



CCTCMA

Calgary College of Traditional Chinese Medicine and Acupuncture

卡尔加里中医针灸学院

STUDENT HANDBOOK

Revised Feb 1st 2024

107, 4014 Macleod Tr. S
Calgary, Alberta. T2G 2R7

Tel: 403-287 8688

Email: info@cctcma.com

www.cctcma.com

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Welcome from the President

Welcome to the Calgary College of Traditional Chinese Medicine and Acupuncture (CCTCMA).

As you are going to spend three or more years in our college, we strongly suggest you read The Student Handbook to understand the rules and regulations of the college in order to achieve your academic goal successfully.

The rules and regulations set up by the college are essential to ensure successful completion of the program. The Student Handbook will provide students with the guidance on the general attitude and behavior expected as a student practitioner of TCM or acupuncturist. This will be very important for the future practice of our students as Doctors of Traditional Chinese Medicine and registered acupuncturists.

Enjoy your journey of TCM and best wishes.

Dr. Frank Huanbin Du

President

TCMD. Doctor of Acupuncture. RMT., M. App.Sc. (Australia).

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Information on Enrollment

Upon choosing TCM and /or acupuncture as your career, the next step is to choose a school of TCM that meets all your expectations. The following are general information that students should be aware of:

1. Read the Student Handbook and the Academic Calendar carefully to understand school policy and regulations.
2. Visit our school, teaching clinic, including our classrooms, library, treatment rooms and herbal dispensary in order to be familiar with the new studying environment in order to use all facilities to the maximum extent.
3. Application process

Step One: Submit your complete signed application package

Submit your complete application package to:

Calgary College of TCM and Acupuncture

107, 4014 Macleod Trail. South, Calgary,

Alberta, Canada. T2G 2R7

Complete application package check list:

- A completed, signed application form (the form can be downloaded from our school website),
- All applications must be accompanied with a non-refundable application fee of \$200.00 (\$500.00 for international students), payable to Calgary Oriental Health. LTD,
- Copies of all official transcripts,
- Copies of all diplomas, certificates, and/or degrees,
- One (1) recent photograph,
- Two (2) written references,
- A current resume, and
- A personal letter expressing the reasons for pursuing this training

Step Two: Acceptance and Tuition Deposit

1. Applicants may be contacted to schedule an in person or telephone interview.
2. The Letter of Acceptance and Alberta Student Enrolment Contract will be delivered to the prospective student by mail, email or in person.
3. The signed Alberta Student Enrolment Contract must be returned to the

Calgary College of TCM and Acupuncture within 10 business days.

4. All materials in this application become part of your permanent, confidential record at CCTCMA; they will not be returned.
5. Applicants are strongly advised to familiarize themselves with the current curriculum and policy information via our college website and/or information package. All fee, terms, courses and policies are subject to change without notice.

Information on Tuition Fees

The summary of tuition fees for the programs at CCTCMA are the following:

	Acupuncture Program	2200 Hour Massage Therapy Program	DTCM program
Canadian Students	\$9,900 per year for three years	\$9,900 per year for two years	\$9,900 per year for four years
International Students	\$11,500 per year for three years	\$11,500 per year for two years	N/A

The tuition fees will not increase after enrollment. Part-time students pay on a credit basis for the whole academic year at CAN\$450.00 per course credit. The part time program is not available for international students.

The cost of study guides and other teaching materials range around \$1,000 per year for all above programs. The study guides need to be purchased from the school. Other references of TCM and Acupuncture may be purchased from other sources at the student's own expense. Extra 2% charge will be added for late tuition payment monthly.

Information on Classrooms and Offices

Classrooms are provided for students and instructors for studying and educational purposes. The rules set up below are to ensure the classroom environment benefits students to the maximum. Therefore, the students shall:

1. be respectful to teachers, fellow students, and administration staff,
2. raise their hands and obtain permission, to avoid disturbance, prior to speaking or asking question in class,
3. be punctual. All absence and leaves must report to administration office to get approval.
4. not smoke, or drink alcoholic beverage in classrooms,
5. refrain from making excessive noise that may disturb others,
6. take care of the property of the college. Any damage to the college's property must be reported to the administration office immediately and be compensated for, and
7. for dispute resolution, refer to the relevant chapter.

