

Academic Policy

Attendance

Students are expected to be prompt and attend every class. Students must attend at least 80% of the classes for each course in order to receive credit. 10% of the total grade of each course is allotted to attendance. Less than 80% attendance will result in a failure of the course.

100% attendance is required for clinical training. Missed clinical hours must be made up at the convenience of the clinic.

Community services and promotional events such as health shows, professional fairs and workshops are effective methods to promote TCM and an excellent opportunity for students to learn and practice. All students are required to attend such events organized by the school. Hours of attendance for each student are determined according to the requirement of the event and the classification of the students. Each student must attend at least one show (4 hours) a year.

Patient Recruitment

In order to establish a good clinical learning environment and adequate patient resources for the teaching clinic, all students are responsible for recruiting patients to the clinic. The number of patients students are required to bring to the clinic is indicated in the Policies and Procedures for Clinical Training. Students must fulfill this clinical requirement every term for the course in which they are registered.

Academic Evaluation

Student performance is evaluated by examinations (written, practical or oral), quizzes, attendance, in-class participation/presentation, academic reports/assignments, skill demonstration, clinical proficiency, professional behavior and comportsment.

Grading Standards

Students are graded on a 100% scale for most courses and pass or fail for some practical courses and clinical training. 70% is the minimum grade required to pass the course and to receive the credit. A student is allowed to re-write the final exam if he or she has failed to pass a course. The student may be allowed to repeat a course with full tuition if the reexam is not successful.

Academic Probation

Students must receive a total of 70% or higher in order to pass and receive credit for each course and obtain a passing grade on all practical and clinical evaluations. If a student fails to achieve these standards, he or she will be placed on academic probation for one term. The student must demonstrate satisfactory progress while on probation in order to be allowed to continue the program.

Conduct

Students are expected to conduct themselves professionally and ethically while attending class and working in the teaching clinic on school premises and elsewhere. Violation of this policy will result in an administrative warning, probation or dismissal from the school.

Graduation Requirements

In order to graduate or receive a transcript, certificate or diploma, students must successfully complete all required courses and other academic requirements as well as fulfill all financial obligations.

Transfer of Credit

The transfer policy and procedure ensures that a student's previous training at another institute is equivalent to TSTCM standards. Transfer credit is applicable only if the student has been trained at a recognized institute. The transferred courses are evaluated on an individual basis. All students who apply for transfer of credit must submit official transcripts, lecture notes, course descriptions and hours of training to the Academic Standards Committee for evaluation. Students must take a challenge exam for TCM courses where credit is transferred and they must receive a minimum 70% grade. A maximum of 25% of the total credit is allowed for transfer for each program. Correspondence courses, self-study or apprenticeship is not accepted for transfer.

Recognized health care professionals such as medical doctors, chiropractors or naturopaths who are licensed and actively involved in their profession may transfer credit and be exempted from all or some western medicine courses without taking the challenge exams by submitting the official licensing certificate. Other health care professionals such as nurses, physiotherapists, massage therapists and shiatsu therapists may transfer credit for some of the western medicine courses such as anatomy, physiology and pathology. This exemption clause is determined by the Academic Standards Committee on an individual basis. A challenge exam may be required. The school reserves the right to accept or reject transfer of credit from any other institute.

Grievance Procedure

Students with concerns about academic or administrative policies and procedures should first bring their concerns directly to the instructor or administrator involved. If no solution is achieved, the complaint should then be presented to the President, whose decision will be final. The school will try its best to improve the quality of teaching and services within its ability. However, the school regrets that not all students' requests can be met by the school or by the programs. Therefore, the school reserves the right to dismiss students who are not satisfied with the school or the program.