2026 - 2027

STUDENT HANDBOOK

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Foreword

Central College publishes a new catalogue every year. The information published in the catalogue is effective for the academic year beginning from the fall semester and ending with the summer semester. This catalogue is effective from Spring 2025 through Fall 2026.

Catalogue Rights

The requirements for diplomas and certificates may change during the time a student is attending Central College. Catalogue rights are established when a student first takes classes at Central College and are maintained through continual enrollment at the college. These rights protect students from being held responsible for changes made to their academic programs in the years that follow their initial enrollment. Students can maintain continual enrollment at Central College by receiving a grade of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “F,” “I,” “W,” “RD,” or “P” on their transcripts for at least one course per semester (TCM) or term (ESL). Documented military or medical leave during the academic year will not be considered as an interruption of enrollment. This policy supersedes all previous catalogue rights and applies only to programs at Central College.

Notice to Students

The information contained in this catalogue does not constitute a contractual agreement by the college or guarantee that the course contents will be strictly followed or fulfilled. Central College reserves the right to change at any time, without notice, the academic requirements to graduate or complete a program, the course contents and structures, and other matters within the college’s control.

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Message from the President

On behalf of the Central College's administration, faculty, staff, and student body, I welcome you with much joy and enthusiasm.

Our mission is to provide students with high quality training and knowledge to compete in the industry and serve the need of public. In order to do so, we emphasize student-centered programs consisting of theoretically-based and clinically based curricula under the guidance of well-qualified faculty members.

We endeavor to instill in students the value of lifelong learning and ethical choices. The college also encourages students to question and to take on challenges so they can adapt and respond creatively to the ever- changing global environment.

In order to help students to succeed, we will keep our focus on communication with students to ensure a streamlined operation and to better assist our students to build a successful career.

Thank you for sharing our vision and helping Central College continue to set the standard of excellence and transform lives through education.

Bruce How-Ru Pan, R.TCM.P
President

The History and Foundation of Central College

About Central College

Central College was established with the registered name of Central Acupuncture College Ltd. in 1998 and became accredited by the Private Post-Secondary Education Commission of Province of British Columbia (PPSEC) in 1999. The first students were enrolled and began classes in April of the same year.

Incorporated on December 5, 2000, the college changed its name to Central Canadian College Ltd. On March 1, 2001, the college registered with the Private Career Training Institutions Agency (PCTIA) of British Columbia. In December 2016, the college moved to its present location to accommodate growing enrollments and the addition of new training programs.

Central College combines a small college environment with two conveniently located campuses of modern facilities and equipment; dedicated staff; and an excellent faculty who combine knowledge and experience with a sincere commitment to learning. Central College offers day, evening, and Saturday classes.

Why choose Central College?

Central College has upheld its educational mission to provide high quality programs for students in an international atmosphere. The school promotes an approach to education that advances cultural awareness, increases knowledge, and improves employment prospects for students from various cultural backgrounds. Central College provides ample opportunities to actualize theoretical knowledge through hands-on trainings in a variety of different situations. The school offers after-graduation services that allow students to flourish as they take the next step after graduation. Central College's small class size and caring instructors with diverse backgrounds are dedicated to student needs.

Accreditation

Central College is designated by the Private Training Institutions Regulatory Unit (PTIRU) of British Columbia, enabling students with a Canadian citizen or permanent resident status to apply for student loans and grants through Student Aid BC.

Central College's TCM Program is approved by the College of Complementary Health Professionals of BC (CCHPBC, formerly CTCMA) since 2005.

Programs

Traditional Chinese Medicine Program (Diploma)
Acupuncture, Herbology, Practitioner of Oriental Medicine, Tui-Na Massage

English as a Second Language Program (Certificate)
Intensive ESL, IELTS, TOEFL, Elective Courses

Governance

Central College is governed by an appointed Board of Directors. The Board of Directors of Central College reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, and rules of procedures, in whole or in part, at its discretion. The Board must approve all policies of the College before they become official policies. In areas where the Board does not wish to exercise its discretion, the Board delegates its policy-making to the Chairperson.
The responsibilities of governing bodies:
• Set the school's vision and strategic aims
• Monitor and evaluate performance
• Approve the school's budget
• Ensure the school is accountable to those it serves
• Appoint the head teacher
The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress. The governing body shall consider any advice given by the head teachers.

Advisory Board

The Advisory Board is made up of members of the representatives from the faculty, representatives of the student body, and representatives of the school alumni. The Advisory Board has the task and responsibility of providing community input into all matters concerning the institution such as goals, mission, policies, and the programs that affect ongoing progress and success of the college. Mission statement will be reviewed at the Board of Director's annual meeting with recommendations from the Chief Executive Officer and the advisory committee. The Board of Directors will react and respond to the input of the Advisory Board. The Advisory Board will meet once or twice a year, depending on the activity of the college. Individual members will provide input from time to time as requested in specific areas of their expertise.

The goal of Advisory Board meeting is to create an environment of engagement, reflection, and collaboration for the institution.

Institutional Mission and Educational Philosophy

Through the scope and depth of its varied programs and services, the college seeks to establish a tradition of academic excellence while meeting complex societal needs. Academically, the college fosters the ability to think clearly, independently, confidently, courageously, and gainfully. Central College is dedicated to the rights of the individual and respect for human dignity. These

attitudes are basically held towards the philosophy of the college.

The college's philosophy is reflected in the curriculum, student-teacher relationships, and its administrative policies. To meet the needs of its students, the college is organized into an educational delivery system based on the democratic process, in which the student is the prime concern.

The college also recognizes that it has an equal responsibility to the community to produce highly trained and educated graduates who are equipped to enter the job market and assume leadership roles.

Central College is devoted to achieving and maintaining the highest academic standards in teaching. In the quest for academic quality, the college is committed to increasing and strengthening the quality of teaching in the classroom through various teaching models, careful evaluation, and feedback.

In the implementation of its educational philosophy, quality teaching is complemented by scholarly and creative expression and is dedicated to community service. The college is a challenging, free spirited and continually evolving community founded on the values of cooperative learning, open inquiry, and diversity. The college endeavours to provide students with experiences that will broaden their educational perspective, awaken their social, cultural and economic awareness, and encourage participatory.

Statement of Mission & Goals

Central College is a professional career institution providing outstanding career programs to serve culturally diverse communities. Our mission is to train students with high quality instructions and provide quality competencies to meet the high standards of demand in our community.

The goals of Central College are:

- To teach English as well as to familiarize students with Canadian culture in a communicative and friendly classroom environment.
- To help students build English language and communication skills through constant interaction with real-life contexts and to prepare students for the academic and social settings.
- To provide the highest possible level of education in TCM leading to the credentials required in order to establish a career in TCM in Canada.
- To provide ample opportunities to actualize theoretical knowledge through hands-on clinical experiences in a variety of different situations.
- To make this experience as authentic as possible in order to ease the transition from training to practice.

Student Safety, Well-Being, and Health

At Central College, your health, safety, and overall well-being are our top priorities. We are committed to protecting and promoting student safety, fostering an inclusive campus culture, and ensuring every student feels supported throughout their studies.

Health & Safety

- Campus safety guidelines, emergency procedures, and first aid information are introduced at orientation and available online.
- Emergency Contacts:
  Police / Fire / Ambulance: 911
  Non-emergency health advice: 8-1-1 (HealthLink BC)
- Direct links to BC health and safety updates are provided to keep students informed.

Mental Health Services

- Counselling & Support: Access to community counselling, crisis lines, and peer support groups.
- Here2Talk: Free, 24/7 confidential mental health support for all post-secondary students in BC.
- Helplines: *Crisis Line: 1-888-721-0596*
  Stress Vancouver: 604-872-3311 or 604-279-7070

Addiction & Overdose Support

- Free Naloxone kits are available at the reception desk.
- Staff are trained in overdose response.
- Students are encouraged to attend free community Naloxone training.

Healthcare & Insurance for International Students

- International students in programs of 15 weeks or longer must have medical insurance.
- Students with study permits valid for six months or more are required to register for the BC Medical Services Plan (MSP).
- While waiting for MSP coverage, students must maintain private health insurance.
- Our administration team can assist with MSP enrollment and health coverage guidance.

Inclusive Campus Environment

- Central College is committed to a respectful, safe, and inclusive learning environment.
- Staff and students are trained to recognize and respond to discrimination, racism, bullying, and harassment.
- Clear policies and reporting procedures ensure that all complaints are addressed and resolved.

Community & Social Supports

- Connections to cultural associations, recreation facilities, and community centres.
- Volunteer and networking opportunities to build a sense of belonging.

Critical Incident & Management Policy

See appendix 6

Admission Policy and Procedures

Central College primarily seeks students who desire personal and intellectual growth. Also, the college welcomes applications from creative, motivated, and self-disciplined students who will contribute to as well as benefit from the college experience. Students who fit the description are highly encouraged to apply for Central College's certificate and diploma programs of their choice by following the admission requirements and procedures below.

General Requirements

English as a Second Language Program

English as a Second Language (ESL)
High School Diploma or equivalent – GED certificate, Dogwood Diploma, or Adult Dogwood – and must be 18 years of age or older at the start of classes (those under 18 years of age may apply with the signed consent of his/her parent or legal guardian).

Traditional Chinese Medicine Program

Traditional Chinese Medicine Programs
1. High School Diploma or equivalent – GED certificate, Dogwood Diploma, or Adult Dogwood – or over the age of 19

2. English Language Proficiency Requirement (see English Proficiency Requirements, below)

English Proficiency Requirements

Language proficiency is an essential admission requirement and cannot be waived by either the institution or the applicant.

For all programs offered at Central College, including Traditional Chinese Medicine programs such as Acupuncture, Herbology, Oriental Medicine, and Tui-Na Massage, applicants must meet one of the following criteria to demonstrate English language proficiency:

- Completion of two years of secondary education, including English 10 and 11 with a minimum grade of 'C' or higher, from a country where English is one of the primary languages; or
- Completion of two years of full-time post-secondary education at an accredited institution where English is the primary language of instruction; or
- Submission of official results from one of the following recognized English language proficiency tests (results must be dated within two years of the program start date):
    - IELTS Academic: Overall score of 5.5 or higher
    - TOEFL iBT: Overall score of 46 or higher
    - CAEL: Overall score of 40 or higher
    - CELPIP (General): Listening 6, Speaking 6, Reading 5, Writing 5
    - Duolingo English Test: Overall score of 95 or higher

Provisional Status Admission

Students may be admitted on a provisional status for one semester when the required official documents for determining eligibility for admission, evaluation of credit, and advanced standing are not immediately available.

