, and staff who experience or witness harassment or sexual harassment are encouraged to report the incident as soon as possible.

Reports may be made to:

- The **Title IX Coordinator**
- The **Office of Student Services**
- The **Academic Dean**
- A faculty member or supervisor

Reports may be submitted in writing, electronically, or verbally.

CUSV will respond promptly and appropriately to all reports of harassment.

7. Confidentiality

CUSV will make reasonable efforts to maintain confidentiality during the investigation process while ensuring that appropriate action is taken to address the reported conduct.

Information related to complaints will be shared only with individuals who have a legitimate need to know.

8. Investigation Procedures

When a report of harassment is received, the University will:

1. Conduct a prompt and impartial review of the complaint.
2. Gather relevant information from the complainant, respondent, and witnesses.
3. Evaluate the evidence in accordance with institutional procedures.
4. Determine whether a policy violation has occurred.
5. Take appropriate corrective action where necessary.

Both parties will be treated with fairness and respect during the investigation process.

9. Interim Protective Measures

When appropriate, the University may implement interim measures to protect individuals during the investigation process. These may include:

- Adjustments to class or clinic schedules
- Restrictions on contact between involved parties
- Temporary reassignment or administrative actions

These measures are intended to ensure safety and maintain a fair environment.

10. Retaliation Prohibited

Retaliation against individuals who report harassment or participate in an investigation is strictly prohibited.

Retaliatory actions may include:

- Threats or intimidation
- Academic or employment penalties
- Harassment or discrimination

Any retaliation will be treated as a separate violation of University policy.

11. Disciplinary Actions

Individuals found responsible for harassment or sexual harassment may be subject to disciplinary action, which may include:

- Written warning
- Mandatory training or counseling
- Probation

- Suspension
- Dismissal from the University
- Termination of employment

The severity of disciplinary action will depend on the nature and seriousness of the violation.

12. Education and Prevention

CUSV provides educational programs to promote awareness and prevention of harassment and sexual harassment.

Training may include:

- Sexual harassment prevention education
- Title IX awareness programs
- Professional conduct training for students and employees

13. Policy Review

This policy is periodically reviewed to ensure compliance with applicable federal and state laws and to promote a safe and respectful campus environment.

Substance Abuse Policy

1. Purpose

California University – Silicon Valley (CUSV) is committed to maintaining a safe, healthy, and productive learning and working environment. The use or abuse of alcohol, illegal drugs, or controlled substances can impair judgment, compromise patient safety, and negatively affect academic performance and professional conduct.

The purpose of this policy is to establish standards and procedures regarding the possession, use, and abuse of alcohol, illegal drugs, and controlled substances within the CUSV community.

2. Scope

This policy applies to all members of the CUSV community, including:

- Students
- Faculty
- Staff
- Administrators
- Volunteers and contractors

The policy applies to conduct occurring in:

- University facilities and classrooms

- Clinical internship training environments
- University-sponsored activities or events
- Distance education environments when participation involves university responsibilities

3. Prohibited Conduct

The following activities are strictly prohibited:

1. **Use, possession, or distribution of illegal drugs** on university property or during university activities.
2. **Being under the influence of alcohol or illegal drugs** while participating in academic activities, clinical training, or university-sponsored events.
3. **Misuse of prescription medications**, including the use of prescription drugs without a valid prescription or in a manner inconsistent with medical directions.
4. **Distribution or sale of controlled substances** in violation of federal or state law.

Students participating in clinical training must not engage in any conduct that may impair their ability to safely provide patient care.

4. Alcohol Use

The possession or consumption of alcohol is prohibited:

- During classroom instruction
- During clinical training activities
- In the CUSV Internship Clinic
- At any academic or clinical activity where impairment could affect safety or professional conduct

Individuals who appear to be under the influence of alcohol may be removed from academic or clinical activities.

5. Compliance with Laws

All members of the CUSV community must comply with applicable federal, state, and local laws regarding alcohol and controlled substances, including:

- **Drug-Free Schools and Communities Act**
- **Drug-Free Workplace Act**
- California controlled substance regulations

Violation of applicable laws may result in both university disciplinary action and legal consequences.

6. Clinical Safety Considerations

Because CUSV programs involve healthcare education and patient care, students must demonstrate the ability to safely perform clinical duties.

Students who are suspected of being impaired during clinical activities may be:

- Immediately removed from clinical duties
- Evaluated by clinic supervisors or university administrators
- Required to participate in remediation or disciplinary procedures

Patient safety is the highest priority during clinical training.

7. Education and Prevention

CUSV may provide educational programs designed to promote awareness regarding the risks associated with alcohol and drug abuse.

Educational efforts may include information about:

- Health risks associated with substance abuse
- Legal consequences of drug use
- Resources for counseling and support services

8. Assistance and Counseling

Students and employees who experience problems related to substance abuse are encouraged to seek assistance.

The University may provide information about available support resources, which may include:

- Counseling services
- Community health resources
- Substance abuse treatment programs

Seeking assistance voluntarily will be treated confidentially to the extent permitted by law.

9. Disciplinary Actions

Violations of this policy may result in disciplinary action. Possible disciplinary measures include:

- Verbal or written warning
- Mandatory counseling or educational programs
- Academic or disciplinary probation
- Suspension from clinical training
- Suspension or dismissal from the University
- Termination of employment (for employees)

The severity of disciplinary action will depend on the nature and seriousness of the violation.

10. Reporting Violations

Members of the CUSV community who observe violations of this policy should report the matter to appropriate university officials, such as:

- Academic Dean
- Clinic Director
- University Administration

Reports will be reviewed in accordance with institutional procedures.

11. Institutional Authority

California University – Silicon Valley reserves the right to enforce this policy and take appropriate disciplinary action when violations occur in order to maintain a safe, healthy, and professional academic environment.

The University may revise this policy when necessary to maintain compliance with applicable laws and accreditation standards.

Student Disciplinary Procedures

1. Purpose

The purpose of the Student Disciplinary Procedures is to establish a fair and consistent process for addressing violations of University policies, including the Student Code of Conduct, Professional Behavior Policy, Academic Integrity Policy, and other institutional regulations.

These procedures are intended to maintain a safe, respectful, and professional learning environment while ensuring that students are afforded appropriate due process when disciplinary matters arise.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley (CUSV), including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The disciplinary procedures apply to violations occurring in:

- Academic classrooms and laboratories
- Clinical internship training environments
- University facilities
- Distance education platforms
- University-sponsored activities and events

3. Violations Subject to Disciplinary Action

Students may be subject to disciplinary action for violations of University policies, including but not limited to:

- Academic dishonesty or academic misconduct
- Disruptive classroom behavior
- Harassment or discrimination
- Violations of clinical safety or patient care policies
- Breach of patient confidentiality
- Damage or misuse of University property
- Substance abuse violations
- Failure to comply with University regulations or instructions from faculty or administrators

4. Reporting of Violations

Alleged violations may be reported by:

- Faculty members
- Clinical supervisors
- Staff members
- Students
- Patients or members of the public

Reports should be submitted to appropriate University officials, such as:

- Academic Dean
- Clinic Director
- University Administration

Reports should include sufficient information describing the alleged violation.

5. Preliminary Review

Upon receiving a report of a potential violation, the University will conduct a preliminary review to determine whether the allegation warrants further investigation.

The preliminary review may include:

- Review of documentation
- Interviews with involved parties
- Consultation with faculty or administrators

If the matter warrants further action, a formal disciplinary process may be initiated.

6. Investigation

When appropriate, the University will conduct a formal investigation to determine the facts related to the alleged violation.

The investigation may include:

- Interviews with the student involved
- Interviews with witnesses
- Review of relevant documents or records
- Examination of evidence related to the incident

Investigations will be conducted in a fair and impartial manner.