Information on the Teaching Clinic

The TCM clinical training program provides you with the opportunity to apply knowledge from classes to exist clinical practice. The rules have been developed in the light of that experience and for good reasons and informs you of our expectations.

The TCM clinical training program is progressive in nature and, as students proceed through the program, the demands and responsibilities will increase. For example, in the early years of the course you will spend time observing the doctors' treating patients and learn how to efficiently run the administrative side of a busy clinic. Gradually, you will be allowed to spend times according to your year level to assess and treat patients. By the time you reach year four, you will be assessing and treating patients with confidence, using a wider range of treatment modalities and in proper time frame. Therefore, students must follow the rules to ensure the internship progress successfully and safely. Please refer to Student Clinical Handbook for details.

Information on Academic Evaluation

Exams are essential to evaluate the accomplishments of both instructors and students. It assesses the level of the student's mastery of knowledge they are studying, as well as the outcome of methods of instructor's teaching. Written and practical exams are applied to assess the knowledge of students in almost all courses. The percentage of written and practical exams will be set up based on the individual course. Meanwhile, attendance, participation in classroom discussion, and clinical performance will be considered in

evaluating the student's academic process.

1. There are mid-term and final exams each term in all courses. Students in graduating class must challenge the final exam and pass it to graduate. 60% is the minimum passing grade on all exams.
2. Exams are held at prescheduled times and cannot be rescheduled to alternative sessions except under exceptional circumstances only, and only with permission by the instructor and administration office. Please see the Appendix 7. Policy for Exam Administration for details.
3. In general, 80% attendance is required in order to receive full marks on the final exam for a given course. Students with less than 80% attendance must consult with the relevant instructors to make it up by submitting an additional essay, or project set up by the instructor. The policy of attendance for each course will be set up individually based on requirements of the professions of acupuncturists and massage therapists. Students must consult with their instructors for the detailed policy for each course.
4. Rules of conduct for exams. The rules during the exam are summarized as the following:
 - 4.1 Be punctual for exams. The door of the exam room must be closed fifteen (15) minutes after the commencement of the exam. Student who arrives later than 15 minutes after the exam start will be considered as absent from the exam.
 - 4.2 Quietness must be kept throughout the exam. Students must not convey information in any manner whatsoever to other students during the exam and questions concerning the exam must be directed to the exam administrator or the supervisor.
 - 4.3 After handing in the exam paper, students should not loiter, or cause any disturbance in any way in and around the exam room, while the exam is in process.
 - 4.4 During the exam, students must not
 - a. Bring unauthorized material to the exam room, such as books, study notes, or notes in any form or shape, and
 - b. Giving and receiving assistance during the exam.
 - 4.5 Students who violate the above rules may be disciplined accordingly.
 - 4.6 All electrics in the room must be powered off while the exam is in progress.
5. Students who fail a given exam may re-write the exam once. The grade on the basis of failure will not exceed to the grade of "Pass".
6. Other rules of academic evaluation

6.1 Release of Grades

Student grades including written and practical exams are confidential. Without a student's written consent, they cannot be distributed to third parties. It is the responsibility of the student to confirm their final grades by contacting the administration office at the end of each semester.

6.2 Supplement Exam

A student with a grade between 40% and 60% may apply for a supplement exam in order to pass the course. The student must submit the application in written to the administration office. It is the student's responsibility to apply for the supplement exam. Students whose grade for an individual course less than 40% are not qualified for the supplement exam. The student must re-take the course in order to proceed.

6.3 Reassessment of exam

Should students suspect that the exam is wrongly marked, he/she may request a meeting with the instructor and the Dean or President for reassessment of his/her exam.

Information on Graduation and Transcripts

1. Students must complete the Acupuncture diploma programs within six (6) years and the DTCM program within seven (7) years.
2. No student may complete the Acupuncture diploma program in less than two years, and the DTCM diploma program in less than three years.
3. To graduate, students must:
 - complete all required courses in the time allowed,
 - clear all financial obligations with the college, and
 - receive approval from the Board of Directors.
4. There will be no graduation ceremony unless there are 90% students demand and each student pays \$50.

