

Canadian College of Acupuncture and Traditional Chinese Medicine

C. Policies, Rules and Regulations

1. Admission to Diploma Programs

Registered Diploma Programs are for career purposes.

2. Admissions Prerequisites

- a. To apply for acupuncture programs applicants must have:
 - i. A sincere interest in acupuncture, Traditional Chinese Medicine and the healing profession.
 - ii. Documented completion of a minimum 2-year post-secondary education, or proof of professional health-care practitioner status or proof of recognized complementary-medicine practitioner status.
or be a mature student with the appropriate life experience and life skills (according to Private Career College mature student prerequisites.).
 - iii. Financial resources to complete the program.
- b. A completed application form must also include:
 - i. copies of relevant school transcripts, diplomas, certificates.
 - ii. a letter outlining future plans with reasons they expect to successfully complete the program of studies,
 - iii. a personal resume
 - iv. two letters of reference.
 - v. a cheque to CCATCM for \$100 as the registration fee (non refundable, to be credited against tuition)
- c. A completed registration form must also include:
 - i. A cheque to CCATCM for \$297.00 (Training Completion Fund (TCF)) to be remitted 30 days prior to start date of the program (the Training Completion Fund is a government fund that protects your tuition investment).
 - ii. A cheque to CCATCM for \$400.00 tuition deposit to be remitted prior to the start of the program.
- d. To be accepted, applicants must also have:
 - i. a satisfactory admissions interview.
- e. Upon acceptance into a program, students must submit
 - i. a completed health form from their doctor as well as

ii two passport -size photos.

f. As part of the program registration process, all students must choose and sign a Tuition Payment Plan

3. Tuition Refund Policy (Schedule "A" Private Career College Regulation Act)

1. Pursuant to Section 11 of the regulations, the College charges a student registration fee for each program in an amount not exceed 5% of the tuition or \$100, whichever is the lesser amount.

2. Pursuant to Section 11 of the regulations, the student registration fee paid by a student or a third party shall be credited to the tuition fee for the program.

3. Where a student gives the College notice prior to the commencement date of a program of the student's intention not to commence the program, the College shall refund to the student or the third party sponsor all fees paid except the student registration fee referred to in Section 1.

4. Where a student gives the College notice after the commencement of a program, but within the first 20 school days, of the students intention to cease taking the program, the College shall refund to the student or third party sponsor all fees paid except:

(a) The student registration fee referred to in Section 1; and

(b) The proportion of the tuition fee for the whole program that the part of the program taken to the date of termination bears to the whole program.

5. Where a student gives the College notice after the first 20 school days have been completed of the student's intention to cease taking the program, the College shall refund to the student or the third party sponsor all fees paid except:

(a) The student registration fee referred to in Section 1; and

(b) The proportion of the tuition fee for the whole program that the part of the program taken to the date of termination bears to the whole program; and

(c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).

6. Despite Section 5 where a student completes 2/3 or more of a program in accordance with the terms of a student contract, the College in not required to refund any part thereof.

7. Where the College provides material to a student in for a program and the College receives a notice under Sections 3, 4 or 5, or the operator dismisses a student, the College may charge the student for the material and deduct it from the amount of any refund otherwise payable in an amount not exceeding the cost to the College of the material, except where the student returns all of the material to the College unopened or as issued.

8. Where the College dismissed a student and the operator satisfies the Minister that the dismissal is for just cause, the College may retain a portion of the fees calculated in the following manner:

- (a) The student registration fee referred to in Section 1;
- (b) The proportion of the tuition fee for the whole program that the part of the program taken to the date of dismissal bears to the whole program; and
- (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).

9. All refunds are to be made 30 days after receiving notice in writing from the student or dismissal.

10. Pursuant to Section 45 of the regulations, notice shall be in writing and by:

- (a) Mail, postage prepaid; or (b) Courier or other means of hand delivery.