7. Student Notification

Students who are alleged to have violated University policies will be notified of the allegations and may be asked to meet with University officials to discuss the matter.

Students may be given the opportunity to:

- Provide their explanation of the situation
- Present relevant information or documentation
- Respond to the allegations

8. Disciplinary Determination

After reviewing the available information, the University will determine whether a policy violation has occurred.

If a violation is confirmed, appropriate disciplinary action may be imposed based on the severity of the misconduct and the circumstances involved.

9. Possible Disciplinary Actions

Disciplinary actions may include one or more of the following:

- Verbal warning
- Written warning
- Educational or corrective counseling
- Academic probation
- Suspension from clinical training
- Suspension from the University
- Dismissal from the University

The University will determine the appropriate disciplinary action based on the nature and seriousness of the violation.

10. Interim Measures

In situations where immediate action is necessary to protect the safety of patients, students, faculty, or staff, the University may implement interim measures while the disciplinary process is ongoing.

Interim measures may include:

- Temporary suspension from clinical activities
- Restricted access to certain facilities
- Administrative leave from academic activities

These measures are not considered disciplinary action but are intended to maintain safety during the investigation.

11. Appeals

Students who are subject to disciplinary action may have the right to appeal the decision.

Appeals must be submitted in writing within the time period specified by the University and must clearly state the basis for the appeal.

Acceptable grounds for appeal may include:

- Procedural error in the disciplinary process
- New evidence not previously considered
- Disproportionate disciplinary action

The appeal will be reviewed by designated University officials whose decision will be final.

12. Records of Disciplinary Actions

Records of disciplinary actions will be maintained by the University in accordance with institutional recordkeeping policies and applicable privacy laws.

Access to disciplinary records will be limited to authorized personnel.

13. Relationship to Other Policies

This policy operates in conjunction with other University policies, including:

- Student Code of Conduct
- Academic Integrity Policy
- Professional Behavior Policy
- Harassment and Discrimination Policy
- Substance Abuse Policy

Students are expected to comply with all applicable University policies.

14. Institutional Authority

California University – Silicon Valley reserves the right to enforce disciplinary procedures and impose appropriate sanctions in order to maintain academic integrity, patient safety, and a respectful educational environment.

The University may revise these procedures as necessary to ensure compliance with applicable laws and accreditation standards.

Part VIII – Student Services

Academic Advising

1. Purpose

The purpose of the Academic Advising Policy is to provide students with guidance and support in planning their academic progress and successfully completing their program requirements. Academic advising helps ensure that students understand the curriculum, maintain satisfactory academic progress, and make informed decisions regarding their education and professional development.

Academic advising is an important component of student support services and contributes to student success and program completion.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley (CUSV), including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Academic advising services are available to all students throughout their enrollment at the University.

3. Advising Objectives

The primary objectives of academic advising are to assist students in:

- Understanding program requirements and curriculum structure
- Planning course schedules and academic progression
- Maintaining satisfactory academic progress
- Preparing for clinical training and internship requirements
- Preparing for graduation and licensure examinations
- Identifying academic challenges and appropriate support resources

Advising promotes student success and helps students meet both academic and professional goals.

4. Assignment of Academic Advisors

Students may be assigned an academic advisor or receive advising from designated faculty members or academic administrators.

Academic advising may be provided by:

- The **Academic Dean**
- Program Directors
- Faculty Advisors
- Academic Administrative Staff

The University may designate advisors based on program needs and student enrollment.

5. Advising Responsibilities of Advisors

Academic advisors are responsible for providing guidance and information regarding:

- Program curriculum and course sequencing
- Academic policies and procedures
- Clinical training requirements
- Graduation requirements
- Academic performance and progress

Advisors may also assist students in identifying academic resources and support services when needed.

6. Student Responsibilities

Students share responsibility for their academic progress and are expected to:

- Consult with their academic advisor when planning course registration
- Follow the recommended curriculum sequence
- Understand program requirements and policies
- Monitor their own academic progress toward graduation
- Seek advising when academic difficulties arise

While advisors provide guidance, the ultimate responsibility for meeting program requirements rests with the student.

7. Advising During Academic Progression

Academic advising may occur at several key points during a student's enrollment, including:

- Initial program orientation
- Course registration periods
- Prior to entering clinical training

- When students experience academic difficulties
- Prior to graduation

Students may also request additional advising meetings when needed.

8. Academic Progress Monitoring

The University monitors student academic progress to ensure compliance with institutional standards.

Students who experience academic difficulties may be required to meet with an academic advisor to:

- Review academic performance
- Develop an academic improvement plan
- Identify resources to support student success

Additional advising may be required for students placed on academic probation.

9. Confidentiality of Advising Records

Academic advising discussions and records will be maintained in accordance with the University's recordkeeping policies and applicable privacy laws, including **FERPA (Family Educational Rights and Privacy Act)**.

Advising information will be shared only with authorized personnel who have legitimate educational interests.

10. Institutional Authority

California University – Silicon Valley reserves the right to modify advising procedures when necessary to support student success, maintain academic standards, and comply with accreditation and regulatory requirements.

Counseling Services

1. Purpose

California University – Silicon Valley (CUSV) is committed to supporting the academic success, personal well-being, and professional development of its students. The purpose of the Counseling Services Policy is to provide guidance and support resources to students who may encounter academic, personal, or professional challenges during their educational experience.

Counseling services are intended to help students address concerns that may affect their academic performance, personal well-being, or ability to successfully complete their program.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Counseling services are available to students throughout their enrollment at the University.

3. Types of Counseling Services

CUSV may provide counseling services or referrals designed to assist students in addressing a variety of concerns, including:

3.1 Academic Counseling

Academic counseling assists students with issues related to academic progress and performance. Services may include:

- Guidance on study strategies and time management
- Assistance with academic planning
- Support for students experiencing academic difficulties
- Referral to academic advising or tutoring resources

3.2 Personal Support and Wellness

Students may experience personal challenges that affect their academic performance or well-being. Counseling services may assist students by:

- Providing supportive listening and guidance
- Helping students identify appropriate coping strategies
- Referring students to community counseling or mental health resources when appropriate

CUSV does not necessarily provide professional mental health therapy on campus but may assist students in identifying appropriate external resources.

3.3 Professional and Career Guidance

Counseling services may also support students in preparing for professional practice, including:

- Guidance regarding professional conduct and ethics
- Support in preparing for licensure examinations
- Information regarding professional career development

4. Referral to External Services

When students require services beyond those available through the University, CUSV may provide referrals to appropriate external resources, including:

- Mental health counseling services
- Medical services
- Community support organizations
- Professional counseling resources

Referrals are provided to support student well-being and academic success.

5. Confidentiality

CUSV respects student privacy and will make reasonable efforts to maintain the confidentiality of counseling discussions.

Information shared during counseling may be treated as confidential except when disclosure is required by law or when necessary to protect the safety of the student or others.

6. Voluntary Participation

Participation in counseling services is generally voluntary. However, students may be encouraged or referred to counseling services when:

- Academic difficulties are identified
- Professional behavior concerns arise
- Personal issues appear to affect academic performance or clinical training

Participation in counseling services is intended to support student success and well-being.

7. Access to Counseling Services

Students seeking counseling assistance may contact appropriate University personnel, such as:

- Academic Dean
- Academic advisors
- Student services staff
- Clinic supervisors

University personnel will assist students in accessing appropriate support resources.

8. Non-Discrimination

Counseling services are provided without discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other protected characteristic.

CUSV is committed to providing supportive services in a respectful and inclusive manner.

9. Institutional Authority

California University – Silicon Valley reserves the right to modify counseling services procedures as necessary to support student well-being, academic success, and compliance with accreditation and regulatory requirements.