APPENDIX 1 Non-Discrimination Policy

All students who meet the admission requirements of the CCTCMA are welcome to apply for the Acupuncture Diploma Program, regardless of their ethnic background, religions and sexual orientation.

CCTCMA, as an employer and educator, is committed to maintaining a working and learning environment that is free from any discrimination.

All patients, regardless of their ethnic background, religions and sexual orientation, are welcome to visit our student clinic to give the students of CCTCMA the opportunity to practice acupuncture under supervision of a Registered Acupuncturist.

APPENDIX 2 The Grievance Policy

We recommend that the student always try to resolve issues informally. If a formal approach is necessary, CCTCMA provides a fair and reasonable procedure for resolution.

1. Grievances on personal issues

Step 1 The student must try to resolve the grievance directly with the other parties, such as the specific student, staff or faculty member involved. If the student is unable to resolve the complaint, go to the next step.

Step 2 Submit your written complaint to a person designated by CCTCMA. The designated person will require submission from all parties involved including witnesses. The designated person will conduct investigation and set up a meeting to resolve the issue as early as practically possible. The designated person will also provide a resolution in writing within as early as practically possible to all parties. If the issue cannot be resolved, go to the next step.

Step 3 Repeat the above step with the President of CCTCMA. If no resolution is reached, go to the next step.

Step 4 An outside arbitrator/mediator will be appointed within ten business days. The decision of the outside arbitrator/mediator will be final.

2. Grievances on CCTCMA policies

Step 1 If a student disagrees with any specific policy of CCTCMA, he/she can discuss the issue with the President of CCTCMA directly. If the issue is not resolved, go to the next step.

Step 2 A written complaint must be submitted to the President of CCTCMA. The complaint will be presented to The Advisory Committee. The decision of The Advisory Committee is final.

APPENDIX 3 Policy on touching and needling practice in classroom and lab

The practical components of acupuncture and other TCM courses such as TCM diagnosis require instructors to demonstrate techniques and point locations on students, and students to practice on each other. The demonstration of acupoint locations and practice of acupoint related techniques on each other involve touching of various anatomical areas of the body. They are very important in terms of developing acupuncture skills for students.

CCTCMA recognizes that student's privacy and dignity must be maintained at all times. Inappropriate touching by anyone is never acceptable. Students are cautioned that acupuncture points are located throughout body, including areas that some may consider sensitive. Although acupoints location are best learned through touching skin, it is in certain situations acceptable to locate points over clothes, particularly when the student feels otherwise uncomfortable.

By their participation, students grant consent to be palpated at **all** acupuncture points and anatomical areas relevant to a TCM course or the acupuncture curriculum in general. However, students always have the right to refuse being palpated by anyone at any time. They are encouraged to voice their concerns to the instructor and/or the president of CCTCMA at any time. Confidentiality is always respected.

Regarding acupuncture needling techniques, students need to practice on themselves and /or each other. Students who have objections to be practiced on by other students or instructors shall bring their concerns and valid reasons to the attention of the instructor and /or the president of CCTCMA **prior to** the start of the class or the course.

APPENDIX 4 The Policy of Disciplinary Procedure

All students should act properly in accordance with college policies, standards, procedures, and regulations. If it becomes necessary to take disciplinary action to resolve a breach of college policy, CCTCMA will conduct an assessment involving any students, staff members or instructors relevant to the situation to determine the best course of action. The student will be notified of the decision in writing.

1 **Written Warning**

A student may receive warning in writing about his/her improper conduct. If the offence is repeated, further discipline will be considered.

2. **Disciplinary Probation**

The student shall be permitted to maintain registration. The student is expected to attend all classes and activities under specific conditions. A student under probation who meets the conditions within time frame shall redeem their normal status. Failure to meet the conditions shall result in suspension or even expulsion from the college, depending on severity of the offence.

3. **Suspension**

The student may be suspended from attending classes or program for a period of time, depending on the alleged violation. The College will decide when a student can return to class. It is the student's full responsibility during this period to keep up with classes via appropriate self-study. It is not the responsibility of the College for missed classes.