Prospective students who wish to be admitted on provisional status are requested to provide preliminary documentation of prior education even if such records may not be official. Upon receipt of official documentation, the student will be considered for matriculation. Applicants are informed at their initial interview that their plan may require changes following an evaluation of transcripts and any other pertinent documents.

Official Transcripts

Traditional Chinese Medicine Program

Each applicant must submit transcripts of all previous course work at the time of filing an application for credit transfer purpose. An official transcript is one which the college receives directly from an educational institution and bears the seal of that institution. International transcripts must be translated into English, certified by an authorized official, and must include the posted degree or diploma. Once filed, transcripts are subject to the provisions of applicable federal and provincial laws and regulations and cannot be returned to the applicant or forwarded to other educational institutions. Foreign education credentials must be verified by ICES (International Credential Evaluation Services).

Transcript Requirements

1. Official transcripts are required from all institutions attended. Central College reserves the right to determine whether a transcript will be accepted as official.
2. The responsibility for insuring that official transcripts reach the Office of Admissions and Student Affairs rests with the applicant.
3. All transcripts submitted to Central College become the property of the college. The Office of Admissions will not provide copies.
4. A transcript is official if:

a) It is sent directly from the school of origin to the Office of Admissions at Central College
b) It bears the official seal of the school of origin, bears the signature of the Records Custodian, and is approved after being reviewed by the Admissions Office at the college.

Application Acknowledgement

Application Acknowledgement

Applicants will receive a notice two to three weeks after the application has been received and filed for review. Central College advises prospective students that they must supply complete and accurate information on their application for admission and any other college forms. Furthermore, applicants must submit authentic and official transcripts of all previous academic studies. Failure to file complete, accurate, and authentic application documents may result in denial of admission, academic credit cancellation, suspension, or expulsion.

Admission of International Students

English Proficiency - It is essential to be able to understand and speak English during lectures. Admission to Central College is based upon the understanding that students either already have the skills or are actively making progress in these skills.

Admission Policy and Procedures

English as a Second Language Program

All Students

All prospective students who meet the admission requirement must submit the following to Central College by fax, mail, email, or in person:

1. Completed Central College ESL Application Form
2. $150 non-refundable Application Fee
3. Copy of High School Graduation Certificate or Transcript, University Diploma or Transcript (in English),

If you are an International Student, you must also submit

1. Copy of your passport (photo page)
2. Study Permit if you enroll 6 months or more
3. $250 non-refundable Application Fee

Applicants outside Canada are strongly advised to apply three to four months ahead of the class starting date to accommodate possible visa processing delays.

English Proficiency Requirements

For all programs offered at Central College, including Traditional Chinese Medicine programs such as Acupuncture, Herbology, Oriental Medicine, and Tui-Na Massage, applicants must meet one of the following criteria to demonstrate English language proficiency:

- Completion of two years of secondary education, including English 10 and 11 with a minimum grade of 'C' or higher, from a country where English is one of the primary languages; or
- Completion of two years of full-time post-secondary education at an accredited institution where English is the primary language of instruction; or
- Submission of official results from one of the following recognized English language proficiency tests (results must be dated within two years of the program start date):
    - IELTS Academic: Overall score of 5.5 or higher
    - TOEFL iBT: Overall score of 46 or higher
    - CAEL: Overall score of 40 or higher
    - CELPIP (General): Listening 6, Speaking 6, Reading 5, Writing 5
    - Duolingo English Test: Overall score of 95 or higher

Admission Procedure

1. Download and complete the application and prepare the required documents.
2. Submit the application package to Central College with Application Fee.
3. School will issue the Tuition and Fees Invoice.
4. School will issue the Letter of Acceptance for Study Permit.
5. Apply for Study Permit and prepare for your move to Canada.

Traditional Chinese Medicine Program

All Students

All prospective students must submit the following to Central College by fax, mail, email, or in person by the deadline as specified in the Academic Calendar:

1. Completed Central College TCM Application Form
2. $150 non-refundable Application Fee for domestic applicants and $250 for international applicants
3. Copy of photo ID
4. Official transcripts from all post-secondary institutions attended and/or high school, should be sent directly to Office of Academic Affairs at Central College (all transcripts should be translated into English and they can be submitted after admission is granted)

If you are an International Student, you must also submit:

1. Copy of your passport (photo page)
2. Study Permit

Admission Procedure

1. Download and complete the application and prepare the required documents.
2. Submit the application package to Central College with Application Fee.
3. School will issue the Tuition and Fees Invoice.
4. School will issue the Letter of Acceptance for Study Permit

for international applicants.

Tuition may be paid through loan disbursements received from a student loan or by cash, cheque, wire-transfer, credit card or e-transfer. Tuition is due according to the terms of any payment plan through the discussion with the Student Advisor or Administrative Assistant. All tuition and other fees must be paid in full prior to the academic end date specified on a student's enrollment contract. Please contact us for more details about tuition fees.
Failure to file complete, accurate and authentic application documents may result in denial of admission, academic credit cancellation, suspension, or expulsion.

Registration

Registration is the process whereby students sign up for specific classes and pay all assessed fees. Registration instructions for students who are included in the class schedule issued prior to the beginning of each semester.
Credits for a course is given only when a student is properly registered in the college and has successfully completed the course. An individual is not properly registered until fees are paid and all the required registration forms have been filed at the Office of Admissions. A student will not be admitted to a course unless properly registered within the college.

Registration Procedures for New Students

Upon acceptance, the student must then follow the registration procedures.

International Students

1. Students must arrive in Canada before the last day of late registration. For those who have not met the minimum English requirement, an English Placement Test will be given to determine their level of English proficiency.
2. They will meet with the DOA/SEA for a review of their transcripts and other supporting documents to determine which courses can be credited for transfer and which courses they are advised to take. The Course Schedule/Weekly Schedule for the semester and Program Course Checklist (with all the courses required to complete the chosen program) will be given to the students at this time.
3. Students will be requested to fill out a Registration Form and submit it to the Admissions Office before the beginning of the classes or the last date of late registration.
4. The Admissions Office will process the Registration Form. Once approved, it will then process the tuition payment. Any tuition balance will be credited to the following semester.
5. Students will be allowed to add or drop (with no record on transcript) courses within the first week of the semester. The tuition fee will be recalculated accordingly.

Domestic Students

1. Students will meet with the DOA/SEA for a review of their transcripts and other supporting documents to determine which courses can be credited for transfer and which courses they are advised to take. The Course Schedule/Weekly Schedule for the semester and Program Course Checklist (with all the courses required to complete the chosen program) will be given to the students at this time.
2. Students will be requested to fill out a Registration Form and submit it to the Admissions Office before the beginning of the classes or the last date of late registration.
3. The Admissions Office will process the Registration Form. Once approved, it will then process the tuition payment. Any tuition balance will be credited to the following semester.
4. Students will be allowed to add or drop courses (with no record on transcript) within the first week of the semester. The tuition fee will be recalculated accordingly.

Course Information / Outline

During the first week of classes, the instructor will distribute printed information about the course to the students. This course information will include at least the following items:

- The institution's grading policy
- Required texts and other materials
- The availability of the instructor outside of class
- Prerequisites for the course
- Course goals, objectives, and requirements
- Attendance requirements
- Policy on due dates and make-up work
- Schedule of examinations

Schedule of Classes

Central College publishes a schedule of classes prior to the beginning of each semester. It will be given to each student before the registration begins for that semester.

Concurrent Enrollment Policy

International students who wish to take courses at an external institution while they are also enrolled in classes at Central College must fulfill below conditions:

1. Must be a full-time student at Central College
   - Students taking 12 or more credit hours per semester in TCM program
   - Students taking enrolled in 20 instructional hours or more per week in ESL program
2. Time schedule for classes taken at an external institution

must not conflict with classes enrolled at Central College

Holding of Records

Student records may be placed on hold status due to financial and/or other obligations to the College. While the student's records are on hold, registration is not allowed nor can school transcripts be released. Records will be held until the obligation is cleared to the satisfaction of the office instituting the hold.

New Student Orientation

All new students attend an orientation session at the beginning of their first term. Orientation introduces the College's academic policies and expectations, campus safety guidelines and emergency procedures, and the student services available at the College. Students receive their program schedule on induction day and are encouraged to raise any questions about their program, timetable, or College policies with the Admissions Staff.

Tuition Refund Policy

See Appendix 5

Eligibility for Student Refund

Central College, in accordance with Fee and Tuition Compliance Standards set by the Private Training Act (PTA), has the following refund policy for withdrawal and dismissal.

A refund of 100% of tuition paid will be given to eligible students who meet the following criteria:

1. Students whose class has been cancelled by the college
2. Students who were not officially added by the instructor from a waiting list.

Written Notice Policy for a Refund

In the event a Central College student withdraws after the enrollment, has their enrollment cancelled by the College for due reason after the enrollment, or fails to complete the period of enrollment prior to completion of the period of enrollment, the following refund policy applies for the unused portion of tuition fees.

In order to get a refund, students must submit the Withdrawal Request Form to the Admissions Office.

1. The effective date of Withdrawal or Cancellation of Program form is the date on which it is received by the Admissions Office.
2. Only the student enrolled in the course can request for a withdrawal. Therefore, it is the policy of the College that the student himself or herself must submit the withdrawal form directly to the Admissions Office. When submitting the withdrawal form, the student must provide his/her student number, name, date of birth, reason for withdrawal, and the date of request for withdrawal. The form must be signed by the student with the same signature in the College's official records.
3. In case Central College dismisses a student, the effective date of dismissal is the date on which the notice of dismissal is issued.

Students' Rights and Responsibilities

Student Conduct and Discipline

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship on the campus community. Association in such a community is purely voluntary. Students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to college authority which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Students Statement of Rights

Central College is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated fairly and respectfully by the institution.

You have the right to a student enrolment contract that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to

participate in the work experience and the geographic area where it will be provided
▪ whether the program was approved by PTIRU or does not require approval.
Make sure you read the contract before signing. The institution must provide you with a signed copy.
You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to the PTIRU for a tuition refund if:
▪ your institution ceased to hold a certificate before you completed an approved program
▪ you were misled about a significant aspect of your approved program.

You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about the PTIRU and how to be an informed student, go to http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student.

Responsibility for Meeting Requirements

Each student must assume responsibility for complying with the regulations set forth in the catalogue, for satisfying prerequisites for any course the student plans to take, and for selecting the courses which will allow the student to attain his/her educational objectives.