4. Student Accounts Policy

a. Policy for Tuition Deposit

- i. An applicant must remit the tuition deposit fee prior to the commencement of classes.
- ii. To be registered into Year One, Two, Three of a Program a student must pay the \$400.00 tuition deposit fee prior to the commencement of classes.
- iii. Tuition refunds are as earlier stated
- iv. As part of the program registration process, all students must choose and sign a Tuition Payment Plan. Failure to sign this plan will mean that the student is not registered.
- v. Tuition Payment Plans are available for monthly private payments or according to student loan policy
- vi. A Tuition Payment Plan may be changed after the student has registered if required by circumstances, and agreed upon by all parties

b. Policy for Private Payment Plan for Program

- i. Payments made through a monthly private pay plan are due on the first business day of the month
- ii. At any time a student may make additional payments through a combination of cash, debit card, visa or post-dated cheques.
- iii. If a student makes an overpayment of tuition and the student is returning the following term, that overpayment will not be refunded but will be treated as carry-forward tuition credit for the student.
- iv. If the student withdraws from a program he or she is responsible for tuition up to and including the day an official dated letter of withdrawal is received
- v. All student accounts must be settled by the end date of each term of each year

- vi. Students who have outstanding balances after this date will have limited or no access to marks, transcripts, grades, test results, diplomas and related information.
- vii. Outstanding balances is defined as tuition and any other fees the student owes the College.
- viii. After this date the College may send an invoice notice for outstanding amounts.
- ix. An amount outstanding or credit of \$1.00 or less will neither be charged nor refunded.
- x. A non-returning student may face legal action if outstanding tuition is not paid after their program cessation.

c. Policy for Sponsored Students for Programs

- i. A signed contract or agreement must exist between the College and the sponsoring body or agency on behalf of the student before the student will be considered exempt from partial or total payment of tuition and or any other fees.

d. Missed Private Monthly Tuition Payments for Acupuncture Programs

- i. The First Missed Payment i.e. payment not made by the due date i.e., a late payment
 - (a) A student will receive a reminder notice that a payment must be made within 72 calendar hours.
 - (b) Failure to receive this payment within those 72 hours will result in a First Warning and accrued interest of 5% per annum charged to the payment.
 - (c) Failure to receive this payment within five business days from the due date will result in the suspension of the student from studies and or attending clinics until the payment plus accrued interest is received.
- ii. The Second Missed Payment i.e. a consecutive or non-consecutive payment not made by the due date i.e., a late payment. A student will receive a reminder notice that a payment must be made within 72 hours.
 - (a) Failure to receive this payment within that 72 hours will result in a immediate suspension which will state that the student will be not be allowed to attend classes or clinics until that payment plus accrued interest has been received.
- iii. The Third Missed Payment i.e. a consecutive or non-consecutive payment not made by the due date i.e., a late payment.
 - (a) A student will receive notification that he/she is immediately suspended from attending classes or clinics and that payments henceforth must be made in advance of the month for which they are due.
 - (b) Failure to receive advance payments within 72 hours of the due date will result in the student being terminated from the College
- iv a charge of \$25 will be levied against the student for bounced cheques which must be added to the replacement cheque

5. Attendance and Grading Policy

1. The College expects all students to attend all classes, to be punctual and be prepared. Of course, illness or emergencies will result in a small number of missed classes. The College is committed to being supportive and flexible. However, because much of the learning process is practical and experiential, attendance will form a portion of the total grade of all classroom courses.

Students will need to attend all of the classes in order to learn the necessary information to complete the program.

Attendance will make up 10% of the final grade of all practical classes according to the following schedule:

Absent	Attendance Grade /10
5% of classes	8/10
10% of classes	6/10
15% of classes	4/10
20% of classes	2/10
25% of classes	0/10

a. Class: Students will be marked “late” if they arrive 15 minutes after the start of class or leave 15 minutes prior to the end of class. Two “lates” will be marked as one absent. If a student remains for the lecture portion of the class but leaves during the practical portion, they will be marked absent. In cases of medical condition or other emergency, students will not lose attendance marks provided the following occurs: 1) the student notify the Instructor prior to the class, or by the day’s end at the latest, 2) students miss no more than two classes each term.