Career Services

1. Purpose

California University – Silicon Valley (CUSV) is committed to supporting students and graduates in preparing for professional practice and career development in the field of acupuncture and Chinese herbal medicine. The purpose of the Career Services Policy is to provide guidance and resources that assist students in transitioning from academic training to professional practice.

Career services are designed to help students understand professional opportunities, licensure requirements, and career pathways within the acupuncture and traditional Chinese medicine professions.

2. Scope

This policy applies to students and graduates of California University – Silicon Valley, including those enrolled in:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Career services may be available to students throughout their enrollment and, where appropriate, to alumni after graduation.

3. Career Services Offered

CUSV may provide career-related resources and guidance to support students in preparing for professional practice. These services may include:

3.1 Career Guidance

Students may receive information and guidance regarding:

- Professional career pathways in acupuncture and Chinese herbal medicine
- Opportunities for employment in clinics, hospitals, or integrative healthcare settings
- Options for establishing private practice

Career guidance is intended to help students explore potential career options and make informed professional decisions.

3.2 Licensure Preparation

CUSV may provide information and guidance regarding professional licensure requirements, including:

- California Acupuncture Licensing Examination (CALE)
- National certification examinations such as those offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), where applicable

Students are responsible for meeting the licensure requirements established by the relevant licensing authorities.

3.3 Professional Development

Career services may include support for professional development activities, such as:

- Guidance on professional ethics and standards
- Information about professional associations and organizations
- Educational workshops related to professional practice and career planning

These activities help students prepare for professional responsibilities and lifelong learning.

3.4 Practice Management Guidance

Students interested in establishing their own acupuncture practice may receive information about:

- Basic practice management principles
- Professional responsibilities and regulations
- Business considerations related to healthcare practice

This information is intended to help graduates understand the practical aspects of professional practice.

4. Employment Information

CUSV may share information about employment opportunities, professional events, or community resources that may be relevant to students and graduates.

However, the University does not guarantee employment for graduates.

Students are responsible for conducting their own job searches and securing employment after graduation.

5. Alumni Support

Where feasible, CUSV may provide career-related information and professional development opportunities to alumni.

Alumni engagement may include:

- Professional networking opportunities
- Continuing education information

6. Student Responsibility

Students are responsible for actively participating in their own career preparation. This includes:

- Completing program and clinical training requirements
- Preparing for licensure examinations
- Seeking career opportunities after graduation
- Maintaining professional competence and ethical standards

Career services are intended to support students but do not replace individual responsibility for career development.

7. Equal Access

Career services are provided without discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or other protected characteristics.

CUSV is committed to ensuring equal access to career development resources.

8. Institutional Authority

California University – Silicon Valley reserves the right to modify career services procedures and resources when necessary to improve student support and comply with accreditation and regulatory requirements.

Library and Learning Resources

CUSV has a library where all students have access to the books and materials related to their educational needs. Library is open during school office hour. Students can access the library and check out books and journals.

The University Library serves the university community for scholarly study and research endeavors. The library facilities offer individual study carrels, and a student conference room. Total book volumes number approximately 3,500, Reflecting the curricula of the University, the library holdings can be used to reinforce and support students' academic success.

CUSV's library is accessible to students, staff and faculty. The library aims to support CUSV's mission and program educational objectives. The contents of the library include the following categories:

• Materials on Chinese Herbal Medicine & Acupuncture

• Materials on Western biomedical Sciences

• Materials on Health Care /Cancer & Others

• Materials on Professionalism/Ethics & Practice Management

• Materials on ESL learning

CUSV's Library is located on the second floor of the school building. CUSV community can access the library and check out books and materials during normal office hours of Monday to Saturday, 10 am to 5 pm. CUSV's published Library Policies and Procedures stipulate the rules for checking out books and materials.

Student Healthcare Services

1. Purpose

California University – Silicon Valley (CUSV) recognizes that student health and well-being are essential to academic success and professional development. The purpose of this policy is to provide information regarding healthcare resources available to students and to outline the University's role in supporting student health.

CUSV strives to ensure that students have access to appropriate healthcare resources while pursuing their academic and clinical training.

2. Scope

This policy applies to all students enrolled in CUSV academic programs, including but not limited to:

- Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)
- Doctor of Acupuncture and Chinese Herbal Medicine (DAcCHM)

3. Institutional Healthcare Services

CUSV does not operate a full-service medical clinic specifically for student healthcare. Students are responsible for obtaining their own healthcare services from licensed healthcare providers.

However, the University provides the following support resources:

1. **Referral Information**
   The University may provide information about local healthcare providers and medical facilities available in the community.
2. **Health and Safety Education**
   Students receive training related to health and safety topics relevant to their academic and clinical activities, including:
   - Infection control procedures
   - Bloodborne pathogen awareness
   - Occupational safety practices
   - Clinical safety guidelines
3. **Emergency Assistance**
   In the event of a medical emergency on campus, appropriate emergency services will be contacted.

4. Student Health Insurance

CUSV strongly encourages all students to maintain personal health insurance coverage during their enrollment.

Students are responsible for securing and maintaining their own health insurance and covering any medical expenses incurred during their studies.

5. Healthcare Services During Clinical Training

Students participating in clinical training must comply with all applicable health and safety requirements, which may include:

- Maintaining up-to-date immunizations where required
- Completing required safety training
- Following infection control procedures in clinical environments

Students who experience illness or injury that may affect their ability to safely participate in clinical training should notify the appropriate faculty member or clinic supervisor.

6. Mental Health and Wellness Support

CUSV recognizes the importance of mental health and emotional well-being.

Students experiencing stress, emotional concerns, or personal difficulties are encouraged to seek assistance through available counseling resources or community mental health services.

The University may provide referrals to appropriate counseling or wellness services when needed.

7. Medical Emergencies

In the event of a medical emergency on campus or in the internship clinic:

1. Emergency services (911) should be contacted immediately.
2. University staff or faculty present should assist in securing appropriate medical assistance.
3. An incident report may be completed following the emergency.

8. Health and Safety Responsibilities of Students

Students are responsible for:

- Maintaining their personal health and wellness
- Following all safety protocols during academic and clinical activities
- Seeking appropriate medical care when needed
- Informing faculty or clinic supervisors when health conditions may affect participation in clinical training

9. Confidentiality

CUSV respects student privacy regarding personal health information. Any health-related information provided to the University will be handled in accordance with applicable privacy laws and institutional policies.

10. Policy Review

This policy is periodically reviewed to ensure alignment with institutional practices, health and safety standards, and accreditation requirements.

Disability Accommodation Policy

1. Purpose

California University – Silicon Valley (CUSV) is committed to providing equal educational opportunities to qualified students with disabilities. The purpose of this policy is to ensure that students with disabilities have equal access to educational programs, services, and activities through the provision of reasonable accommodations.

CUSV supports an inclusive learning environment and complies with applicable federal and state laws regarding accessibility and disability accommodations.

2. Legal Compliance

CUSV complies with all applicable laws and regulations regarding disability rights, including:

- **Americans with Disabilities Act (ADA) of 1990, as amended**
- **Section 504 of the Rehabilitation Act of 1973**
- Applicable California disability access laws

These laws prohibit discrimination against qualified individuals with disabilities and require institutions to provide reasonable accommodations to ensure equal access to educational opportunities.

3. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The policy applies to all academic activities, including:

- Classroom instruction
- Laboratory activities

- Clinical training
- Distance education courses
- University-sponsored academic programs

4. Definition of Disability

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.

Examples of disabilities may include, but are not limited to:

- Mobility impairments
- Visual or hearing impairments
- Learning disabilities
- Psychological conditions
- Chronic medical conditions

Students requesting accommodations must have a documented disability that qualifies under applicable laws.