The College does not assume responsibility for misinterpretation by students of the policies and procedures presented in the catalogue.

Student Code of Conduct Policy

Personal Conduct

Students attending Central College are expected to act with courtesy and consideration toward instructors, staff, and other students and to observe proper decorum and basic tenets of social conduct. The following are not acceptable forms of behavior:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution identification documents with the intent to commit fraud
- Intentional disruption or obstruction of teaching, administrative, disciplinary, or other school activities
- Physical abuse, verbal abuse, or harassment of any kind on school premises or at school-sponsored or supervised functions
- Theft of school property or causing damage to school premises or the property of a member of the school community on school premises
- Failure to comply with directions of school officials performing their duties
- Using, possessing, or distributing alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on school premises
- Any violation of federal, provincial, or municipal law on Central College premises or at Central College-sponsored functions

Classroom Conduct

At Central College, all enrolled students are expected to adhere to the following rules of conduct and behavior while they are in the classroom or the office, interacting with fellow students, faculty, or staff:

- Speak English at all times while in class for the ESL program
- Do not use cell phones or other mobile devices during class time
- Do not engage in behaviors that distract other students from learning. Examples of such behaviors include talking while the teacher is talking or tending to personal grooming habits in class
- Actively participate in all class activities
- Arrive no later than 15 minutes after the beginning of class to receive attendance credit for that class period
- Be respectful by talking quietly in the hallways and not littering

Central College reserves the right to make the administrative and educational decisions as to whether the Student Code of Conduct has been violated. All cases will be reviewed on an individual basis by the Director of Administration (DOA), Senior Education Administrator (SEA), and/or Head Instructor with the help of the Administrative Assistant and may result in verbal and/or written warnings, academic probation, or dismissal.

Dispute Resolution Policy

See appendix 1

Statement of College Rights

The College reserves the right to change or modify, without prior notice, any of its policies, regulations, curricula, courses, course offerings, unit value per course, grading policies, graduation and diploma requirements, admission standards, policies, tuition fees, or any other aspect of the material described in this catalogue at any time.

Student Support Services

The College's Student Services are designed to assist students in attaining their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at Central College.

Counselling and Guidance

The College's counselling services assist students in reaching their educational goals by:

1. Providing orientation for a successful college experience,
2. Helping to clarify career and academic goals, and
3. Assisting with course selection and program planning.

Facilities

The library at Central College houses a representative collection of books and journals on business, religion, traditional Chinese medicine, health sciences, and related subjects. The college also has computer facility and Internet access for use by faculty and students. The college library, photocopy service, and computer use with internet access are available from 9:00 am to 5:00 pm, Monday through Friday.

Sexual Misconduct Policy

See appendix 2

Health and Safety Policy

Facilities of Central College are inspected by the City of New Westminster Planning and Building Department. The facilities meet all building code standards. The facilities are also inspected by the City of New Westminster Fire Department on a regular basis.

Fire Safety

Central College has lit signs indicating emergency exits and stairways to exit the building in case of a fire. Fire extinguishers, emergency lighting and a fire alarm system are maintained throughout the building, and an instructional floor plan of all possible exits is posted. Full procedures are set out in the College's Fire Safety Plan.

1. Anyone who hears the smoke alarm, hears someone shouting "FIRE", smells smoke, or sees smoke should activate the nearest fire alarm and call 911 immediately — do not wait until you are outside to call.
2. Evacuate the building immediately. Do not panic. Proceed in a single file to the nearest safe exit. Do not stop to collect belongings and do not use the elevator. Anyone who is unable to evacuate without assistance will have someone assigned for assistance beforehand.
3. Before opening any door as you leave, feel it first. If the door is hot, use an alternate exit. Do not open the door. If there is smoke filling the room, get on your hands and knees to the ground, as the air is cooler closest to the ground. The windows on the second floor cannot serve as alternate exits, but you can open them and shout for help.
4. Use the exits as indicated on the fire escape plans and go to the assembly area for the exit you used — Assembly Area A for Exits 1 and 2, Assembly Area B for Exit 3, each about 30 metres from the building — and stay with your instructor so that attendance can be checked. Wait to meet the firefighters. DO NOT RE-ENTER the building under any circumstance until the Fire Department says it is safe to do so.

First Aid

If any instructor, staff, or student is injured on campus, first aid treatment can be obtained from the Central College Clinic. Medical supplies are always available for assistance and treatment in first aid. In case of injuries that cannot be treated at the clinic and require hospitalization, an ambulance will be summoned and a hospital will be notified of the person's diagnosis.

Privacy Policy

Central College respects your privacy and is committed to protecting the personal information that you share with us, in accordance with the Personal Information Protection Act (PIPA). Personal data are used within the College to administer your admission and studies. They are not disclosed outside the College except with your consent or as required or permitted by law, such as the student records the College must archive with PTIRU.

The College endeavours to ensure that the personal information it holds is accurate, complete, and up-to-date. A person may seek to update their personal information held by the College by contacting the Admissions Office at any time.

Student Dismissal Policy

See appendix 3

Academic Policies

Academic Freedom

Education depends upon free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open civil exchange.

In the fullest sense, academic freedom demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right to privacy, and the right to fair hearings. Central College regards these as fundamental necessities of genuine education, individual worth, dignity, and democratic government. The nature of the college's community demands these freedoms, obligates its members to maintain them in practice, and to observe the responsibilities that go with these freedoms in all phases of their college activities and experiences.

The principles of academic freedom require their application to both teaching and research. Academic freedom is essential in the classroom as a protection for the rights of the instructor and of the students. Faculty members are entitled to freedom in the classroom in presenting material related to the content of the course but shall refrain from insisting that anyone accept any controversial point of view as authoritative. Research cannot fulfill its fundamental purpose of advancing knowledge unless it is done in an environment supportive of academic freedom. All those engaged in research are entitled to total freedom in conducting their research, within the recognized standards of their profession and established legal requirements.

Academic Integrity

Maintaining academic integrity takes precedence in the Central College community. Academic dishonesty is a serious offence that can diminish the quality of scholarship, academic environment, academic reputation, and the value of Central College diploma.

All forms of academic dishonesty at Central College are a violation of college policy and will be considered a serious offence. Academic dishonesty includes, but is not limited to:

Plagiarism
Plagiarism by a student is intentionally or knowingly presenting words, ideas, or work of others as one's own work. Plagiarism includes copying homework, lab reports, and computer programs, using one's own work completed in a previous class for credit in another class without permission, and paraphrasing or borrowing another person's work without citing the appropriate source.

Cheating During Exams
Cheating includes using unauthorized crib sheets, copying from another student's exam paper, using open books, obtaining advance copies of exams, and having an exam re-graded after making changes. This applies to all exams given during classes, including final exams and standardized tests.

Use of Unauthorized Study Aids
The use of unauthorized study aids such as computer programs or solutions belonging to another student, copying a copyrighted computer program, using old lab reports, or having others perform one's share of lab work is prohibited. The use of any materials prohibited by the instructor is unauthorized and punishable by expulsion.

Falsifying any College Document
Falsifying signatures on college forms, such as add/drop and withdrawal forms, forging another student's signature, or falsifying prerequisite requirements is prohibited.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the matter to the instructor of the class, the test administrator, or the DOA/SEA within which the course is offered so that appropriate disciplinary action may be taken.

Freedom of Information for Students
Students have the right to reasonable access in regard to college policies, procedures, rules, regulations, and standards which affect their rights to enroll, remain enrolled, or withdraw from any course or program of study. The college catalogues and the schedule of classes shall be the principal means by which information concerning academic programs, college policies, procedures, rules, regulations, and standards shall be transmitted to students. While the college has the responsibility of providing students with clear, accurate, and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information, which has been made accessible to students, shall not cause to waive such policies, procedures, rules, regulations, and/or standards.

Student Grades and Records

Student Grade Appeal Policy

See Appendix 1

Access to Records

Central College complies fully with all laws and government regulations regarding the collection, use, display, and distribution of student and employee records and information. Access to personal information is limited to those individuals whose information is produced or displayed, officials or agents of Central

College, legitimate academic or business interest on a need to know basis, an organization or person authorized by the individual to receive the information, a legally authorized government entity or representative, or other circumstances in which Central College is legally compelled to provide access to personal information. All access requires a complete Student Document Request Form 2-5 business days prior to the date needed in order to provide Central College ample time to gather and prepare the requested information.

Transcripts

Copies of transcripts are kept in each student's file. Official transcripts ("Official Documents") can be ordered by a student for $10 to be ready in five (5) business days and $20 for expedited service to be ready in 2 business days. To order transcripts ("Official Documents"), a student must fill out a Student Document Request Form, which is available from the Admissions Staff. The form must be submitted in person, through email, or via standard mail to the Admission Staff. The request will be processed and completed in 5 to 10 days depending on the type of request. A written consent from the student is required before records are released to a third party.

A student may also request an unofficial (interim) transcript of the grades recorded to date, or a report of their attendance, at any time during the term. Requests are made using the Student Document Request Form, submitted to the Admissions Staff in person, through email, or via standard mail. Unofficial transcripts and attendance reports are informal copies provided for the student's own reference.

Central College retains all student, faculty, and staff records for eight (8) years beyond the completion or termination of the individuals' study or employment. This includes, but is not limited to, documents pertaining to students' graduation, transfer, withdrawal, or termination, as well as faculty and staff resignation and/or termination documentation. All records pertaining to these individuals during the working relationship are stored in secured file cabinets on the school's premises.

Maintaining Student Records

While students are currently enrolled at Central College, all student records are maintained in a paper format. Upon graduation, student files are maintained in a digital format only. Student transcripts are maintained permanently in a digital format. Students may contact the school administration at (604) 523-2388 to receive a copy of their academic records.
Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by Central College.

Student Attendance Policy

At the beginning of each semester or course session, all instructors are obligated to announce their policy regarding excessive student absences. All Central College students are required to maintain a minimum of 80% attendance of the courses in which they are enrolled. Failing to maintain the 80% attendance requirement may result in dismissal from the program. Please refer to the Dismissal Policy for procedures.

Students will be required to provide explanations for absences; however, this does not equal an 'excused absence'. Absence to be marked as 'excused absence' and be exempt from the 80% attendance requirement must be approved by the Senior Education Administrator (SEA) or the Director of Administration (DOA).

Punctuality and Early Departure

Classes begin and end at their scheduled times. Students are expected to arrive before class begins and to remain for the full session.

Where a student arrives more than 15 minutes after the start of class, or leaves before the end of a class period without the instructor's prior agreement, the instructor may withhold attendance credit for that class period.