b. Student Clinics: Students may not miss a scheduled clinic without a medical excuse and 24 hours notice to the Academic Coordinator or Clinic Coordinator. Students who must miss a clinic shift are required to find a replacement therapist. They must offer to switch shifts with the replacement therapist and both students must sign a shift replacement form and submit it to the Clinic Coordinator. Students who are not successful at finding a replacement therapist must still give 24 hours notice of the missed clinic, and will be required to make up any missed student clinics because of holidays, snow days or sick days by arranging to attend a student clinic on a different day or by switching clinic shifts with another student. Forms are available from the Clinic Coordinator and the Academic Coordinator. Both the student and the students’ replacement must sign the form and return it to the Clinic Coordinator. Students must, give 24 hours notice to the Clinic Coordinator and Clinic Supervisor if they will be missing a clinic. Students are responsible for finding a replacement therapist for their shift.

c. Outreach Clinics: Students may not miss a scheduled Outreach Clinic without a medical excuse and 24 hours notice to the Director of Education or Outreach Clinic Supervisor. If it is not possible to make up a missed clinic, students will need to arrange an alternative process with their supervisor. This may include a research paper, a case Study (i.e. Community Fair, Open House) or another agreed-upon process. This would be processed through the Clinic Supervisor and the Director of Education.

6. Program Tests and Examinations

a. Students must be on time for all tests or examinations.

b. Students will receive a zero on all missed tests and examinations unless they have notified the College prior to the test or exam date, and have a medical certificate or other written documentation which satisfactorily justifies their absence to the Instructor and Director of Education.

c. In the case where a student has given prior notice and has effectively justified their absence it will be up to the discretion of the Instructor and Director of Education to determine whether the student will be required to write a makeup test or exam. If a make-up test or exam is not given the Director of Education may have their marks adjusted from the calculation of their term mark.

7. Student Evaluation Policy

The testing and examination process at the College is designed to be an integral part of the learning process.

a. The passing grade for academic and practical courses, research projects and clinics is 70%.

b. Some courses such as Chi Gung and Tai Chi and electives may be graded on a pass/fail basis based on participation and attendance.

c. Attendance and participation will make up 10% of the final mark for all academic and practical courses.

(in accordance with the following schedule).

Absent Attendance Grade - out of 25 (Based on 25%)

0 classes 25/25

1 class 20/25

2 classes 15/25

3 classes 10/25

4 classes 5/25

5 classes 0/25

- d. All marking schemes will be presented to the students on the first day of each course.
- e. Each course will have a testing procedure and style designed for that course by the instructor and academic director.
- f. In most cases there will be quizzes and/or assignments worth 50%, and a final examination at the end of each course worth 50% of the final course mark. In some cases the final mark will be based on quizzes and/or assignments.
- g. If a student fails a course, the student will have to undertake and pass a remedial program for the failed course. Failed assignments and projects have to be redone. Students who fail to complete all courses, projects and clinics cannot proceed to their next year without the permission of the education director. Nor is the student eligible to graduate.
- h. Students who fail to perform adequately in academic or practical courses or clinics may be put on probation, or suspended, until they can show just cause to be reinstated to the Education Director.

8. Program Failures and Remediation

Each student will receive, provided there are no outstanding fees, a final transcript issued upon completion of each year. In order to graduate at the end of the program, each student must have attained a minimum of a passing grade in each and every course.

In the event that a student does not meet the standard and fails a course or courses, a student may be given the opportunity to write a remediation exam.

a. Qualification:

i. In order to qualify to write a remediation exam, the student shall receive a grade of 55% or greater in the course. If a student meets this criteria, they will be given the opportunity to write a remediation exam, unless the Instructor and Director of Education decide that this opportunity will not be offered due to extenuating circumstances such as a poor attendance record or failure to submit assignments.

b. Process:

i. The remediation exam process lasts approximately 2-4 weeks, and begins as soon as possible after eligibility for remediation has been determined. Students are required to arrange for tutoring with a College approved tutor, at their own cost during this period. They will then write and/or perform an exam. The remediation exam fee is \$100. Notification of the date and format of the exam will have been given at the start of the remediation process. Upon achieving these results a new transcript will be issued. The highest grade a student can receive for a remediated course is the passing grade (70%), regardless of the actual remediation exam mark.

ii. Except in very rare occasions and with clear extenuating circumstances, all remediation exam results are final; that is, there will be no remediating of a remediation exam. Failure of a remediation exam means that the student will need to repeat the entire course at the next available opportunity.