5. Reasonable Accommodations

CUSV will provide reasonable accommodations to qualified students with disabilities to ensure equal access to educational programs and services.

Examples of reasonable accommodations may include:

- Extended time for examinations
- Alternative testing environments
- Note-taking assistance
- Accessible classroom seating arrangements
- Accessible instructional materials
- Assistive technology

Accommodations are determined based on the student's documented needs and the academic requirements of the program.

6. Requesting Accommodations

Students requesting disability accommodations must follow the established accommodation request process.

The process typically includes:

1. Submitting a request for accommodation to the University administration or designated staff member.

2. Providing appropriate documentation from a qualified healthcare professional describing the disability and recommended accommodations.
3. Participating in an interactive process with the University to determine appropriate accommodations.

Students are encouraged to submit accommodation requests as early as possible to allow sufficient time for review and implementation.

7. Documentation Requirements

Students requesting accommodations must provide documentation that:

- Confirms the existence of a disability
- Describes the functional limitations associated with the disability
- Recommends appropriate accommodations

Documentation must be provided by a qualified healthcare or licensed professional.

8. Confidentiality

CUSV respects the privacy of students requesting disability accommodations.

Information related to a student's disability will be treated as confidential and will only be shared with authorized personnel who need the information to implement accommodations.

Records will be maintained in accordance with institutional recordkeeping policies and applicable privacy laws.

9. Academic Standards

Reasonable accommodations are intended to provide equal access to educational opportunities. Accommodations will not:

- Alter essential academic program requirements
- Compromise academic integrity
- Lower academic standards

Students receiving accommodations must still meet all academic and professional requirements of their program.

10. Appeals and Concerns

Students who believe their accommodation request has not been appropriately addressed may raise their concerns with the University administration.

CUSV will review concerns and make reasonable efforts to resolve accommodation issues in accordance with applicable laws and institutional policies.

11. Non-Retaliation

CUSV prohibits retaliation against any student who requests disability accommodations or participates in the accommodation process.

Students who believe they have experienced retaliation should report the matter to University administration.

12. Institutional Authority

California University – Silicon Valley reserves the right to review and update this policy as necessary to maintain compliance with applicable laws and accreditation standards and to ensure equal access to educational programs.

Part IX – Student Records and Privacy

Student Records Policy

Student Records Policy

1. Purpose

The purpose of the Student Records Policy is to establish procedures for the creation, maintenance, protection, and access to student academic records at California University – Silicon Valley (CUSV). This policy ensures that student records are maintained accurately, securely, and in compliance with applicable federal and state laws.

CUSV is committed to protecting the privacy and confidentiality of student educational records.

2. Legal Compliance

CUSV maintains student educational records in compliance with the **Family Educational Rights and Privacy Act (FERPA)** and other applicable federal and state laws governing the privacy of student information.

FERPA protects the privacy of student education records and provides students with certain rights regarding access to and disclosure of their records.

3. Scope

This policy applies to all student records maintained by California University – Silicon Valley, including records related to students enrolled in:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The policy applies to records maintained in both physical and electronic formats.

4. Types of Student Records

Student records maintained by CUSV may include, but are not limited to:

- Admissions records
- Academic transcripts
- Course registration records
- Grades and academic performance records
- Clinical training and internship records
- Examination records
- Graduation records
- Disciplinary records
- Financial records related to tuition and fees

These records are maintained to document students' academic progress and program completion.

5. Custodian of Student Records

The **Academic or Administrative Office** of CUSV serves as the official custodian of student academic records.

The custodian of records is responsible for:

- Maintaining accurate academic records
- Protecting the confidentiality of student information
- Providing authorized access to student records
- Ensuring compliance with institutional policies and legal requirements

6. Student Access to Records

Students have the right to review their educational records in accordance with FERPA regulations.

Students who wish to review their records may submit a written request to the Academic or Administrative Office.

The University will provide access to the requested records within a reasonable period of time, as required by law.

7. Amendment of Records

Students who believe that information contained in their educational records is inaccurate or misleading may request that the University review the record.

Requests for correction must be submitted in writing and should clearly identify the portion of the record that the student believes is inaccurate.

The University will review the request and determine whether a correction is appropriate.

8. Confidentiality of Student Records

CUSV protects the confidentiality of student records and will not disclose personally identifiable information from student education records without the student's written consent, except as permitted by law.

Disclosure may occur in certain circumstances allowed under FERPA, including:

- To school officials with legitimate educational interests
- To accrediting agencies or regulatory authorities
- To comply with legal requirements or court orders

All disclosures will be handled in accordance with applicable laws and institutional policies.

9. Record Retention

Student records are retained according to the University's **Document Retention Policy** and applicable regulatory requirements.

Permanent records, such as academic transcripts and degree conferral records, are maintained indefinitely.

Other records may be retained for specified periods based on institutional policies and legal requirements.

10. Security of Student Records

CUSV implements administrative, technical, and physical safeguards to protect student records from unauthorized access, loss, or misuse.

Security measures may include:

- Controlled access to records
- Secure electronic record systems
- Locked storage for physical records
- Data protection procedures

Authorized personnel are responsible for maintaining the security of student records.

11. Directory Information

CUSV may designate certain limited information as **Directory Information**, which may be disclosed without prior student consent unless the student requests that such information remain confidential.

Directory information may include:

- Student name
- Program of study
- Enrollment status
- Dates of attendance
- Degrees awarded

Students may request that directory information not be disclosed by submitting a written request to the University.

12. Institutional Authority

California University – Silicon Valley reserves the right to update or revise this policy as necessary to maintain compliance with applicable laws, accreditation standards, and institutional requirements.

FERPA Policy

Notice to Students of Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. In addition, the federal law states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records. California University – Silicon Valley (CUSV) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law.

Education records, as defined by FERPA, include admission, academic, financial aid, and placement records, and other information directly related to students, with the exception of records created by the university police for the purpose of law enforcement, student health records that are created and used solely in connection with the provision of health care, employment records that relate exclusively to individuals in their capacities as employees and alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the university; they do not govern records of applicants who are denied admission or who choose not to attend the university. Nor do they govern records kept by a university official that are the sole possession of the maker and that are normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

FERPA stipulates those institutions may not disclose personally identifiable information contained in education records without a student's written consent, except under conditions specified by FERPA. Information is considered personally identifiable if it contains a student's name or the name of family members, a student's local or family address, an identification number, or descriptions or data sufficient to identify an individual.

FERPA permits access to student education records for school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or other staff position (including those in law enforcement and health care); a person serving on the Board of Trustees; or an individual or organization with whom the university has contracted to serve as its agent or to provide services in support of its operations (examples include attorneys, auditors, collection agents, and the National Student Clearinghouse). Student employees, students serving on official committees, and students serving in other positions in which they assist a university employee in performing her or his official tasks are also considered school officials. A school official has a legitimate educational interest in a student education record if the official needs to review the record in order to fulfill her or his professional responsibilities or official tasks.

With certain exceptions allowed by the law and listed below, no persons outside the university shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student. FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
- Persons or organizations providing financial aid
- Individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates
- Accrediting agencies
- Parents of any student under the age of 21, regardless of the student's dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Any person where there is an articulable and significant threat to the health or safety of a student or other individuals
- The Immigration and Naturalization Service under the terms and provisions of immigration law
- An ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of any offense listed in United States Code (USC) 18-2332 or an act of domestic or international terrorism as defined in USC 18-2331.

With the exception of alcohol and drug violations CUSV does not release information from student education records to parents without the written consent of students.
FERPA permits the university to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of alleged crimes of violence or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a

violent crimes or a non-forcible sex offense and the university concludes with respect to that allegation that the student has violated university rules, the university may release to the public the name of the student, the offense committed, and the sanction the university imposes against the student.