Arriving late or leaving early means part of the session has been missed, even where attendance credit is given. Instructors keep attendance records for each class period and may record late arrival or early departure. Attendance and punctuality form part of the Attendance & Participation component of the course grade, so repeated lateness or early departure may affect that component, and time missed counts toward the 80% attendance requirement above.

Reporting an absence, late arrival, or early departure

A student who will be absent, arrive late, or need to leave early must notify the instructor or the Admissions Office in advance where possible, and no later than the day of the class, by email or by telephone at (604) 523-2388. Notifying the College does not by itself make an absence an 'excused absence'; that requires the approval of the SEA or the DOA.

Students who are absent from class due to illness for three days or more are required to submit a medical certificate to the Office.

This document must include the name of the physician, address, telephone number, and the verbiage affirming the medical issue along with dates that support the period of time the student was absent.

Excessive or Unexplained Absences

Students are expected to be in attendance as per the Enrollment Contract. Each student is
provided a program schedule on induction day, outlining his or her day-to-day sessions
throughout the educational period at Central College. Students with excessive and unexplained attendance may face the following consequences:

1. A verbal warning for regular unexplained absences.
2. First warning letter will be issued for three (3) unexplained absences, or for sporadic attendance resulting in falling below 80% of attendance requirement during a course of semester, informing the possible dismissal from the program if they are absent for additional classes in the future. The student will meet with the SEA/DOA and discuss a plan to improve their attendance.
3. Final warning letter for four (4) unexplained absences and/or for no improvement after the agreed time frame stated in the student's independent learning plan previously discussed with the SEA/DOA. The student will meet with the SEA/DOA again and discuss a new plan to improve their attendance.
4. Five (5) unexplained absences and/or no improvement after the agreed time frame previously discussed with the SEA/DOA may result in dismissal or administrative drop from the course in which students enrolled.

After three (3) consecutive absences for health issues, a doctor's note is required. If a doctor's note is not submitted immediately upon the student's return to class, the student's attendance and progress will be reviewed for possible termination from the program.

Commitment to study is one that should not be considered lightly. Absent students will be missing out on important material during class delivery time that can be very difficult to repeat. This will
make completing assessments very challenging. Please make full use of the delivery time your
Instructors provide to enhance your learning experience with Central College.
**Due to extreme weather conditions the college may be closed from time to time. If students are unsure about the weather conditions and class cancellations, they should contact the school. If classes are canceled due to inclement weather, then they will be cancelled for the entire day. If classes are in session and you do not attend, you will be marked absent.*

Respectful and Fair Treatment of Students Policy

See appendix 4

Program Specific Policies

English as a Second Language

Initial Placement Dispute Policy

New students who feel that they have not been placed in the appropriate level at the start of their course have 3 days from the first day of class to challenge their placement. To dispute level placement, students should contact the Senior Education Administrator (SEA), who will then communicate with the student's instructor(s) and make a decision. If the student disagrees with that decision, he/she can take a Level-Skipping Test specific to their present level. In order to move up a level, a minimum of 60% (or D) on the Level-Skipping Test is required.

Student Leave of Absence Policy

In order to be granted a Leave of Absence for emergency situations such as a serious illness or a death in the immediate family, a student must satisfy the following requirements:

1. Submit a "Leave of Absence Request Form" to the Admission Staff at least one (1) week prior to the intended start date of the Emergency Leave of Absence – if possible
2. Provide evidence of the emergency in question
3. Take an Emergency Leave of Absence that is one term (3 four-week sessions) long (depending on the student's individual situation, this time may be extended based on approval by the Director of Administration (DOA), or Admission Staff).
4. Register for the next term immediately following the Emergency Leave of Absence before beginning the LOA
5. Students requesting a medical LOA must provide documentation from a licensed physician explaining the reasons for the LOA. If a student is granted a medical LOA, such a student may remain in Canada or leave and return to Canada with his/her original student documents. However, if a medical LOA exceeds five (5) months in duration, the student must obtain a new Letter of Acceptance.

If the student does not complete a Leave of Absence Request Form prior to beginning the LOA and subsequently fails to attend class for five (5) consecutive days, the student's enrollment will be terminated. Central College will approve or deny the LOA request within five (5) business days of the date of submission.
Central College reserves the right to deny a student's LOA request for any reason. If a student fails to return after the LOA, a warning notice will be e-mailed and a phone call will be made to the student. If the student fails to respond within 24 hours of the notice being e-mailed or the phone call being placed, Central College will terminate the student's enrollment.

Student Vacation Policy

In order to be granted vacation time, a student must satisfy the following requirements:

1. Have at least 80% cumulative attendance and a minimum grade of D (1.0 GPA) in all classes
2. Submit a "Leave of Absence Request Form" to the Admission Staff at least two (2) weeks prior to the intended start date of the vacation
3. Have studied at Central College for at least six (6) months before the vacation start date
4. Take a vacation for a maximum of 1 term (3 months)
5. Register for at least one (1) term immediately following the Vacation Leave of Absence before taking the vacation.

If the student does not complete a Leave of Absence Request Form prior to beginning the vacation and subsequently fails to attend class for five (5) consecutive days, the student's enrollment will be terminated.
Central College will approve or deny the vacation request within five (5) business days of the date of submission. Central College reserves the right to deny a student's vacation request for any reason. If a student fails to return after the vacation, a warning notice will be e-mailed and a phone call will be made to the student. If the student fails to respond within 24 hours of the notice being e-mailed or the phone call being placed, Central College will terminate the student's enrollment.

Satisfactory Academic Progress (SAP) Policy

Each level of Intensive ESL courses (IEC) at Central College is designed to be completed in three (3) four-week sessions for a total of twelve (12) weeks. Each four-week session is a self-contained unit with its own assessment procedure, including homework, quizzes, presentations, written assignments, and a session exam administered at the end of each session. To maintain satisfactory academic progress, a student must maintain:

1. A minimum cumulative GPA of 1.0 or D in each session, AND
2. A minimum of 80% cumulative attendance in each session

A student who does not meet these minimum requirements for satisfactory academic progress will meet with the Senior Education Administrator (SEA), at which time one of the following will take place:

a) Student signs a Learning Plan if the student's GPA at the end of a four-week session is lower than the minimum 1.0 GPA (or D). The student will meet with the SEA to discuss and sign a Learning Plan, enumerating what the student needs to accomplish in order to reach and maintain SAP. Such a student will also be required to either:
   i. Repeat the session where SAP was not maintained, OR
   ii. Pass a Level-Skipping Test specific to that level with at least 60% (or D).

b) Student signs an Academic Probation Plan of Action if one of the following situations takes place:
   i. The student's GPA falls below the minimum 1.0 GPA (or D) and that student's attendance is less than 80% at the end of the session, OR
   ii. The student has met with the SEA and signed a Learning Plan but has subsequently not reached and/or maintained SAP for two consecutive four-week sessions.

Upon request, the SEA can also assist the student in engaging tutoring services at the prevailing rates. Should the student be on Academic Probation and fail to reach Satisfactory Academic Progress (SAP) for three (3) consecutive four-week sessions, Central College will terminate that student's enrollment. A student's maximum cumulative total length of language training cannot exceed 36 months.

Assessment and Grading Policy

Grading System

Central College considers both qualitative (grades) and quantitative (hours) measurements to determine the final grade of each student. Attendance and grades are closely monitored to ensure quality in education. Letter grades are assigned at the end of each 4-week session:

Grade	Explanation	Numerical Grade	Grade Point
A	Excellent	90-100	4.0
B	Good	80-89	3.0
C	Satisfactory	70-79	2.0
D	Pass	60-69	1.0
F	Fail	59 or Below	0.0
I	Incomplete	-	0.0
W	Withdraw	-	0.0

A student with a grade in the "A" range does outstanding classwork, shows remarkable initiative in completing coursework and learning activities, and demonstrates a high level of achievement.
A student with a grade in the "B" range does good classwork, shows moderate initiative in completing coursework and learning activities, and demonstrates above average achievement.
A student with a grade in the "C" range does mediocre classwork, shows average initiative in completing coursework and learning activities, and demonstrates average achievement.
A student with a grade in the "D" range does poor classwork, shows barely acceptable initiative in completing coursework and learning activities, and demonstrates below average achievement.
A student with a grade in the "F" range does incomplete classwork, shows little to no initiative in completing coursework and learning activities, and demonstrates unacceptable achievement.

Advancing to the Next Level

In order to advance to the next level of the Intensive ESL course (IEC), a student must have maintained Satisfactory Academic Progress (SAP) in all three 4-week sessions at their present level, meaning that he/she has maintained at minimum:

1. An overall GPA of 1.0 (or D), and
2. An overall attendance of 80%.

Session Grades are based on:

- Session Exams
- Attendance & Participation
- Homework
- Weekly Assessments

Advancing before Completing a Level

Students who wish to move up to the next level before completing the full 12 weeks of their present level must take a Level-Skipping Test specific to their present level and pass with at least a D (60%) before being moved up. New students who have not communicated with the Senior Education Administrator (SEA)about being misplaced in a level within the first three (3) days of their program start date must also take a Level-Skipping Test specific to their present level and pass with at least a D (60%) before being moved up (see the Initial Placement Dispute Policy for additional information).

Weighting of Grades

The weighting of Session Grades is standardized across all ESL program, courses, and levels and is based on class Participation, Quizzes, Written Assignments, Presentations, Homework, and Session Exams.
Grades are weighted as follows:

Type of Assessment	Percentage
Session Exams	30%
Attendance & Participation	30%
Homework	20%
Weekly Assessments	20%

Assessment

At Central College, the assessment has the clear and distinct purpose of supporting teaching and learning by identifying students' skills and their level of English language as well as ensuring that they maintain satisfactory academic progress.
Students are assessed in the form of quizzes or other assignments, homework, and session exams. Class participation and attendance also count towards the final grade (see Central College's Student Attendance Policy for more detailed information regarding attendance).
Final grades are calculated by instructors at Grading Meetings, which take place at the end of each four-week session, following the weighted system defined in the section "Weighting of Grades". The Senior Education Administrator (SEA) or designee collects the grades and passes them on to the Admissions Staff for entry into the database. The SEA also keeps the hard copies of all final grades in the Academic office. Students can receive an informal transcript of their grades and attendance via email or from their homeroom teacher at the end of each four-week session.