9. Notice of Withdrawal Policy

The student who chooses to withdraw from a program must officially notify the College Registrar in writing of his/her withdrawal in a registered or couriered letter he/she entitles "Notice of Withdrawal". The official date of withdrawal annotated in the records will be the date of receipt of the written Notice of Withdrawal (This official date of withdrawal will be applied to the Tuition Refund Policy and to Tuition Owing where applicable.).

Students who fail to finish a course may receive an incomplete or a failure on their transcripts (at the discretion of the instructor and education director).

10. Program Academic Offenses

The purpose of the testing procedures at the College is both to aid in the learning process and to determine in a fair and equitable manner the level of achievement for each student. Cheating and plagiarism undermines both these goals and seriously compromises our ability to ensure that our graduates are able to meet the responsibilities of professional practice.

a. Cheating includes but is not limited to the following activities:

- i. Receiving from, or giving academic information or assistance to another student during a test or examination;
- ii. Using unauthorized material during a test or examination (this includes but is not limited to notes or books)
- iii. Obtaining examination questions, tests, or assignments by any unauthorized means beforehand.

b. Plagiarism is presenting someone else's words, ideas or information as though they were one's own. Specific offenses include, but are not limited to:

- i. Submitting work that has been written in full or part by someone else;
- ii. Paraphrasing or summarizing too close to the original wording;
- iii. Borrowing, selling, purchasing, or lending academic work for submission;

c. For any student who knowingly commits an academic offense the College will give the student a zero on the test, examination or assignment of which the academic offense was committed. If the student commits a second academic offense the College will immediately suspend the student until further notice while investigating the offense. If the student is found guilty for a second offense the student will be expelled from the College. The College will investigate all claims in as fair and as sensitive a manner as possible.

11. Ownership of Tests and Examinations

a. All tests and examinations will be kept by the College, after the test or examination has been reviewed by the student. It is the students' responsibility to return the test or examination to the teacher once the review is completed in order for the students mark to be recorded. Failure to return a test or examination will result in a mark of zero on that test or exam.

12. Student Professionalism

a. Professional Fees for Student

i. In the absence of government regulations of Acupuncture and TCM in Nova Scotia, the College strives to ensure that its students conduct themselves in a professionally ethical manner when treating friends and family outside of school hours. To that end the College requires that students do not receive any fee whatsoever for the practice of Therapy until they have successfully graduated from the College. Upon learning that a student has accepted such fees, the College may choose to: A) expel the student immediately; or B) provide a written warning which will be followed by automatic expulsion for any subsequent breeches of this policy.

b. Behavior and Code of Conduct

- i. Students are expected to behave in a manner reflective of their status as health-care practitioners in training and as members of the College community
- ii. CCATCM is a drug-free space. Substance abuse and/or possession is not tolerated, and may result in suspension or expulsion.
- iii. Students are expected to perform their roles in keeping the College tidy, clean, and safe. This means tidying up after themselves and immediately reporting any damage to the College property to staff or Faculty (i.e. Broken Treatment Table). This is extremely important for the safety of our clients, Students, Faculty, Staff Administration and for the professional reputation of the College.
- iv. Students shall dress in clothing that is clean, neat and professional in appearance. (See policy 6. a For the Clinic Dress Code.)
- v. At the end of each day or clinic, the students must ensure that all blinds are lifted, and windows and closed and locked.
- vi. After the end of each day, students are expected to put the chairs on the tables

c. Student Clinic and Outreach Clinic Policies

i. Students are expected to attend both the Student Clinic and the Outreach Clinics on time and dressed in the Clinic Uniform which is name tag, school shirt, casual dress pants (black or navy) with black belt, shoes and socks. Note: Students must wear Clinic Uniforms for all public functions, including Clinics and Outreach Clinics. The Clinic Supervisor has the right to refuse participation to any student who is not properly attired

for the Student Clinic or the Outreach Clinic. In this case, the student will be required to make-up the missed clinic.