4. **Expulsion**

Students that are expelled from the college will be withdrawn from program and may be banned from the college and grounds. There will be no refund of any fees and all outstanding fees and debts to the college and materials on loan will be due immediately.

5 **Standard Appeal Policy**

The President of CCTCMA has the right to take disciplinary action when students violate rules and regulations. Students who feel that they have been inappropriately disciplined may appeal the issue. The student must appeal within 14 days of notice. The appeal meeting will include faculty members, the director, and students involved. The student requesting the appeal fails to attend the appeal meeting will result in the school's decision being upheld as final.

APPENDIX 5. The Policy of 'Zero Tolerance' toward Violence at CCTCMA

1 POLICY

1.01 CCTCMA is committed to providing a safe study and work environment for all employees, students, patients, and visitors. The College proclaims “zero-tolerance” for violence and therefore will not tolerate any acts of violence by or against any employee, contractor, student, patient, or visitor.

2 SCOPE

2.01 This policy applies to all students and staff of the CCTCMA.

3 DEFINITION

3.01 "*Violence*" means:

- The exercise of physical force by a person against an individual that causes or could cause physical injury
- An attempt to exercise physical force against an individual that could cause physical injury
- A statement or behaviour that it is reasonable for an individual to interpret as a threat to exercise physical force against the individual.

4 RESPONSIBILITY

4.01 Each member of CCTCMA is responsible for creating an environment that is free from workplace violence. Employees and students are required to report any violence or any potentially violent situation immediately to the instructor, office manager, and president of CCTCMA.

4.02 Instructors/Supervisors are required to prevent and discourage violence in the workplace. Anyone in a management position who becomes aware of workplace violence or the serious potential of it within CCTCMA is expected to promptly deal with the situation in consultation with the president of CCTCMA.

4.03 Co-workers are also expected to prevent and discourage violence in the workplace. Any co-worker who witnesses an event or becomes aware of any circumstances that could lead to violence in the workplace should make every effort to inform their Manager/Supervisor or the president of CCTCMA of the potential for violence.

4.04 The instructors and office manager has the duty to advise if a co-worker or a student has any history of violent incidents. In situations where a CCTCMA employee or independent contractor or a student has been identified as a potential danger to co-workers

or another student, the office manager or the president of CCTCMA will assess the level of risk and determine whether co-workers or students need to be advised.

4.05 The office manager, the instructor, and the president are responsible for communicating this policy to all employees as well as ensuring that reported incidents are dealt with in the prescribed manner.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect individuals from workplace violence, a means of summoning immediate assistance and a process for individuals to report incidents, or raise concerns. CCTCMA will ensure this policy and the supporting program are implemented and maintained and that all individuals have the appropriate information and instruction to protect them from violence in the workplace.

5 PROCEDURE

5.01 Complaints of violence must be reported immediately to the office manager or the Principle, or if in immediate danger, security staff. Complaints should be made to your instructor unless your instructor is the problem or is unavailable in which case the complaint should be directed to the office manager or the Principle.

5.02 All reported incidents will be reviewed under the following guidelines:

- Any report of violence in the workplace will be followed promptly by a thorough investigation.
- All incidents will be kept confidential to the fullest extent possible, and will be disclosed only to individuals necessary to permit the proper investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know. However, confidentiality may be compromised in cases where it is necessary to conduct an investigation and uphold this policy and/or to implement remedial and/or protective measures and/or in cases where it is required by law.
- Anyone who is found to have violated this policy is subject to corrective action up to and including immediate discharge. Corrective action will depend on the severity of the offense. Action will be taken to prevent an offense from being repeated. In addition, individuals may be subject to action under the *Criminal Code of Canada*.
- Retaliation will not be permitted against anyone who makes a complaint or who cooperates in an investigation.

5.03 If a complaint is made, the Office Manager/President will carry out the following procedure:

- Meet with the complainant to ascertain the concerns.
- Impress upon the complainant and the respondent that the information provided will be treated in a strictly confidential manner and disclosure will be limited to

that required to investigate and work towards resolution.