Make-Up Work

At the discretion of the Senior Education Administrator (SEA) and Instructor, students may be allowed to make up missed coursework at an additional cost. Successfully completed makeup work is given full standing and credit in determining Satisfactory Academic Progress (SAP). Central College allows students to make up no more than 10% of class hours (attendance), so long

as the make-up class is comparable to the content, time, and delivery of the classes missed. Make-up classes are offered weekly to students who have made arrangements with the teacher, Lead Instructor, or the SEA to make up missed work during the scheduled makeup class times.

Incomplete Course Grade (I)

Students who do not complete the required coursework for a given course will receive an I (Incomplete) and will be required to either repeat the relevant session or pass the Level- Skipping Test for that session with at least 60% (a D), demonstrating that they have a minimum mastery of the skills needed to progress to the next level.

Course Withdrawal (W)

A student who withdraws from a course will receive a W (Withdrawal) for the relevant class or session.

Repeating a Course

Students must retake a failed course in order to be able to progress to the next level. Each three-month course may be repeated only once. Students may request to repeat test preparation courses that they have successfully completed if they need additional practice to achieve a desired IELTS score. In such case, the student must meet with the Senior Education Administrator (SEA) to discuss his/her request. If the SEA determines that the student would benefit from repeating the IELTS preparation course, the student will be allowed to re-enroll in the course multiple times.

Traditional Chinese Medicine

Central College operates on a semester system. The academic year is divided into two sixteen (16)-week semesters, which include fifteen (15) weeks of instruction and one week of final examinations. Optional Summer semester is provided.

Scheduling and Cancelling of Classes

The College reserves the right to cancel classes if student enrollment is insufficient or for any other compelling and justifiable reasons. However, every effort will be made to cancel any such classes in advance of their start date. Students in cancelled classes will receive a refund in accordance with the college's refund policy.

Adding / Dropping Courses

Students may add or drop courses only during the first week of classes. The student must submit a completed Add/Drop Form to the Admissions Office. Class additions are subject to space and class size limits. Students are responsible to officially drop any class(es). This is true even if the student has never attended a class.

Course Withdrawal

No record of course enrollment will be recorded for students withdrawing from courses during the first (1st) week of the semester (the program adjustment period). A withdrawal initiated either by a student or an instructor from the second (2nd) week through the eighth (8th) week of the semester will not be recorded on the student's academic record. Students who are officially enrolled beyond the eighth (8th) week of the semester will receive an evaluative grade (A, A-, B+, B, B-, C+ C, C-, D+, D, D-, F, P, or I). Students should be aware that a grade of "W" will be used in the determination of progress alert or disqualification status. If students still wish to drop a course(s) after the first (1st) week of classes, students must fill out a Withdrawal Request Form, which is available at the Admissions Office. Students who do not fill out the appropriate form will continue to be graded in that class until he/she has properly withdrawn from the course and will receive an evaluative grade.

Administrative Drop

Enrollment may be administratively cancelled and the student will be dropped from the class(es) for one of the following reasons:

- Invalid enrollment
- Exceeding the limits of the college's class non-attendance policy
- Failure to submit a Course Add / Drop Form from the Office of Academic Affairs validating your approval to add a course

Grading System

Grades are earned for each course that a student is officially enrolled in and are recorded on the student's permanent record at the end of each semester. A copy of the permanent record is the transcript. Academic achievement is reported in terms of a grade point average system.

Academic Credit - Unit of Credit

Academic credit at Central College is measured in units of credit. Each credit represents 16 hours of classroom lecture including a final exam.

Academic Records and Symbols

The Central College system for grades and the grade point average definition is as follows:

Grading Scale

Symbol	Explanation	Grade Point	Percentage
A	Excellent	4.0	96-100
A-		3.7	90-95
B+	Good	3.3	86-89
B		3.0	83-85
B-		2.7	80-82
C+	Satisfactory	2.3	76-79
C		2.0	73-75
C-		1.7	70-72

D+	Pass	1.3	66-69
D		1.0	63-65
D-		0.7	60-62
F	Fail	0.0	0-59

Grade Point Average
Academic achievement is reported in terms of grade point average or GPA.

Grade Points Per Units Earned (GPPUE)
Grade point average is computed by multiplying each grade point for each course by the unit value for that course. These totals are then added together to arrive at the sum of the grade points. The unit values are also added together after omitting unit values for which there is no grade point. Finally, the sum of the grade points is divided by the sum of the units, arriving at the GPA.

Decisions on probation, disqualification, scholarship, graduation eligibility, and transfer are all influenced by the grade point average; hence, students should pay constant attention to their GPA standing.

Non-Evaluative Symbols:

SYMBOL	MEANING
I	Incomplete
W	Withdrawal
RD	Report Delayed
P	Pass

Incomplete
An instructor may assign a symbol of **"I"**, incomplete, when a student has been unable to complete academic work due to an unexpected emergency or other justifiable reasons by the end of a term. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

An **"I"** must be made up no later than **two (2) semesters** following the end of the term in which it was assigned. In the event of unusual, verifiable circumstances beyond the student's control, a petition may be filed in the Admissions Office for extension of the two-(2) semester time limit. Course repetition is not a permission to remove an incomplete.

Withdrawal
An official withdrawal from classes may be requested by the student or initiated on his/her behalf by the instructor. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the eighth (8^{th}) week.
2. A student withdrawing after the eight (8^{th}) weeks must be assigned an academic grade or an administrative symbol by the instructor. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student.
3. Petitions requesting exceptions must be filed in the records office.
4. Withdrawal, **"W"** symbols will be used in the calculation of lack of progress probation and disqualification status.

Report Delayed
The "**RD"** symbol may be assigned when there is a delay in reporting a student's grade due to circumstances of the instructor. It is a temporary notation to be replaced by a permanent symbol as soon as possible and shall not be used in calculating grade point averages.

Pass
The "**P**" symbol is given for all lab work completed satisfactorily. Units are awarded but not calculated in GPA. **"W", "RD", "I"**, and "**P"** are not used in computation of grade point average, but the "**W"** and "**I"** are used for purposes of progress alert and disqualification status.

Transfer of Credits from Other Institutions

Subject to the discretion of Central College policies and formal review of Senior Education Administrator (SEA), up to 100% of course credits may be transferred by a student from other accredited institutions. No transfer of credits for any clinical instruction from other institutions may be given unless the institutions are recognized by CCHPBC.

Policies

1. With the exception of General Education (GE) and General Science (GS) credits, credits for transfer will only be considered if they were successfully completed at recognized institutions.
2. Only those courses completed with the equivalent of a C (2.0 GPA) average will be considered for transfer.
3. The College will consider any credits earned at post-secondary institutions belonging to the Association of Universities & Colleges of Canada (AUCC) as well as institutions accredited by PTIRU (Private Training Institutions Regulatory Unit), CCHPBC, and ACAOM (Accreditation Commission for Acupuncture and Oriental Medicine).
4. Credits from accredited schools outside of Canada will require an ICES report.
5. Courses being applied for transfer credit must be calculated in hours and have at least 80% of the hours of the corresponding Central College course to be eligible.

Procedures

1. Student arranges to have official transcripts sent directly to the Admissions Office.
2. Student completes Transfer Credit Form and submits it to the Admissions Office along with course outlines and syllabi.
3. All completed applications must be submitted with all required documentation in the first semester of attendance. For transfer credit to apply in the first semester of study, documentation must be submitted before the semester

begins.

4. Only the original or notarized copies of transcripts will be accepted. Once authenticity is by verified by Central College, the applicant may have the original documents returned to them. Central College will maintain a copy in their records.
5. It is the responsibility of the students to arrange all necessary documentation in English to verify credit authenticity such as official transcripts.
6. Students may appeal any decision regarding transfer of credits by arranging a meeting with the Senior Education Administrator (SEA).

Substandard Work

A student may repeat any course in which a substandard final grade (**D** or **F**) was earned. A course may be repeated only once under this policy.

Course Repetition

Upon completion of a repeated course, the original grade will be annotated and removed from the permanent record card. Only the last grade added after repeating a course will be included in determining GPA and academic standing and only those units will be counted toward graduation.

Standards of Academic Progress: Probation and Disqualification

Probation and disqualification policies are based upon the philosophy that the college has an obligation to assist students who, due to unsatisfactory academic performance, may experience difficulty in realizing their potential.

Academic Probation

Any student whose GPA falls below 2.0 in courses letter grades were received at Central College shall be on academic probation.

1. A student on probation is required to meet with a counsellor to review his/her academic progress.
2. A student on probation may be assigned a restricted program of studies.

Program Alert

Any student who has enrolled in a total of at least 12 semester units at Central College shall be placed on probation when the student's cumulative units indicate 50 percent or more units of "**W"** or "**I"**.

Removal from Probation

1. Any student placed on academic probation shall be removed from probation when the cumulative grade point average has improved to 2.0.
2. Any student placed on progress alert shall be removed from probation when the cumulative units of "**W"** and "**I"** recorded are less than 50 percent of the total units attempted.

Academic Disqualification

Any student on academic probation whose following semester grade point average falls below 2.0 shall be academically disqualified. Any student on academic probation, whose grade point average equals or exceeds 2.0, but whose semester cumulative grade point average for all units remain below 2.0, shall be continued on probation.

Lack of Progress Disqualification

Any student who is on progress alert and whose following semester work indicates 50 percent or more units of "**W"** or "**I"** will be disqualified. Any student on progress alert whose semester work is less than 50 percent units of "**W"** or "**I"** but shows 50 percent or more units of "**W"** or "**I"** in his/her cumulative records will remain on progress alert.

Any student disqualified from Central College may not attend the college during the succeeding semester.

Reinstatement

Any student who believes he/she has been unjustifiably disqualified may file a petition with the Office of Academic Affairs requesting that such disqualification be reconsidered.

Final Examination

Final examinations are required and will be given at the scheduled times. A student may make up the final at any time with the instructor's approval when/if conditions warrant such an exception. The student needs to submit the document that proves the student's situation to receive an approval. In the event that an examination is scheduled at a time that is in violation of a student's religious creed, the student will be allowed to make up the examination without penalty.

Exam Rewrites and Fees

If the student fails to receive a minimal passing grade in the mid-term or final exam, he/she will be allowed to re-write the exam for each course within 7 days after receiving the result. The cost of re-rewriting an exam is $80.00.

Grades Assignment

Final grades will be available at the end of each semester. The instructor of the course shall determine the grade given to each student except in the case of a mistake, fraud, incompetence, or a grade issued in bad faith.

Grades Appeal

Only the instructor who teaches a class has the authority to issue grades to students enrolled in that class or to change grades that have already been issued. A student who wishes to request a grade change may take the following steps:

1. Contact the instructor. If there was a mistake in reporting the grade, the instructor will institute a grade change through the Admissions Office within 24 hours.
2. If the instructor denies the request for a grade change, the

student may ask for a review of the grade by the Senior Education Administrator (SEA) within 3 working days.