At its discretion, California University – Silicon Valley (CUSV) may publish or release ***directory information*** in accordance with the provisions of FERPA. Directory information includes student name, university and permanent home address and telephone number, a photograph, dates of attendance, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), participation in officially recognized sports and activities, and heights and weights of members of athletic teams.

By selecting the FERPA restriction to Directory Information on your student account, no information can be released regarding your student record. The FERPA restriction takes precedence over any "Release of Information" forms that you may have submitted. Therefore, if applicable, we will no longer be able to discuss your student records, including account information, with any family member that you may have previously indicated we can release information to.

With the FERPA restriction in force, you must come in person with picture identification before CUSV office can release any information. If you call a CUSV office you will not be provided any information over the phone. CUSV employees will only be able to respond, "We do not have any information available". In addition, if you make the CUSV honor roll, your name cannot be published on the web or in your hometown newspaper.

Students wishing to review their education records should submit a written request, clearly specifying the records of interest, to the official responsible for maintaining those records. The Administration office will assist in identifying the appropriate official. The responsible official will then make arrangements for the student to inspect the records within forty-five days of the request and will notify the student of the time and place of inspection. The Administration Office is located in 441 De Guigne Dr. Sunnyvale, CA 94085. You may contact them by phone at 408-532-5567.

Students may have copies made of their records with certain exceptions (e.g., students may not have a copy of academic records for which a financial "hold" exists, or a transcript of an original or source document produced by another institution or by a person not employed by (CUSV). Copies will be made at the student's expense at prevailing rates, which are listed in the Administration office.

Students who believe the adjudications of their challenges were unfair, or not in keeping with the provisions of FERPA, may request the assistance of the Office of the President of California University – Silicon Valley. Students who believe their FERPA rights have been violated may also file complaints with The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 (http://www.ed.gov/offices/OM/fpco/)

Student Privacy Policy

1. Purpose

California University – Silicon Valley (CUSV) is committed to protecting the privacy and confidentiality of student information. The purpose of this policy is to establish guidelines for the collection, use, protection, and disclosure of student information in a manner that complies with applicable federal and state laws and institutional standards.

This policy ensures that student information is handled responsibly and securely while supporting the academic and administrative functions of the University.

2. Legal Compliance

CUSV protects student educational records in accordance with applicable laws and regulations, including:

- **Family Educational Rights and Privacy Act (FERPA)**
- **Applicable California privacy laws**
- Other relevant federal and state regulations governing student information

These laws establish the rights of students regarding access to their educational records and the protection of personally identifiable information.

3. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including those enrolled in:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The policy applies to all student information maintained by the University in both physical and electronic formats.

4. Types of Student Information

CUSV may collect and maintain various types of student information necessary for academic, administrative, and regulatory purposes.

Student information may include:

- Personal identification information
- Admissions records
- Academic records and transcripts
- Course registration information
- Clinical training records

- Financial records related to tuition and fees
- Disciplinary records

This information is maintained to support educational services and institutional operations.

5. Student Rights

Students have certain rights regarding their educational records, including the right to:

- Review and inspect their educational records
- Request correction of inaccurate or misleading information
- Control the disclosure of personally identifiable information from their records
- File complaints regarding alleged violations of privacy rights

These rights are protected under applicable privacy laws, including FERPA.

6. Confidentiality of Student Information

CUSV will not disclose personally identifiable information from student records without the student's written consent, except as permitted by law.

Disclosure may occur under circumstances allowed by law, including:

- To University officials with legitimate educational interests
- To accrediting or regulatory agencies
- To comply with legal obligations or court orders
- In emergency situations where disclosure is necessary to protect health or safety

All disclosures will be handled in accordance with applicable privacy laws.

7. Protection of Student Information

CUSV implements appropriate safeguards to protect student information from unauthorized access, misuse, or disclosure.

Security measures may include:

- Controlled access to student records
- Secure electronic data systems
- Password-protected databases
- Secure storage of physical records

University personnel who have access to student records are responsible for maintaining the confidentiality of this information.

8. Directory Information

CUSV may designate certain information as **Directory Information**, which may be disclosed without prior student consent unless the student requests that such information remain confidential.

Directory information may include:

- Student name
- Program of study
- Enrollment status
- Dates of attendance
- Degrees or certificates awarded

Students may request that their directory information not be disclosed by submitting a written request to the University.

9. Third-Party Service Providers

CUSV may use third-party service providers to assist in delivering educational services, administrative support, or technology systems.

When such services are used, the University will take reasonable steps to ensure that service providers maintain appropriate safeguards to protect student information.

10. Privacy in Online Learning Environments

CUSV recognizes the importance of protecting student privacy in distance education and online learning environments.

Students and faculty must comply with institutional policies regarding the use of online learning platforms and must not share or distribute confidential academic information without authorization.

11. Reporting Privacy Concerns

Students who believe their privacy rights have been violated may report their concerns to University administration.

The University will review reported concerns and take appropriate action to address potential privacy issues.

12. Institutional Authority

California University – Silicon Valley reserves the right to update this policy as necessary to maintain compliance with applicable laws, institutional standards, and accreditation requirements.

Transcript Issuance Policy

1. Purpose

The purpose of the Transcript Issuance Policy is to establish procedures for the issuance of official and unofficial academic transcripts at California University – Silicon Valley (CUSV). This policy ensures that transcripts are issued accurately, securely, and in compliance with applicable federal and state regulations governing student educational records.

2. Scope

This policy applies to all students and graduates of California University – Silicon Valley, including those enrolled in:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The policy governs the request, processing, and release of official and unofficial transcripts.

3. Definition of Transcript

An **academic transcript** is the official record of a student's academic history at the University. The transcript may include:

- Student name and identification number
- Program of study
- Courses taken
- Credit hours or units earned
- Grades received
- Academic standing
- Degree awarded and date of conferral (if applicable)

The official transcript is the University's certified record of a student's academic work.

4. Official Transcripts

An **official transcript** is issued by the University with authorized certification and may include the University seal or signature of the designated institutional official.

Official transcripts may be issued:

- Directly to the student
- Directly to another educational institution
- To licensing boards or regulatory agencies
- To employers or other authorized organizations upon written student request

Official transcripts are typically sent in sealed envelopes or through secure electronic delivery systems.

5. Unofficial Transcripts

An **unofficial transcript** may be provided to students for personal reference.

Unofficial transcripts may include the same academic information as official transcripts but will not include the official certification or institutional seal required for formal verification.

Unofficial transcripts are generally not accepted by external institutions or licensing authorities.

6. Request Procedures

Students or graduates requesting transcripts must submit a transcript request to the University's **Academic or Administrative Office**.

Requests should include:

- Student's full legal name
- Student identification number (if available)
- Program of study
- Dates of attendance
- Type of transcript requested (official or unofficial)
- Delivery method and recipient information

Transcript requests may be submitted according to University procedures, which may include written, online, or electronic requests.

7. Processing Time

CUSV will process transcript requests within a reasonable timeframe after receiving the request.

Processing time may vary depending on factors such as:

- Volume of transcript requests
- Verification of student records
- Completion of degree conferral (if applicable)

Students are encouraged to submit transcript requests in advance when transcripts are required for deadlines such as licensure applications or employment verification.

8. Financial Obligations

The University may place a hold on transcript issuance if a student has outstanding financial obligations to the institution, including unpaid tuition or fees.

Transcript requests will generally not be processed until such obligations have been resolved, except where prohibited by law.

9. Accuracy of Records

CUSV is committed to maintaining accurate academic records. If a student believes that an error exists on a transcript, the student may request a review of the academic record in accordance with the University's **Student Records Policy**.