- ii. Students are responsible for the cleaning of their Student Clinic and Outreach Clinic laundry. Laundry must be washed in hot water with the appropriate, eco- friendly, cleaning solutions. Laundry must be cleaned on a daily basis to ensure clean laundry for clinic use. The Clinic Supervisor has the right to refuse participation to any student whose laundry is not prepared to an acceptable standard for use at the clinics.
- iii. Students are expected at all times to show professional respect and consideration to clients, supervisors, faculty and administrative staff. Students shall not discriminate against or refuse treatment to clients on the basis of age, sex, religion, race, size, creed or weight.
- iv. At the end of each day or clinic, students must ensure that all blinds are lifted, and windows are closed and locked.
- v. After the end of each day, students are expected to put the chairs on the tables.
- vi. Students must not leave dish ware and cutlery in the sink or on the counter. Everything must be cleaned and put away in the cupboards. All surfaces must be wiped down after each use.
- vii. All washroom surfaces must be wiped down after each use.

13. Student Learning Contract

The following attitudes and practices help contribute to professionalism and are expected to be emulated. They constitute the student learning contract:

- a. I will give my attention, cooperation, and respect to staff, instructors and fellow students so we may work together towards a shared vision of acupuncture and natural medicine and the sense of community that the vision entails
- b. I will attend the College with an open mind, accepting of others people's beliefs, conditioning, circumstances, perspectives and self-expression. I will do my best to understand and validate these aspects of personhood.
- c. I will do my best to understand and validate beliefs and concepts that are a part of the College and curriculum with which I am not familiar.
- d. I will communicate my academic and practical needs to staff, instructors and fellow students in a timely manner so they may agree to assist me in dealing with those needs.
- e. I will communicate my concerns in writing to the director of education and/ or student advisor if my academic and practical needs have still not found a solution.
- f. I will foster active listening skills and invite constructive feedback as part of the learning process
- g. I will display a professional, health-care practitioner attitude that honors my commitment towards the ideals and practices of the profession and my collegial student status.

h. I will take the time to learn to foster my own health and well-being and personal growth with the understanding that I cannot give to my clients what holistically, I do not have.

i. I will commit the necessary time and energy to my studies.

j. I am aware that all programs require an ongoing deliberate dedication to homework and self-study. I am expected to pre-read and pre-prepare all materials and texts before class. Class will be considered an opportunity to review text and materials, make inquiry, and receive the experience and insights of the instructor.

k. I am expected and responsible when advisable, for forming study groups with the purpose of mutual support.

l. In the event of missed classes, failed assignments, and failed exams the onus is on the student to check in with their instructor, to arrange and receive tutoring if necessary, and to make up all deficiencies.

m. I will maintain good behavior in the classroom and on the school property.

n. I will endeavor to practice a daily regime of physical and mental hygiene practices ie tai chi, chi gung, to better serve my personal growth and clinical needs.

14. Dual Relationships

The College recognizes that there is an inherent power imbalance in the teacher – student, and in the therapist – client relationship. The College will strive to ensure that students have as much time with and access to their Instructors within the bounds of an ethical relationship. To that end, the College has established the following guidelines:

a. Faculty and Administrative Staff are expected to refrain from any romantic involvement whatsoever with students. (Unless the relationship was pre-established and has been made known and approved by the education director.) Sexual relations, physical or emotional, between a current student and Faculty or Administrative Staff may result in immediate dismissal of the Faculty or Administrative Staff Member.

b. If they so choose, students can therapeutically treat Faculty, or Administrative Staff in the following circumstances only:

i. In a student or outreach clinic.

ii. As part of an assignment or course, at the College.

c. Students are expected to refrain from any romantic involvement with Clinic and Outreach Clinic clients.

15. Conflict Resolution Process

The College endeavors to provide a respectful learning environment, which processes any disagreements between students and students, students and teaching faculty and students and administrative staff, promptly, fairly and respectful of confidentiality. Such conflicts may arise around issues such as of grades, conduct, communication, harassment, sexual harassment etc.