- Keep records of all meetings and document all contacts associated with each complaint.
- Prepare a statement of complaint including all relevant dates, events, names of witnesses and other relevant information.
- Meet with the witnesses identified and prepare written statements for their signature to ensure greater accuracy.
- Meet with the person who is being accused of infringement of rights, to provide him or her with an opportunity to respond.
- If the complaint is deemed valid, appropriate remedial or disciplinary action will be taken

5.04 The College is committed to provide support services to victims of violence. Confidential counseling will be available to employees who are experiencing personal problems in relation to violence or who are victims of violence.

APPENDIX 6 Health Care Insurance Policy for International Students

All international students at the Calgary College of Traditional Chinese Medicine and Acupuncture are eligible for the Alberta health care insurance program (AHCIP) and we strongly encourage international students to purchase adequate coverage not covered by AHCIP.

APPENDIX 7 Policy Regarding to Exam Administration

Scheduling and Administration

The Administration Office of CCTCMA is responsible for the scheduling of the midterm and final examinations for all courses.

Where an instructor schedules his/her own midterm and/or final examinations, s/he must report to the Administration Office and discuss the schedule with Administration Office to avoid possible conflict.

Normally, adjusting examination dates/times or withdrawing examinations after the creation of the timetable is not allowed. Exceptions will be considered based on specific circumstances below.

A final timetable shall be prepared and made available on at the college approximately one week prior to the examination period.

Emergency Procedures

The President, or delegate, will decide, in consultation with the instructor, or delegate, whether to proceed with or to postpone examinations in the event of extreme weather conditions or any other general emergency which occurs when final examinations are in session.

If the decision is made to proceed with examinations as scheduled, the Administration Office will be responsible for the conduct of all centrally administered examinations. Individuals responsible for instructor administered examinations scheduled in Faculty or departmental locations will follow procedures determined by the president or delegate for handling such examinations in emergency situations.

If the decision is made to postpone examinations, examinations can be rescheduled after mutual agreement of the instructor and the students in the class.

Reschedule Midterm and Final Examinations by a Student and Fee

A student who is unable, for a valid reason, to write a midterm and final examination at the scheduled time may apply for a rescheduled examination. Valid reasons for requesting rescheduling of a midterm and final examination include, but may not be limited to: personal illness, bereavement, personal injury, religious observances, unavoidable and unanticipated demands in caring for dependents. two or more examinations being scheduled at the same time. Two or more exams scheduled on the same day may not be a sufficient reason for rescheduling an exam.

The application by the student must be supported by appropriate documentation where possible. The application is available from the Administration Office of CCTCMA. The student is responsible for a \$50.00 fee to reschedule, supervise, and mark the exam of the course.

The Procedure to reschedule an examination by a student:

- 1) The student submits the Written Application to the instructor,
- 2) The student may or may not receive the approval from the instructor,
- 3) The student may or may not receive the approval from the president of CCTCMA,
- 4) If approval is granted, the fee of \$50 per course is paid.
- 5) The exam is rescheduled and supervised by the staff of the Administration Office, and
- 6) The instructor marks the exam, and provides the final mark and exam paper to the Administration office.

APPENDIX 8 Policy for Academic Concession

CCTCMA is committed to supporting students in their academic pursuits. Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. Generally, such circumstances fall into one of two categories, conflicting responsibilities and unforeseen events.

Conflicting responsibilities include, but may not be limited to:

- observing a religious rite,
- working to support oneself or one's family,
- having responsibility for the care of a family member, and
- others.

Unforeseen events include, but may not be limited to:

- ill health or other personal challenges that arise during a term,
- changes in the requirements of an on-going job, and
- others.

Students whose performance in the program or in certain courses is affected as a result of such circumstances must request academic concession to their instructor, and the president of CCTCMA.

Students with conflicting responsibilities have a duty to arrange their course schedules with the respective instructors in order to avoid as much as possible any conflicts with course requirements. Students in this situation are also required to discuss solutions with their course instructor(s) at the start of each term, or as soon as conflicting situations arise for which special accommodations are requested. Instructors may not be able to comply with all such requests especially if the request is compromising academic standards and integrity of the course or program or if the requested accommodations interfere with other students' learning experience.