Corrections will be made when appropriate and consistent with institutional policies.

10. Confidentiality and FERPA Compliance

CUSV protects the privacy of student educational records in accordance with the **Family Educational Rights and Privacy Act (FERPA)**.

Transcripts will only be released:

- At the written request of the student
- To authorized parties permitted under FERPA
- As required by law or court order

The University will maintain appropriate safeguards to protect student information.

Part X – Student Complaints and Appeals

Student Complaint Policy

Student Complaint Policy

1. Purpose

California University – Silicon Valley (CUSV) is committed to maintaining a fair, respectful, and responsive learning environment. The purpose of the Student Complaint Policy is to provide students with a clear process for raising concerns or complaints related to academic, administrative, or student service matters.

The University encourages students to resolve concerns in a timely and constructive manner through appropriate institutional channels.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Students may file complaints regarding matters related to academic programs, institutional services, policies, or treatment by members of the University community.

3. Types of Complaints

Students may file complaints concerning issues such as:

- Academic policies or instructional concerns
- Clinical training experiences
- Administrative procedures or student services
- Professional conduct of faculty or staff
- Institutional policies affecting students

Certain matters, such as **grade disputes, disciplinary actions, or harassment complaints**, may also be addressed through specific institutional procedures.

4. Informal Resolution

CUSV encourages students to first attempt to resolve concerns informally whenever appropriate.

Students may begin by discussing the issue with the appropriate individual, such as:

- Course instructor
- Clinical supervisor
- Academic advisor
- Program director

Many concerns can be resolved quickly through open communication.

5. Formal Complaint Procedure

If an issue cannot be resolved informally, students may submit a **formal written complaint** to the University administration.

The formal complaint should include:

- Student name and contact information
- Description of the issue or concern
- Relevant dates and individuals involved
- Any supporting documentation

Complaints may be submitted to the **Academic Dean or designated University administrator**.

6. Review and Investigation

Upon receiving a formal complaint, the University will review the matter and determine the appropriate course of action.

The review process may include:

- Examination of relevant documents or records
- Interviews with involved individuals
- Consultation with faculty or administrative personnel

The University will make reasonable efforts to investigate complaints in a fair and timely manner.

7. Response to the Student

After the review process is completed, the University will provide the student with a response outlining:

- The findings of the review
- Any actions taken or decisions made
- Any recommendations or resolutions, if applicable

The University aims to address complaints in a timely and equitable manner.

8. Protection from Retaliation

CUSV prohibits retaliation against students who file complaints in good faith or participate in the complaint review process.

Students who believe they have experienced retaliation should report the matter to University administration.

9. External Complaint Options

If a student believes that their complaint has not been resolved satisfactorily through the University's internal procedures, the student may contact appropriate external agencies.

Students may submit complaints to:

California Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900
Website: https://www.bppe.ca.gov

Students may also submit complaints to the University's accrediting agency:

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
8941 Aztec Drive
Eden Prairie, MN 55347
Phone: (952) 212-2434
Website: https://www.acahm.org

Students are encouraged to attempt to resolve complaints through the University before contacting external agencies.

10. Recordkeeping

CUSV maintains records of student complaints and their resolution in accordance with institutional recordkeeping policies and applicable privacy regulations.

Complaint records may be reviewed for the purpose of improving institutional services and ensuring compliance with accreditation standards.

11. Institutional Authority

California University – Silicon Valley reserves the right to revise or update this policy when necessary to maintain compliance with applicable laws, accreditation requirements, and institutional procedures.

Grievance Resolution Procedures

1. Purpose

California University – Silicon Valley (CUSV) is committed to maintaining a fair and respectful academic environment and providing students with a clear and equitable process for resolving grievances. The purpose of the Grievance Resolution Procedures is to establish a formal mechanism through which students may raise concerns regarding academic, administrative, or institutional matters and seek resolution.

These procedures ensure that student concerns are reviewed in a fair, impartial, and timely manner while protecting the rights of all parties involved.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

The grievance procedures apply to issues related to:

- Academic policies or decisions
- Clinical training experiences
- Institutional services or administrative actions
- Treatment by faculty, staff, or administrators
- Application of university policies affecting students

3. Informal Resolution

Students are encouraged to attempt to resolve concerns informally before filing a formal grievance.

Students may discuss the issue with the appropriate individual, such as:

- Course instructor
- Clinical supervisor
- Academic advisor
- Program director

Informal resolution often allows concerns to be addressed promptly and effectively.

4. Filing a Formal Grievance

If the issue cannot be resolved informally, the student may submit a **formal written grievance** to the University administration.

The written grievance should include:

- Student's name and contact information
- Description of the grievance
- Relevant dates and individuals involved
- Any supporting documentation
- The resolution sought by the student

Grievances should typically be submitted to the **Academic Dean or designated university administrator**.

5. Review of the Grievance

Upon receiving a formal grievance, the University will review the complaint and determine the appropriate course of action.

The review process may include:

- Examination of relevant records and documents
- Interviews with involved individuals
- Consultation with faculty or administrative personnel

CUSV will make reasonable efforts to review grievances in a fair and timely manner.

6. Decision and Resolution

After completing the review, the University will determine whether the grievance is substantiated and what actions, if any, are appropriate.

Possible resolutions may include:

- Clarification of academic policies
- Administrative adjustments or corrective measures
- Recommendations to improve institutional procedures
- Other actions deemed appropriate by the University

The student will be notified of the outcome of the grievance review.

7. Appeal Process

If the student is dissatisfied with the outcome of the grievance review, the student may submit a written appeal to the designated University authority within the timeframe specified by institutional procedures.

The appeal must clearly state the grounds for appeal, which may include:

- Procedural error in the grievance review
- New information not previously considered
- Evidence that the decision was unreasonable or inconsistent with institutional policies

The decision reached during the appeal process is considered final.

8. Protection from Retaliation

CUSV prohibits retaliation against students who submit grievances in good faith or who participate in the grievance review process.

Any acts of retaliation should be reported to University administration and will be addressed according to institutional policies.

9. External Complaint Options

If a student believes that a grievance has not been satisfactorily resolved through the University's internal procedures, the student may contact appropriate external agencies.

Students may file complaints with:

California Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900
Website: https://www.bppe.ca.gov

Students may also contact the University's accrediting agency:

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
8941 Aztec Drive
Eden Prairie, MN 55347

Phone: (952) 212-2434
Website: https://www.acahm.org

Students are encouraged to attempt to resolve grievances through the University before contacting external agencies.

10. Recordkeeping

CUSV maintains records of student grievances and their resolution in accordance with institutional recordkeeping policies and applicable privacy laws.

These records may be reviewed periodically to improve institutional policies and student services.

11. Institutional Authority

California University – Silicon Valley reserves the right to revise these procedures when necessary to maintain compliance with applicable laws, accreditation standards, and institutional policies.

Appeals Policy

1. Purpose

California University – Silicon Valley (CUSV) is committed to ensuring fairness and transparency in academic and administrative decision-making. The purpose of the Appeals Policy is to provide students with a formal process to request a review of certain academic or administrative decisions that they believe have been made in error or are inconsistent with institutional policies.

The appeals process ensures that students have an opportunity to present relevant information and request reconsideration of decisions that significantly affect their academic status.

2. Scope

This policy applies to all students enrolled at California University – Silicon Valley, including students in the following programs:

- **Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)**
- **Doctor of Acupuncture with a Chinese Herbal Medicine Specialization (DAcCHM)**

Students may file appeals regarding specific academic or administrative decisions affecting their academic standing or progression in the program.

3. Appealable Decisions

Students may submit an appeal regarding certain decisions, including but not limited to:

- Final course grades
- Academic probation or dismissal
- Disciplinary actions
- Decisions related to clinical training eligibility
- Denial of academic petitions or requests
- Other academic determinations made by the University

Appeals must be based on appropriate grounds as outlined in this policy.