CCATCM's conflict resolution protocol is as follows:

a. Student

- i. The student is urged, if at all possible, to directly communicate their concerns verbally and in writing, to the student, faculty or administrative staff member directly involved.
- ii. If the student has reason to not approach the person directly, or if the student still feels that their concerns were not satisfactorily addressed, they shall put their concerns in writing and deliver the letter to the Director of Education and/ or their student advisor
- iii. The Director of Education and/ or student advisor will then meet with the student to attempt to formulate a resolution process. Students have the right, and are encouraged, to bring an advocate of their choice to their meetings with the Director of Education and/ or student advisor.
- iv. If this process is unsatisfactory to the student, the student shall deliver a copy of the letter, any subsequent communications, and a summary of actions taken to date, to the Conflict Resolution Committee (CRC) made up of College faculty and administration
- v. The CRC will meet with the student and the alleged offender and with advocates of their choice if they so wish, to attempt to facilitate a resolution.
- vi. The CRC has the power to subject the offending party to disciplinary action including sanctions, suspension, expulsion, dismissal or discharge depending on and commensurate with the gravity of the offense.
- vii. After the grievance has been resolved, or at any stage in the grievance procedure, the student shall be sent a letter outlining the resolution.

b. College

- i. The College will endeavor to have the situation resolved if appropriate, at the classroom or administrative level where the conflict resides
- ii. If the situation is still outstanding the situation will then be addressed by the Director of Education and if still outstanding, by the Conflict Resolution Committee
- iii. If the student is dissatisfied with the resolution achieved by the CRC, the student may take the matter to the Department of Education in writing to the:

Department of Education and Culture

Private Career Colleges

P.O. Box 578

Halifax, N. S. B3J 2S9

16. Code of Ethics

- a. The Student shall avoid giving offense to religious and political beliefs of students, faculty and administrative staff.
- b. The Student shall not sexually harass another Student, Faculty Member, Administrative Staff Member or Client or vice versa. Sexual harassment shall mean any unsolicited and unwanted sexual comments, suggestions, physical contact that is deemed objectionable, discomforting and offensive. The accused must be made aware of the nature of the objection prior to any action being taken.
- c. The Student shall not make defamatory, disparaging, condescending, embarrassing or offensive comments concerning another person.
- d. The Student shall not make derogatory remarks about the professional competence of another person.
- e. The Student shall refrain from using profanity at all time while on school property.
- f. The Student shall observe a reasonable and proper loyalty to staff, owners, teachers, and fellow students.
- g. Students should not of her/his own initiative, make any detrimental report, oral or written, on the above mentioned offenses without first discussing the matter with the particular party in question .
- h. Sexual harassment is not permitted amongst students, instructors, staff or College Owners. The accused party must be aware of the nature of the objection prior to action being taken in accordance with the aforementioned conflict resolution protocol

17. Scent Free Environment

Scented products can cause a variety of health problems for people with chemical sensitivities such as sinus congestion, shortness of breath, headaches, dizziness, fatigue, seizures, inability to concentrate and nausea. As students spend a considerable amount of time at the College, it is important to ensure that the air quality is as scent-free as possible. At the same time, we recognize that it is simply unrealistic to suggest that the College can be one hundred per cent scent free – particularly given the large number of clientele in our student clinic.

- a. We have therefore established the following guidelines for students, faculty, and administrative staff to bring us as close as possible to a scent-free environment:
 - i. Please avoid wearing any perfume, cologne, or aftershave;
 - ii. Please ensure that your deodorant, soap, shampoo and conditioner, hair spray, body lotion, laundry detergent, and fabric softener are scent-free products;

iii. Even “naturally” scented products could cause adverse reactions in some people. Please be sensitive to this.

iv. If you are a smoker, (smoking is not permitted on College property), please wait until the strong smoke odor has left your clothes before returning to College Property or change your clothes.

v. Please listen with an open mind to the concerns of those around you who may be adversely affected by an odour from a personal care product you are using; and

vi. Ensure that clients for student clinic are notified of our scent-free guidelines.

b. Any student, faculty, or staff administrator who is adversely affected by a scent is asked to respectfully address the scented person. If this does not prove satisfactory, the affected person should approach a member of the conflict resolution committee. The approach will then be to redouble our efforts at education enabling the parties involved to effectively resolve the impasse.