3. Any change of a grade after it has been submitted to the Admissions Office must be done within 15 working days following the end of the term in which the grade was assigned. No grade will be changed after the 15 working days period without supporting evidence of extenuating circumstances and approval by the Senior Education Administrator (SEA).

Emergency Leave of Absence

If an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a leave of absence. Petitions for leave of absence are obtained from the Admissions Office. Absences incurred while on leave of absence are not counted toward excessive absence. Approval is at the discretion of the instructor and cannot exceed more than five days. Instructors will be asked to give make-up assignments for all work missed during the leave of absence. Under no circumstances will emergency leaves be granted at the end of the semester when finals would be missed or course requirements not fulfilled.

Extended Leave of Absence (Planned Educational Leave)

Any continuing student at Central College, who is eligible to register, may maintain registration priority during a two-year absence by taking an official extended leave of absence. When a student finds it necessary to interrupt progress toward a diploma for a reason that is related to his/her educational objective acceptable to the appropriate college authorities, the student may be granted a leave of absence. A student on a leave of absence may, upon return, continue in the same program that the student was enrolled in prior to absence. The student retains the right to elect requirements in effect at the time of entrance or re-entrance into the curriculum. Only students in good standing are eligible for a leave of absence.

A leave of absence will be granted when the student has filed an approved petition with the Admissions Office. The leave petition, which must be approved by Senior Education Administrator (SEA) or President of the College, shall specify the reasons for the leave and the duration of the leave.

A student granted a leave of absence will be reinstated in good standing. A written notice on return of absence must confirm this commitment for the semester specified in the application submitted to the Admissions Office. This notice must be submitted no later than two weeks before the pre-scheduling of continuing students for that semester. The reason(s) for requesting a leave must be stated completely and clearly.

Reasons students may petition for leave of absence are, but not limited to the following:

- Professional or academic opportunities, such as travel or study abroad, employment related to educational goals and major fields of study, or participation in field studies and/or research projects
- Medical reasons, including pregnancy, major surgery, or other health-related circumstances
- Financial reasons, such as the necessity to work for a specified period in order to resume study with adequate resources.

Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate that there is a significant relationship between the leave of absence and progress toward their educational objective.

Leaves may be granted for a maximum of two years. A request for a leave of absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from a leave of absence, as specified in the approved petition, will be considered as a withdrawal from the college. Under such circumstances, re-enrollment will require a full application for re-admission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of re-enrollment.

Retroactive Withdrawal

A student who discontinues attendance and participation in all coursework in which he/she is officially enrolled for a particular academic semester without formally filing the petition for withdrawal from the college will administratively receive the grade of **"F"** in all course work officially enrolled in for that semester.

A student may petition to have these grades retroactively changed to the administrative grade of **"W"** if he/she can demonstrate and document that there were serious and compelling reasons for the unofficial withdrawal from the college during the semester in question.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the semester in which he/she unofficially withdrew from the college. A student does not have to be enrolled at the college at the time the application for retroactive withdrawal is submitted. Petitions are available from the Admissions Office.

Name Change

Any change to the student's name should be immediately reported to the Admissions Office. Students reporting name changes during a semester are advised also to notify their instructors in order to maintain proper recognition and identification.

Transcript or Graduation Certification Requests

Requested copies of extra transcripts or graduation certification documents may be obtained with fees, payable in advance.

Students must fill out and submit a Student Document Request Form to the Admissions office. Requests will be processed within five business days or two business days for expedited service. Official documents will not be issued until the student has settled all financial obligations to the college.

Debts Owed to College

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he/she has failed to pay financial obligation incurred at the college.
Any item(s) withheld shall be released when the student has satisfactorily met his/her financial obligation. If a student believes that he/she does not owe any money, contact the Admissions Office.

The Admissions Office will review the pertinent information, including information the student may wish to present, and will advise him/her of its conclusions concerning the debt. A service fee may be charged for all delinquent loans. Service fees will be determined by the total cost required to collect the delinquent loans.

Withdrawal from College

A petition for withdrawal from the college may be secured from the Office of Academic Affairs. It is the responsibility of the student to secure the required signatures to be cleared of all obligations and to file the withdrawal form with the Admissions Office.

When this has been accomplished, the student will be eligible for withdrawal. In the event of a verified medical condition, which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal.

Part-time Students

Students registered at Central College with a course load that is less than 12 credit hours per semester are considered part-time students.

- Part-time students are required to submit documentation to demonstrate that they meet the admission requirements of the college.
- Admission process, academic policies, and fee schedule will be the same as those of full-time students.
- If a student is registered at another institute as a full-time student, a letter of permission and acceptance of transfer credits are required from that institute in order to provide an official transcript.
- **If not,** he/she will get a letter confirming the completion of course only.

Repeat Courses

Students can repeat courses for a maximum of one time per course if they are registered as full-time students as defined at no charge.
Students who failed to achieve a passing grade, D- or above, can repeat courses for official grades for 50% of the regular tuition.

A registered, full-time student can only repeat courses he/she has previously taken with a passing grade (i.e. A, A-, B+, B, B-, C+, C, C-, D+, D, or D-). A student who received an F, W, or I in a particular course is ineligible to repeat the subject courses.

In both cases, students must notify the Admissions Office before the registration is submitted.

Traditional Chinese Medicine Graduation Requirements

A Graduate is defined as a student who has successfully completed the program with a grade of D- (60%) or better and a cumulative class attendance rate of 80% or higher.
Over 70% of the total credit applied towards graduation must be completed at Central College.
Upon successful completion of a student's program, a Diploma will be issued to him/her.

Graduating students must have met the following requirements:

- Fulfilled the CCHPBC regulations of each TCM program
- Completed all the required courses according to the CCHPBC regulations
- Satisfactorily completed all clinical work in each program
- Cleared all outstanding accounts with the college

Note: Graduates of the Diploma of Acupuncture, Herbology, and Practitioner of Traditional Chinese Medicine Programs who have met the requirements of the College of Complementary Health Professionals of BC (CCHPBC), which includes 60 university credits of liberal arts or sciences, will be eligible to sit for the Canadian national registration exam to become Registered Acupuncturist, Herbalist, and Practitioner of TCM in the province of British Columbia (with CCHPBC approval). Based on reciprocity agreements, this distinction permits registrants to practice acupuncture across Canada.

Please see the CCHPBC website at: https://www.cchpbc.ca/

Faculty of English as a Second Language

Facilities Upkeep

Central College has one position from the third party for a building custodian, under the supervision of the Clinic Supervisor, who is responsible for the daily upkeep of facilities, including cleaning, minor repairs, grounds keeping, and security. The custodian also acts as the technician for the sterilization and preparation of the room and its equipment. Also, interns are responsible, as part of their duties, for cleaning the treatment rooms and the herbal dispensary, and making sure all needles, cotton and alcohol, bandages and other medical supplies are kept well stocked. The Supervisor of the Clinic ensures that the interns keep the clinic up to the health and safety standards of the City of New Westminster. Administration of Central College manages matters relating to the upkeep of the facilities.

English as a Second Language

The purpose of the ESL program is to help students build English language and communication skills through constant interaction with real-life contexts and to prepare students for the academic and social settings. This program supports and guides a student's language and communication needs to be able to integrate into mainstream Canadian society. The Intensive ESL courses provide students with lessons in Listening, Speaking, Reading, Writing, and Grammar with an emphasis on building students' confidence in oral expression, strengthening their listening comprehension, and expanding their knowledge and usage of English grammar forms. Elective and Test Prep courses are available for students in IEC level 3 (Intermediate) or higher and level 4 (Upper-Intermediate) or higher, respectively.

Course Descriptions

Intensive ESL Courses (IEC)

Course No	Course Name	Hours*
Level 1	Beginner	240
Level 2	Lower Intermediate	240
Level 3	Intermediate	240
Level 4	Upper Intermediate	240
Level 5	Advanced	240
Level 6	Upper Advanced	240

No units are available for IEC courses.

TOTAL: 1440 Hours

IELTS Preparation

The purpose of the program is to help students prepare for the International English Language Testing System (IELTS). IELTS is accepted by the Citizenship and Immigration Canada (CIC) and it is the English language test of choice for schools and employers across Canada. This course will help students reach their academic goals in achieving a satisfactory score in IELTS.

TOTAL: 240 Hours

TOEFL

The aim of this course is to develop both English Language and test-taking skills needed for the TOEFL iBT (internet-based test), including academic writing, critical reading or analysis, advanced listening comprehension, critical thinking, and verbal communications.

TOTAL: 240 Hours

Slang & Pronunciation

The goal of this course is for students to gain confidence in their ability to understand and speak English using a variety of informal expressions. Students will also learn to speak English more clearly and accurately.

TOTAL: 120 Hours

American Culture

The goal of this course is for students to gain confidence in their ability to speak and understand English through listening and reading passages and discussions related to American culture.

TOTAL: 120 Hours

Faculty of Traditional Chinese Medicine

Traditional Chinese Medicine

Traditional Chinese Medicine (TCM) Programs at Central College are designed to successfully graduate students with a deep knowledge and understanding of the tradition and history of TCM, as well as the philosophy and process of healing. The TCM programs are designed to provide highly motivated students with an opportunity to pursue careers as health care practitioners in this rapidly growing field.

There are four major diploma programs.

Acupuncture Diploma	**(6 semesters)**
Herbology Diploma	**(6 semesters)**
Practitioner of TCM Diploma	**(8 semesters)**
Oriental Tui-Na Massage Diploma	**(3 semesters)**

While each program stresses the traditional Chinese approach to oriental medicine, students are exposed to the influences that China, Taiwan, Korea, and Japan have contributed to the discipline. The emphasis placed on the teaching of western medical sciences in conjunction with the traditional oriental approaches to health makes Central College graduates well qualified to work alongside other health care professionals in hospitals, clinics, and health care facilities.

Program Completion: Minimum / Maximum Length

Acupuncture and Herbology programs must be completed in no less than **24 calendar months** and no more than **5 calendar years**. The maximum time frame includes any leave of absences, extended or short-term. Leave of absences cannot exceed 8 consecutive semesters.

Practitioner of TCM program must be completed in no less than 36 calendar months and no more than 8 calendar years. The maximum time frame includes any leave of absences, extended or short-term. Leave of absences cannot exceed 8 consecutive semesters.