Religious observance may preclude attending classes or examinations at certain times. Students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance, preferably earlier.

Students who, because of unforeseen events, are absent during the term and are unable to complete tests or other graded work, should normally discuss with their instructors how they can make up for missed work, according to written guidelines given them at the start of the course. Instructors are not required to provide an opportunity to retake tests or to make up for missed course assignments. If ill health is an issue, students are responsible to seek attention and treatments from a health professional.

Students who, because of an unforeseen event, need a prolonged absence during a term or who miss a final or term-end examination must report to the president of CCTCMA to request academic concession as close as possible to the time that the absence occurs.

The academic concessions that may be granted include the following:

- permission to drop or withdraw from a course after the normal deadlines,
- advanced standing or deferred standing, or
- withdrawal from the CCTCMA program.

APPENDIX 9. Code of Ethics and Professional Conduct

The Code of Ethics and Professional Conduct of CCTCMA applies to students, faculty and staff of CCTCMA. The adherence to certain professional and ethical standards is essential in maintaining the integrity of CCTCMA as a leading educational institution of TCM and Acupuncture in Canada. This statement does not attempt to define all items of acceptable practice but rather to serve as a guide for professional conduct CCTCMA, as a private vocational training college in Alberta, strives to provide the highest possible level of professional service to both its employees and students.

Instructor-Student Expectations

- 1 The instructor teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socio-economic or linguistic background.
- 2 An instructor realizes that a privileged relationship exists between an instructor and students and will not exploit this relationship in any way.
3. The instructor is responsible for recognizing educational needs, designing and implementing instructional programs and evaluating students' progress.
- 4 The instructor may under his or her supervision and direction, delegate certain specific and limited aspects of instructional activities to non-certified individuals.
- 5 The instructor treats students with dignity and respect and is considerate of their circumstances.
- 6 The instructor may not divulge information about students that they receive in confidence or in the course of professional duties, except if required by law or where, in the judgment of the instructor, this is in the best interest of the student.
- 7 The instructor may not accept payment for tutoring a student in any subjects that he or she is teaching to that student in classroom.
- 8 The instructor may not take advantage of his / her professional position to profit from the sale of goods or services to or for his / her students.

Instructor-CCTCMA Expectations

- 9 The instructor fulfills contractual obligations to the CCTCMA until released by mutual consent or in accordance to the law.
- 10 The instructor provides as much notice as possible of a decision to terminate employment, as per his/her contract.

Instructor-Instructor Expectations

- 11 An instructor does not undermine the confidence of students in other instructors.
- 12 An instructor comments on the professional competence or professional reputation of another instructor only in confidence to proper officials and after the other instructor has been informed of these concerns.
- 13 An instructor as administrator provides opportunities for staff members to express their opinion and to bring forth suggestions regarding the administration of the college.

Instructor-Profession Expectations

- 14 The instructor acts in a manner that maintains honour and dignity of the profession.
- 15 The instructor does not engage in activities that adversely affect the quality of his / her professional teaching service.

Student-Instructor Expectations

16. A student must show due diligence with regard to required work and follow the "Attendance Policy" for each course.
17. A student shows respect for instructor and the school.
18. A student having difficulty with an instructor shall discuss the issue in private with the instructor and follow the "Grievance Policy" of CCTCMA to solve the issue.

APPENDIX 10. Policy for Student Advisory and Communication Committee (SACC)

Constructive input of ideas from students regarding the delivery of the Acupuncture / TCM program, active student involvement in college life through positive communication between students, administration, faculty and staff and well-timed discussions on college and individual issues that may arise, contribute to a positive learning environment in the CCTCMA.

Problems or issues of any kind need to be addressed as soon as possible to find a reasonable solution. The sooner certain issues are brought to the attention to staff, faculty or President, the easier it is to solve the problem(s). The Student Advisory and Communication Committee (SACC) is one way to address this in an effective way.