We appreciate everyone’s effort to make the College the healthiest possible environment for our clients and ourselves

18. Student Clinic Responsibilities

- a. Clinics may be held weeknights, or weekends on an open basis.
- b. Students are responsible for arranging clinic hours based on the open availability of these hours and times.
- c. Students are responsible for finding a replacement for all clinics they fail to attend.
- d. Students are expected to make up all failed attendance by the end of the school year. (see attendance policy)
- e. Students are required to wear a College prescribed uniform during the student clinic and outreaches.
- f. Students are required to show professional respect and consideration to clients, supervisors and administrative staff
- g. Students shall not discriminate against or refuse treatment to clients on the basis of: Age, Sex, Religion, Race, Size, Creed and Weight
- h. Students need to be aware that the clinic supervisor’s duty is to supervise, not teach. They will answer immediate questions and concerns regarding treatment within their limited time.

19. Course Curriculum Syllabus

A course syllabus will be provided to the students at the start of each course. The syllabus will include details of the planned course's learning activities, reading materials and assignments that will be used to achieve the course objectives as outlined in the course description, as well as the marking scheme.

Students are to be aware that many courses will involve experiential exercises designed to develop interpersonal skills and personal development required to graduate a holistic health-care professional.

20. Code of Conduct

Substance Abuse Policy

CCATCM is committed to the protection of health and safety of its students and staff. Therefore, CCATCM is a drug-free workplace and this policy must be maintained by students, staff, instructors and administrators. The unlawful possession, use of, or distribution of illegal substances or alcohol on CCATCM premises, or as part of any CCATCM activities is prohibited. Any individual who is caught using illegal substances or alcohol will be immediately suspended and face the possibility of immediate dismissal or termination. We expect that all students and staff will adhere to this policy and all instructors will distribute this policy to their students.

General Misconduct

CCATCM is an institute devoted to the training of professional counsellors. As such, the integrity of our school and workplace is of the highest importance. We expect that all staff, students, instructors and administrators will adhere to the following policies regarding general misconduct on CCATCM premises.

1. Everyone will comply with all of CCATCM's policies and procedures.
2. Everyone at CCATCM will respect the health and safety of others. Thus precludes any acts or threats of physical violence, harassment, verbal or physical threats, disorderly conduct, racial, ethnic, religious or gender-related slurs and comments.
3. Everyone will refrain from stealing, damaging or defacing any CCATCM property, or the property of its students and staff.
4. All students and staff will represent themselves honestly and appropriately in their dealings with CCATCM, including their identification, personal background, professional background and expertise.
5. All students and staff will comply with provincial and federal laws and regulations.

6. All students and staff are prohibited from bringing dangerous materials onto CCATCM property, such as explosives and firearms.

21. Student Status Policy

The admissions procedure is designed to screen applicants for a range of problem behaviours; however, difficulties sometimes arise after a student is accepted into his/her program of study. When this happens, the student is advised to meet with the course Instructor or their Advisor. If a mutually satisfactory solution cannot be reached, Administration may require a student to withdraw.

The following are reasons for automatic withdrawal:

1. Undermining the school, instructors, programs, etc. thereby demoralizing other students, without directly raising these issues for resolution with appropriate parties.
2. Generating or perpetuating false negative information about the college, and instructor, or another student.
3. Obstructing the learning process for others.
4. Absenteeism.
5. Non-payment of tuition fees.
6. Evidence of alcohol or drug intoxication.
7. Indications of emotional instability.
8. Physical assault.
9. Verbal abuse, sexual harassment, or stalking of other students or staff.
10. Criminal conviction during enrolment at CCATCM.
11. Theft of CCATCM property.
12. Knowingly withholding or falsifying information at the time of enrolment in CCATCM.

22. College Job Disclaimer

I understand and fully accept the following provisos/conditions concerning the Programs that I am enrolling in at the Canadian College of Acupuncture and Traditional Chinese Medicine.

- i. I understand that neither the College nor the program diplomas guarantee a job upon graduation.

- ii. I understand that program diplomas do not grant permission or license to practice. This right or privilege to practice may be in the domain of local, provincial or federal licensing authorities and/or associations where they exist. It is the responsibility of the student to make inquiry.

I have read all of the above College Policies and Procedures, including the College Job Disclaimer and agree to abide by them.

Name of Student _____

Signature of Student _____

Date _____

Name of Witness _____

Signature of Witness _____

Date _____

Name of College Official and Position _____

Signature of College Official _____

Date _____

Signed and witnessed in the Halifax Regional Municipality, Nova Scotia, Canada