Component Areas of Traditional Chinese Medicine Program

There are five general areas of theoretical and practical concentration in the TCM curriculum.

Fundamentals and Diagnosis of Traditional Chinese Medicine
The basic theoretical concepts of yin-yang, five elements, fundamental body substances, organ physiology, pathology, and differentiation of various diseases are introduced to students. TCM students are initially taught the traditional oriental methods of examination, including asking, listening, hearing, palpation, pulse diagnosis and tongue diagnosis.

Acupuncture
The science of acupuncture and moxibustion is an important component of TCM used in the prevention and treatment of disease. This therapy has been accepted by the general population for thousands of years. Acupuncture is the stimulation of acupoints and energy channels to move Qi and blood. The Chinese believe that the body's energy, or chi, flows along pathways called meridians. Illness occurs when the cycle of chi is stalled or blocked. Acupuncture, the placing of fine sterile needles into specific points on the body, redirects the flow of chi and restores balance. Moxibustion is a method whereby moxa pink (or other herbs) is burned above or on the skin at acupuncture points. The heat warms the Qi and blood in the channels and is therefore useful in the treatment of disease and the maintenance of health. Moxibustion can be used separately or as an accompaniment to acupuncture.

Students have to learn the names, locations and functions of meridians and acupuncture points. They learn the techniques of traditional types of needling. Electrical stimulation via cutaneous electrodes, i.e., transcutaneous acupuncture similar to electrical stimulus therapy, is taught as an important supplement to the traditional methods of clinical acupuncture.

Herbal Medicine
The focus of the Herbal Medicine Program is on plant, animal, and mineral substances used in oriental diagnosis and treatment. In TCM, the use of herb combinations is greatly emphasized, i.e. herbal prescriptions or formulas are better than the use of a single herb. Learning and understanding herbal prescriptions and the patterns of disharmony are of central importance to the program. Patterns of disharmony are similar to what western medicine calls "disease." The framework for treatment is constructed by the patterns of disharmony. The goal of TCM is to restore harmony and balance to the patient rather than to intervene upon, or subdue, the body's natural healing resources.

Students learn about the nature, quality, action, and treatment conditions from an TCM perspective, along with western pharmaceutical actions and treatment conditions. The study of prescription and oriental internal medicine includes information from various schools of thought, with special attention to developments in China and Korea.

Western Sciences and Medicine
All TCM students should acquire basic knowledge and skill in western medical sciences such as anatomy, physiology, pathology, pharmacology and western diagnosis in order to recognize emergent symptoms and critical conditions of their patients identified by Western diagnostic techniques or instruments. They also need to develop a relationship between oriental medical concepts and western medical concepts.

Clinical Practice
Clinical practice is composed of an observation level,

diagnosis/evaluation level, partial supervision level, proximal supervision level and a case review level. During their clinical practice, students can integrate the theory of what they have learned into real life situations. They work with diverse clientele whose needs range from simple health maintenance to therapy for work/sports injuries, arthritis, and acute and chronic pain. As their clinical treatment skills progress, students advance from fully-supervised clinic work to conducting independent oriental medical diagnosis.

Herbal Dispensary/Pharmacy

The Central College herbal dispensary/pharmacy maintains a stock of over 400 kinds of oriental herbs. The dispensary maintains a wide array of the requisite medical supplies necessary for student instruction in the preparation of herbal formulas and carrying out clinical health care activities.

Course Selection

Acupuncture Diploma Program

Acupuncture is a powerful form of healing. Students in their first year are taught the principles of acupuncture and moxibustion techniques. The Acupuncture program offers both the knowledge and delicate techniques such as applying the nine classic needle types, needle selection, sterilization procedures, needle insertion and removal, cupping, sedation, and emergency management. The knowledge and skills to meet the standards of practice set by the College of Complementary Health Professionals of BC (CCHPBC) will be covered.

Course No Course Name	Unit
Basic Courses	
OCT 221 History of Medicine	2
BS 291 Practice, Management Laws and Ethics	2
BS 331 Counseling and Communication	3
Subtotal: 7.0 (112 Hours)	
General Oriental Medicine Theories	
OMT 401 Fundamentals of Oriental Medicine	8
OMT 411 Oriental Medicine Diagnosis	8
Subtotal: 16.0 (256 Hours)	
Western Medical Science	
WMS 311 Human Anatomy & Physiology I	4
WMS 312 Human Anatomy & Physiology II	4
WMS 325 Pathology	3
WMS 331 Micro – Biology & Immunology	2
WMS 351 Western Pharmacology	2
WMS 413 Western Clinical Diagnostics	2
Subtotal: 17.0 (272 Hours)	
Acupuncture	
ACM 491 Acupuncture Emergency Measures	1
ACM 501 Acupuncture Theory I	7
ACM 502 Acupuncture Theory II	7
ACM 511 Acupuncture Techniques	6
ACM 521 Acupuncture Therapeutics I	6
ACM 522 Acupuncture Therapeutics II	5
TN 401 Tui– Na I	3
Subtotal: 35.0 (560 Hours)	
Additional Courses	
ACM 531 Acupuncture Theories of Various School	1.5
ACM 611 Case Review (A)	5
OCT 211 Breathing Techniques and Oriental Exercise	2
BS 211 Medical Terminology	4
WMS 220 Bio – Chemistry	2
WMS 425 Western Internal Medicine	2
Subtotal: 16.5 (264 Hours)	
Clinical Internship	
CIT 701 Clinical Internship: Observation	12.5
CIA 722 Clinical Internship: Partial Supervision	4
CIA 732 Clinical Internship: Proximal Supervision	4
CIA 742 Clinical Internship: Case Review	8
Subtotal: 28.5 (456 Hours)	
TOTAL:120.0 (1,920 Hours)	

Herbology Diploma Program

Herbology is the study of the major and individual herbal groups used in TCM. Various herbs and different preparation methods are vital in herbal medicine and prescriptions. The Herbology program covers theory, purpose, preparation techniques, and formulas to successfully prescribe herbal remedies and heal various ailments. Central College maintains a wide array of herbs in its pharmacy and dispensary. The herbal dispensary also maintains all necessary and requisite medical supplies for student instruction and patient needs. The knowledge and skills to meet the standards of practice set by the College of Complementary Health Professionals of BC (CCHPBC) will be covered.

Course No Course Name	Unit
Basic Courses	
OCT 221 History of Medicine	2
BS 291 Practice, Management Laws and Ethics	2
BS 331 Counseling and Communication	3
Subtotal: 7.0 (112 Hours)	
General Oriental Medicine Theories	
OMT 401 Fundamentals of Oriental Medicine	8
OMT 411 Oriental Medicine Diagnosis	8

Subtotal: 16.0 (256 Hours)

Western Medical Science

WMS 311	Human Anatomy & Physiology I	4
WMS 312	Human Anatomy & Physiology II	4
WMS 325	Pathology	3
WMS 331	Micro – Biology & Immunology	2
WMS 351	Western Pharmacology	2
WMS 413	Western Clinical Diagnostics	2

Subtotal: 17.0 (272 Hours)

Clinical Herbology

TOH 491	Herbology Emergency Measures	0.5
TOH 501	Herbology I	5
TOH 502	Herbology II	5
TOH 511	Oriental Herbal Prescription I	5
TOH 512	Oriental Herbal Prescription II	5
TOH 541	Herbal Medicine Processology	1
OCT 601	Oriental Internal Medicine I	5
OCT 602	Oriental Internal Medicine II	5
OMC 601	Introduction of OM Classics	4

Subtotal: 35.5 (568 Hours)

Additional Courses

OCT 211	Breathing Techniques and Oriental Exercise	2
OCT 621	OM Pediatrics	2
OCT 631	OM Gynecology	4
TOH 521	OM Pharmacology & Toxicology	2
TOH 531	Oriental Nutrition	2
TOH 571	Case Review (H)	4

Subtotal: 16.0 (256 Hours)

Clinical Internship

CIT 701	Clinical Internship: Observation	12.5
CIH 722	Clinical Internship: Partial Supervison	4
CIH 732	Clinical Internship: Proximal Supervision	4
CIH 742	Clinical Internship: Case Review	8

Subtotal: 28.5 (456 Hours)

TOTAL: 120.0 (1,920 Hours)

Practitioner of Oriental Medicine Diploma Program

This program is combining both the Acupuncture and Herbology programs into one intensive curriculum. The knowledge and skills to meet the standards of practice set by the College of Complementary Health Professionals of BC (CCHPBC) will be covered. Upon completion of this program, any graduate is eligible to qualify for licensing to practice as a TCM practitioner in across Canada.

Course No	Course Name	Unit

Basic Courses

OCT 221	History of Medicine	2
BS 291	Practice, Management Laws and Ethics	2
BS 331	Counseling and Communication	3

Subtotal: 7.0 (112 Hours)

General Oriental Medicine Theories

OMT 401	Fundamentals of Oriental Medicine	8
OMT 411	Oriental Medicine Diagnosis	8

Subtotal: 16.0 (256 Hours)

Western Medical Science

WMS 311	Human Anatomy & Physiology I	4
WMS 312	Human Anatomy & Physiology II	4
WMS 325	Pathology	3
WMS 331	Micro – Biology & Immunology	2
WMS 351	Western Pharmacology	2
WMS 413	Western Clinical Diagnostics	2

Subtotal: 17.0 (272 Hours)

Acupuncture

ACM 491	Acupuncture Emergency Measures	1
ACM 501	Acupuncture Theory I	7
ACM 502	Acupuncture Theory II	7
ACM 511	Acupuncture Techniques	6
ACM 521	Acupuncture Therapeutics I	6
ACM 522	Acupuncture Therapeutics II	5

Subtotal: 32.0 (512 Hours)

Herbology

TOH 491	Herbology Emergency Measures	0.5
TOH 501	Herbology I	5
TOH 502	Herbology II	5
TOH 511	Oriental Herbal Prescription I	5
TOH 512	Oriental Herbal Prescription II	5
TOH 521	OM Pharmacology & Toxicology	2
TOH 531	Oriental Nutrition	2
TOH 541	Herbal Medicine Processology	1

Subtotal:25.5 (408 Hours)

Additional Courses

OMC 601	Introduction of OM Classics	4
OCT 211	Breathing Techniques and Oriental Exercise	2
OCT 601	Oriental Internal Medicine I	5
OCT 602	Oriental Internal Medicine II	5
OCT 621	OM Pediatrics	2
OCT 631	OM Gynecology	4
TN 401	Tui– Na	3

Subtotal: 25.0 (400 Hours)

Clinical Internship

CIT 701	Clinical Internship: Observation	12.5
CIP 722	Clinical Internship: Partial Supervisor	7
CIP 732	Clinical Internship: Proximal Supervisor	7
CIP 742	Clinical Internship: Case Review	14.5

Subtotal: 41.0 (656 Hours)

TOTAL: 163.50 (2,616 Hours)

Oriental Tui-Na Massage

Diploma Program

Oriental Tui-Na Massage include the use of hand techniques to massage the soft tissue (muscle and tendon) of the body, acupressure techniques to directly affect the flow of Qi, and manipulation techniques to realign the musculoskeletal and ligamentous relationships (bone-setting). Oriental Tui-Na Massage program has a variety of different systems that emphasize particular aspects of these therapeutics principles.