4. Grounds for Appeal

An appeal may be considered if one or more of the following conditions exist:

1. **Procedural Error**
   The decision was made without following established institutional policies or procedures.
2. **New Information**
   Significant new information or evidence has become available that was not previously considered and could affect the decision.
3. **Unreasonable or Arbitrary Decision**
   The decision appears to be unreasonable or inconsistent with the available evidence or institutional policies.

Disagreement with an academic judgment alone is generally not sufficient grounds for appeal.

5. Appeal Submission Procedures

Students wishing to submit an appeal must file a **written appeal** within the timeframe specified by the University after the decision has been communicated.

The written appeal should include:

- Student name and identification information
- Description of the decision being appealed
- Explanation of the grounds for the appeal
- Any supporting documentation or evidence

Appeals are typically submitted to the **Academic Dean or designated University official**.

6. Review of Appeal

Upon receiving the appeal, the University will review the submitted materials and determine the appropriate review process.

The review may include:

- Examination of relevant records and documentation
- Consultation with faculty or administrative personnel

- Consideration of the student's supporting information

The University will evaluate whether the appeal meets the established grounds for reconsideration.

7. Appeal Decision

After reviewing the appeal, the University will determine whether to uphold, modify, or overturn the original decision.

Possible outcomes may include:

- Affirmation of the original decision
- Modification of the decision
- Reconsideration of the matter by the appropriate authority

The student will be notified of the appeal decision in writing.

8. Final Decision

The decision reached through the appeal review process is considered final within the University's internal procedures.

Students who remain dissatisfied with the outcome may pursue external complaint options through appropriate regulatory or accrediting agencies if applicable.

9. Protection from Retaliation

CUSV prohibits retaliation against students who submit appeals in good faith or participate in the appeal review process.

Students who believe they have experienced retaliation should report the matter to University administration.

10. Recordkeeping

Records related to appeals and their outcomes will be maintained by the University in accordance with institutional recordkeeping policies and applicable privacy laws.

These records may be reviewed periodically to ensure fairness and compliance with institutional policies.

11. Institutional Authority

California University – Silicon Valley reserves the right to revise this policy as necessary to maintain compliance with applicable laws, accreditation requirements, and institutional standards.

Part XI – Financial Policies

Tuition and Fees

All fees are subject to change from time to time, without notice. Total Charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

TUITION AND FEE STRUCTURES FOR THE PROGRAM OF MACCHM

All fees are subject to change from time to time, without notice. Total Charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

	Total Units	**Tuition Per Semester Credit (1 credit = 15 contact hours)**	**Registration Fee**	**Total Program Tuition**	**Estimated Cost of Books & Materials**	**Estimated Total Program Charges**
MAcCHM	175 units / 3,105 hours	$255.00	$45 (per academic term)	$53, 545	Approximately $360/academic term or more	$55,250

Application for Admission Fee (domestic student)	$150.00	Non-Refundable
Application for Admission Fee (international student)	$300.00	Non-Refundable
International Student Fee	$1,500.00	Non-Refundable
Tuition	$53, 545	
Registration Fee (per trimester)	$45.00	Non-Refundable
Clinical Training	$18.00 per clinical hour	
Lab/Clinic supplies and/or Kits	$250.00	
Clinic Uniforms	$100.00	
Late Registration Fee	$50.00	Non-Refundable
Late Payment Fee Per Week	$60.00	Non-Refundable
Returned Check Fee	$25.00	Non-Refundable
Student I.D. Card remake	$5.00/per remake	
Transcript Fee	$10.00	
Graduation Examination	$100.00	
Pre-clinic Comprehensive Examination	$100.00	
Retake exam in a required time	$200.00	
Tutoring	No Charge	
Transfer Credit Fee (Per Credit)	$15.00	no maximum
Assessment Fee for Transfer of Credits	$ 25.00 (per course, not to exceed	

	$500 in total)	
Graduation Fee (Including Diploma. Official Transcript and Commencement)	$200.00	
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	Approximately $360/term or more	
Malpractice Insurance for internship	$150.00	
Student Tuition Recovery Fund Fee	$0.00 per thousand	Non-Refundable

TUITION AND FEE STRUCTURE S FOR THE DACCHM PROGRAM

PROGRAM NAME	**Total Units**	**Tuition Per Semester Credit (1 credit = 15 contact hours)**	**Clinical Training (Per semester credit = 30 clinical hours)**	**Registration Fee**	**Total Program Tuition**	**Estimated Cost of Books & Materials**	**Total Program Charges**
DAcCHM	200 units / 3,555 hours	$300.00	$20.00 per clinical hour	$45 (per academic term)	$71,100	Approximately $360/academic term or more	$72,605

Application for Admission Fee (domestic student)	$150.00	Non-Refundable
Application for Admission Fee (international student)	$300.00	Non-Refundable
International Student Fee	$1500.00	Non-Refundable
Tuition	$71,100	
Registration Fee (per academic term)	$45.00	Non-Refundable
Clinical Training	$20.00 per clinical hour	
Lab/Clinic supplies and/or Kits	$250.00	
Late Registration Fee	$50.00	Non-Refundable
Late Payment Fee Per Week	$60.00	Non-Refundable
Returned Check Fee	$25.00	Non-Refundable
Student I.D. Card remake	$5.00/per remake	
Transcript Fee	$10.00	
Dissertation proposal	$100	
Dissertation defense	$300	
Graduation Examination	$100.00	

Pre-clinic Comprehensive Examination	$100.00	
Retake exam in a required time	$200.00	
Tutoring	No Charge	
Transfer Credit Fee (Per Credit)	$15.00	no maximum
Graduation Fee (Including Diploma. Official Transcript and Commencement)	$200.00	
Student Tuition Recovery Fund Fee	$2.50 per thousand	Non-Refundable
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	Approximately $360/academic term or more	
Malpractice Insurance for internship	$150.00	

TUITION AND FEE STRUCTURE FOR DACCHM COMPLETION TRACK

PROGRAM NAME	**Total Units**	**Tuition Per Semester Credit (1 credit = 15 contact hours)**	**Clinical Training (Per semester credit = 30 clinical hours)**	**Registration Fee**	**Total Program Tuition**	**Estimated Cost of Books & Materials**	**Total Program Charges**
Professional doctoral degree competition track	25 units / 450 hours	$300.00	$20.00 per clinical hour	$45 (per academic term)	$9,000	Approximately $360/academic term or more	$10,505

Application for Admission Fee (domestic student)	$150.00	Non-Refundable
Application for Admission Fee (international student)	$300.00	Non-Refundable
International Student Fee	$1500.00	Non-Refundable
Tuition	$9,000	
Registration Fee (per academic term)	$45.00	Non-Refundable
Clinical Training	$20.00 per clinical hour	
Lab/Clinic supplies and/or Kits	$250.00	
Late Registration Fee	$50.00	Non-Refundable
Late Payment Fee Per Week	$60.00	Non-Refundable
Returned Check Fee	$25.00	Non-Refundable
Student I.D. Card remake	$5.00/per remake	
Transcript Fee	$10.00	

Dissertation proposal	$100	
Dissertation defense	$300	
Graduation Examination	$100.00	
Pre-clinic Comprehensive Examination	$100.00	
Retake exam in a required time	$200.00	
Tutoring	No Charge	
Transfer Credit Fee (Per Credit)	$15.00	no maximum
Graduation Fee (Including Diploma. Official Transcript and Commencement)	$200.00	
Student Tuition Recovery Fund Fee	$0.5 per thousand	Non-Refundable
In-Resident Housing (Not available)	N/A	
Textbooks, or Other Learning Media;	Approximately $360/academic term or more	
Malpractice Insurance for internship	$150.00	

Payment Policies

All tuition and applicable fees are due and payable as specified by the student's payment option. There will be a late payment fee if payment is not received consistent with the terms of the student's chosen financial option.