Purpose:

The Student Advisory and Communication Committee (SACC) intends to be an effective way of communication between all students from CCTCMA and the President, faculty and administration of CCTCMA. Many misunderstandings and conflicts can be avoided if honest, clear and timely communication takes place between all members of the college community.

Through regular meetings the SACC will have the opportunity to bring concerns forward from the entire student population or from individual students, with the President, faculty, staff and administrative staff or their delegate(s).

Students can of course also bring private concerns to the attention of the President or faculty member directly without involvement the SACC if they prefer to do so, but in some cases students may feel more comfortable to do this in an anonymous way through the SACC after discussing the issue with the elected SACC delegates from their class. The SACC meetings are also intended to find solutions for issues that may arise during the academic year and to bring proposals from the students to the attention of all parties involved.

The SACC meetings provide a great venue to announce decisions and inform the college community of upcoming events and activities.

Students are therefore encouraged to participate in this student body and show initiative. The SACC is expected to initiate, facilitate and organize regular meetings with the President, faculty and administration or their delegates after consultation with all students, faculty, administration and staff of the CCTCMA.

Members of the SACC:

The SACC will consist of:

Two (2) students from each year of the Acupuncture/TCM program and

Two (2) members of the faculty, administration or staff.

This means that the SACC will have 10 members in total.

The student members of the SACC will be elected at the start of the academic year by their classmates. First year students should hold elections before the end of September to have representation in the SACC.

The administration, faculty or staff members of the SACC will consist of 2 members of the administration, faculty or staff. In general, this will be the President, the Dean of faculty or another faculty member.

The SACC shall have a Chair, a Vice Chair and a Secretary.

The Chair will conduct the meeting and organize the agenda. The Chair will be the President of CCTCMA or his delegate.

The Vice Chair will assist the Chair or act as Chair in the absence of the Chair.

It is preferable that a student will act as Vice Chair.

The Secretary will take minutes of every meeting and will be appointed from one of the SACC members who are present at the meeting.

SACC meetings:

SACC meetings will be held once a month or whenever an issue arises that needs special attention. A specific day and time will be selected at the start of the academic year, likely during the first meeting.

Additional SACC meetings can be requested by student members or by faculty, administration or staff representatives.

APPENDIX 11. Student Records Management and Retention Policy

The Student Records Management and Retention Policy at the Calgary College of Traditional Chinese Medicine and Acupuncture (the College) was developed based on Student Record Regulation of Alberta Regulation 166/2018, as well as the Freedom of Information and Protection of Privacy Act. The decision to retain records implies a commitment to maintain the records in a safe and secure manner.

All Student Records are maintained and retained in the locked cabinet at the College office during the student's presence at the College and in the locked store room after the last attendance of the College. The only staff can access those student records are the President and Office Manager of the College, as well as the designed person of the College.

After the student leaves the College, the College will retain records of student as the summary below. If there is an externally regulated guideline for the Student Records Retention (for example, CAAA, HBD, and Alberta Advanced Education) that requires longer retention, these external guidelines override the internal policy of the College.

STUDENT RECORDS RETENTION SCHEDULE	The College Office Retention	Disposition	Comments
Admissions			
Application to Admission Form, Accepted	Permanent	N/A	
Application to Admission, Denied or Withdrawn	1 year after Application Term	Shred	
Transcripts (High School and College), medical records, test scores and other documents relevant to Admissions	10 years after last attendance	Shred	
Acceptance Letters	10 years after last attendance	Shred	
Registration			
Alberta Student Enrollment Contract	10 years after last attendance	Shred	
Change of courses form	10 years after last attendance	Shred	
Drop/Withdrawal form	3 years after last attendance	Shred	
Other Records			
Transcript requests	1 year after request	Shred	
Transcripts	Permanent	N/A	
Diplomas	Permanent	N/A	
Records on discipline, behavior, academic dishonesty	3 years after being issued	N/A	

Final exams paper	1 year after the exam was written	Shred	
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Notes:

Some documents from other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.

If an exam is used as evidence in a grade appeal or some other dispute resolution procedure, it must be kept for one year from the date on which a grade appeal is finally decided/resolved. If an instructor is no longer employed during that time period, these records should be forwarded to the campus student services office and held for the required time period.