Students are required to clear any indebtedness to CUSV before grades or transcripts will be issued or the degree awarded. All costs of collection, court fees and reasonable attorney's fees will be added to delinquent accounts collected through third parties.

NOTE: Failure to pay tuition and fees in accordance with the student's chosen financing agreement can result in administrative withdrawal, no course credit, account holds, assessment of late fees, referral to collections and unfavorable credit reference. Failure to comply with terms of the chosen financial option may result in a student being defaulted to the "Cash" option. Further violation of these policies will jeopardize eligibility for deferment and re-entry into CUSV.

Cash Payment Option

Students who have selected the Cash Payment Option, or have defaulted on the Cash Payment Option, are required to pay all tuition and fees in full when they register for courses. At CUSV, checks, credit cards and cash are all considered as "cash" for purposes of this option. Students who have not paid tuition may not be allowed to attend the course. A fee will be required of students who change the form of payment (see the fee schedule).

Students retain full responsibility for ensuring that all appropriate tuition and fees are paid in a timely manner.

Refund Policy

Students have a right to a full refund of all charges, less the $45 registration fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after enrollment/signing this agreement, whichever is later. The amount retained by the school will not exceed the $45 registration fee.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance if the student fails to notify the school. The student will be charged for all hours attended. For example, if the Student completes 50 hours of a 100-hour course and paid $2,000 for tuition-in-full, the student would receive a refund of $1,000.

Total Hours Enrolled	Hourly Tuition Charged	Total Tuition Paid By Student	Total Hours Completed	Total Refund Due Student
100	**$20.**	**$2,000.**	**50**	**$1,000.**

CUSV will refund money collected from a third party on the student's behalf if CUSV cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

Financial Disputes

Student disputes or requests for policy exceptions must be submitted in writing and include all relevant. Note: All fees are subject to change. For student(s), currently enrolled or not, who has/have an outstanding balance, CUSV reserves the rights to refuse any type of service, including release of grades and documents.

Student Tuition Recovery Fund (STRF)

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

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges

to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120).

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

Part XII – Enrollment Policies

Leave of Absence

Students intending to take a leave of absence must complete and submit to the Registrar a Leave of Absence request form. This form includes the anticipated day the leave will start and the expected date of return. Students returning from extended leaves of absence may be subject to readmission requirements. International students must coordinate with the International Student Advisor to make sure they maintain their status.

Requesting a Leave of Absence, Rules and Form

In accordance with both established University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence for the following reasons and lengths of time. A student who requests a Leave of Absence from the University and wishes to maintain his/her enrollment status may do so under the following conditions:

1) File a request for a Leave of Absence. The student must sign and date the form prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. In such a case, the student is still obligated to communicate with the Academic Dean to provide the requisite information regarding the Leave of Absence.
2) Receive approval for the leave of Absence request by the Registrar or by the International Student Advisor (if F-1 visa student).

Withdrawal from the University

A student who fails to register for two (2) consecutive trimesters without the Academic Dean's approval will be considered as withdrawn from the University. Such students must apply for re-admission if they wish to complete their program of study at CUSV and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University. Notification must be in writing. Students who withdraw from the University, or discontinue their studies without filing a Withdrawal form shall receive a grade of "F" in each course not completed. The following must take place for any student to officially withdraw from the University:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
2. Clear all outstanding debt with the University.
3. Return all books, materials or equipment owned by the University.

Readmission Policy

A student who has to take a Leave of Absence because of active-duty service for more than 30 days is entitled to readmission, with the same academic status, if all of the following criteria exist:

- Advance notice is provided
- The cumulative absence is no longer than five years

- The University is notified of the intent to re-enroll within three years, or two years after the end of recovery from injury
- The student was not dishonorably discharged

Part XIII – Academic Regulations

Unit and Clock Hour Conversion

One unit is equivalent to one hour of didactic instruction per week for a 15-week term (15 hours per unit). Students will receive one-unit credit for each 30 hours of clinical instruction; and for 45 hours of independent study or externship.
The accelerated academic program is presented over a total of 9 consecutive terms, consisting of three 15-week trimesters each calendar year. All credits earned are awarded in terms of trimester units.

Full-Time and Part-Time Enrollment

To be considered as a full-time student, a student must enroll for a minimum of 9 units per trimester. A student may not enroll in more than 21 units in any trimester without the prior approval of the academic dean. Students who enroll in 6 to 8 units per trimester are considered as part-time students. All students must complete the program in no more than eight years.

Minimum and Maximum Time to Complete the Program

Students, no matter full-time or part-time are required to complete the program of MAcCHM, or the DAcCHM in a period of time no shorter than 4 academic years, and no longer than 8 academic years.

Adding or Dropping a Course

Students may add or drop courses during the first two weeks of each trimester until the business day on the following Sunday of the second week without incurring additional fees. When adding or dropping courses, students must fill out an Add/Drop Form (available in the Office of Admissions) and submit the completed form to the Registrar for processing.

After the "add/drop" period, classes that are dropped are considered withdrawals and will be recorded in the student's transcript as a grade of "W." Tuition will be charged according to the refund schedule. For example, classes dropped in the second week of the trimester are subject to tuition in the amount of 20% of total tuition for each class for the entire trimester. Tuition is refunded pro rata based on the number of weeks of class completed in the trimester. Classes dropped from the seventh week through the end of the trimester will be recorded as "WF" (Withdraw/Fail). All add and drops can be done electronically at CUSV. Although not a prerequisite for adding and dropping courses, students are encouraged to consult with the academic officer prior to adding or dropping classes to ensure satisfactory academic progress, course and graduation scheduling, etc.

Examinations

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Students must take and pass each Clinic Level Entrance Examination, among other

requirements including Equipment Safety, Clean Needle Technique (CNT), and Cardio-Pulmonary Resuscitation (CPR) and First Aid certifications, before being admitted to each clinical internship level. Students will be tested at various stages of their clinical internship experience to evaluate their progress, competencies, and skills, including Internship Level Examinations before moving on to each of the last two of the three Clinical Internship levels. For further details on the Clinical Internship, please see Course Descriptions, and Oriental Medical Center, below.

Pass/Fail Grade Policy

All required courses must be taken for a letter grade, except for the following, which may be taken Pass/Fail: Qi Gong, Tai Chi, Clinical Practice, etc. Electives that are taken in addition to required courses may be taken P/F.

Policy on Finishing Incomplete Didactic Courses

If didactic coursework has not been completed due to illness, family emergency, unsatisfactory attendance or other event determined by the course instructor to constitute an excusable absence, an "Incomplete" ("I") will be issued for that course by the instructor. The student should retake the course when offered next time. If the student fails to do so without sound reasons, the "I" grade will be converted to an "AW," Administrative Withdrawal. Students who are withdrawn from courses by the administration will be required to register for, pay for and take the course again to receive a valid grade.

The grade average required for satisfactory completion of a course is a passing grade of 70. Students will receive formal grade reports at the end of each trimester.

The student's request for an appeal of a grade should be sent to the Academic Officer, who will forward a copy to the instructor. The Academic Officer will arrange a conference with the instructor and the student to discuss the assessment of the final grade. A student who is not satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

Disputes regarding clinic hours must be discussed with the registrar within 30 days of the posting of the clinic hours. A student who is not satisfied with the outcome may proceed to the Grievance Procedure outlined later in this catalog.

EFFECTIVE DATES OF THIS CATALOG

1/1/2026 to 12/31/2026

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