Course No	Course Name	Unit
Basic Science		
BS 291	Practice, Management laws and Ethics	2
BS 331	Counseling and Communication	3
	Subtotal: 5.0 (80 Hours)	
Western Medical Science		
WMS 311	Human Anatomy & Physiology I	4
	Subtotal: 4.0 (64 Hours)	
General Oriental Medicine Theories		
OMT 401	Fundamentals of Oriental Medicine	8
OMT 411	Oriental Medicine Diagnosis	8
	Subtotal:16.0 (256 Hours)	
Clinical Therapeutics		
OCT 211	Breathing Techniques and Oriental Exercise	2
	Subtotal:2.0 (32 Hours)	
Acupuncture		
ACM 501	Acupuncture Theory I	7
ACM502	Acupuncture Theory II	7
	Subtotal: 14.0 (224 Hours)	
Tui– Na		
TN 401	Tui– Na I	3
TN 402	Tui– Na II	4
	Subtotal: 7.0 (112 Hours)	
Clinical Internship		
CIT 711	Clinical Internship: Observation	2
CIT 721	Clinical Internship: Partial Supervision	4
CIT 731	Clinical Internship: Proximal Supervision	6
	Subtotal: 12.0 (192 Hours)	
	TOTAL: 60.0 (960 Hours)	

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Course Descriptions

BS 211 MEDICAL TERMINOLOGY **4 units**

Fundamental terminology required for understanding western clinical sciences and pathology with particular focus on the language of physical diagnosis and clinical medicine

BS 291 PRACTICE MANAGEMENT, LAW AND ETHICS **2 units**

Consider the practical aspects of establishing and operating a Traditional Chinese Medicine (TCM) practice. In addition to many TCM practitioner related topics, this course focuses on legal and ethical aspects of maintaining a professional practice, the laws and regulations governing the practice of oriental medicine in Canada, and medical ethics and responsibilities of the TCM practitioner.

BS 331 COUNSELLING AND COMMUNICATION **3 units**

This course is designed to develop the student's ability to communicate with patients. We will learn both innovative and traditional counselling skills for daily practice and discuss the psychodynamics of the practitioner/patient relationship. practitioner/patient rapports, communication skills, table-side manner, including multicultural sensitivity, are also covered.

WMS 220 BIO-CHEMISTRY **2 units**

This course introduces basic concepts of biochemistry to help students become familiar with the essential ideas and facts central to biochemistry. Introduction to the organization of prokaryotic and eukaryotic cells, amino acids and proteins, enzymes, antibodies, membranes, nucleic acids, DNA, ATP production, carbohydrates, lipids, vitamins, hormones, minerals, and drugs role in human metabolism. Students will be made aware of the biomedical use of clinical biochemistry as it is used in the identification of common metabolic disorders.

WMS 311 HUMAN ANATOMY &PHYSIOLOGY I **4 units**

This course comprehensively presents the human muscular-skeletal system. While the entire system is covered, this course is designed to emphasize broad concepts and principles in medical physiology. The student will understand how each organ in the body functions individually and also the physiological relationships between different organs of human body. Although this course emphasizes normal human physiology, some basic pathological processes will be discussed. The student will be able to use the knowledge learned from this course when locating acupuncture points.

WMS 312 HUMAN ANATOMY &PHYSIOLOGY II **4 units**

This is a continuation of Human Anatomy and Physiology I with particular emphasis placed on the function of organs and organ systems (cardiovascular, gastrointestinal, urinary, lymphatic,

immunological) along with basic blood chemistry, blood pH, body fluids and electrolyte balance, and acid-base balance. This intensely comprehensive study covers all components of the human anatomy, the various tissues and systems of the body, the skeletal, digestive, circulatory, respiratory, nervous, urinary, lymphatic, reproductive, integument muscular, endocrine, and blood immune systems. In addition, special sense organs, articulations, and the anatomy of the brain and spinal cord are part of the criteria. It will introduce students to the upgrading concepts of western medical science, presenting functional systems with emphasis on the relationship between structure and function of the human body, integration of the organ systems and their clinical implications.

WMS 325 PATHOLOGY 3 units

This is the study of the nature of disease, microbiology, immunology, psychopathology, and epidemiology. The course also includes a system-by-system survey of specific diseases pertaining to individual organs or systems. Side effects of western prescription medicines commonly used in medical practice are covered.

WMS 331 MICROBIOLOGY & IMMUNOLOGY 2 units

Microbiology is an introduction to the study of bacteria, viruses, and fungi and their interrelationships with humans. General microbiological concepts such as microbial structure, growth, and metabolism are applied to such medically related topics as control and pathogenicity of microorganisms as well as to body defence mechanisms and the immune responses. The lectures relate current microbiological principles to the understanding of infectious disease. This course is a study of micro-organisms with special emphasis on those that affect the human body. The study of pathogenic organisms is introduced, including the more common tests for infectious diseases and the specific immunities by which the body is protected.

WMS 351 WESTERN PHARMACOLOGY 2 units

This is an essential pharmacology course for medical students. Topics include drugs acting on the peripheral and central nervous systems; renal, cardiovascular, and endocrine pharmacology; chemotherapy (anti-infective, anticancer), and toxicology. Emphasis will be placed on the basic mechanisms of action and major indications of drugs used in medical practice.

WMS 413 WESTERN CLINICAL DIAGNOSIS 2 units

This course covers a survey of western clinical medicine including: homeopathy, naturopathy, clinical psychology, physical therapy, osteopathy, podiatry, dentistry, nursing, chiropractic and other natural healing modalities. It also includes the following topics: western subspecialties and referral procedures; standard clinical charts analysis and writing; and "complicated patient" examination through early diagnosis/and danger signs. The course discusses Western physical diagnosis including physical examination and internal medicine as a means of determining the disease that is producing the sign and symptoms including history-taking; palpitation and percussion; auscultation, blood pressure and internal medicine-including cardiology and neurology; surgery dermatology, otolaryngology, obstetrics and gynaecology; urology, laboratory and x-ray finding; and public health, including epidemiology.

WMS 425 WESTERN INTERNAL MEDICINE 2 units

Students are introduced to a survey of clinical practice of medicine and familiarized with the practice of other health-care practitioners. This includes osteopathy, chiropractic, homeopathy, naturopathy, reflexology, biofeedback, hypnotherapy, polarity, therapy and other natural healing modalities. Western Internal Medicine also studies the ability to read and write standard clinical charts; recognition of the “complicated patient” through early diagnosis/danger signs; and the structures of Western medicine sub-specialties and referral procedures. Determining diseases by their signs and symptoms include: history-taking, palpation and percussion, auscultation, blood pressure, and internal medicine, which includes cardiology, neurology, obstetrics, gynaecology, urology, laboratory findings, x-ray findings, public health and epidemiology.

OCT 211 BREATHING TECHNIQUES AND ORIENTAL EXERCISE 2 units

Awareness of energy pathways and flows through own experience with one’s own body is introduced through, Nei Gong, which is a Shaolin style of breathing exercise techniques to nourish one’s energy. This relates to the Chinese system of movement and meditation, which is performed to maintain good health and prolong longevity by promoting free flow of Qi, a reduced form of Tai Chi. There are 27 movements in all.

OCT 221 HISTORY OF MEDICINE 2 units

This course encompasses the development of Oriental and Western medicine from ancient to present times. Cultural, philosophical and religious influences on Western medicine, acupuncture and Oriental herbology will be discussed as well as the outstanding accomplishments of physicians. Students are also provided historical background information necessary to understand subtle nuances of Oriental medical concepts and the clinical/analytical Western perspective of medicine.

OMT 401 FUNDAMENTALS OF ORIENTAL MEDICINE 8 units

This course provides the students with an understanding of the rich and fascinating fundamental theories of TCM, including the history of TCM, the theory of Yin-Yang, the theory of Five Elements, the theory of Qi, blood, body fluids and Essence spirit, the theory of Zang-Fu organs, body constitution and the theory of meridians and collaterals. TCM etiology and pathogenesis, diagnostic techniques (four examinations), preventive measures, principles of treatments,

and life preservation-diet, exercise, lifestyle will also be introduced to the students

OMT411 ORIENTAL MEDICINE DIAGNOSIS 8 units

Students will be instructed on the two main topics: diagnostic techniques or four examinations (inspection, auscultation/olfaction, interrogation, and palpation), which includes unique tongue and pulse diagnosis, and differentiation of syndromes according to the fundamental theories of TCM, the eight principal syndromes (interior/exterior, deficiency/excess, cold/heat, Yin/Yang) and the differential diagnosis of the Qi, blood and body fluid, and the Zang-Fu organs. Comprehensive applications of diagnostic methods as well as diagnosis of commonly seen clinical symptoms will be discussed.

TN 401 TUI–NA 3 units

The course will intensively cover a brief history, basic principles and manipulation techniques of Chinese mesotherapy. Chinese mesotherapy and basic principles of mesotherapy that deal with Yin, Yang, Qi, blood, internal organs and diseases involving internal organs are discussed. Special examination of vertebrae, hip joint and lower extremities is also introduced. This course plays an important role in preparing the student for fundamental abdominal diagnosis, general back point diagnosis, and acupuncture treatment.

TN 402 TUI–NA II 4 units

The course will extensively cover a brief history, basic principles and manipulation techniques of Chinese mesotherapy. Chinese mesotherapy and basic principles of mesotherapy that deal with Yin, Yang, Qi, blood, internal organs and diseases involving internal organs are discussed.
Special examination of vertebrae, hip joint and lower extremities is also introduced. This course plays an important role in preparing the student for fundamental abdominal diagnosis, general back point diagnosis, and acupuncture treatment.

OCT 601 ORIENTAL INTERNAL MEDICINE I 5 units

This is the first of a 2-part series that examines in detail common disorders from a TCM perspective. Internal Medicine of Oriental Medicine (OM) is a clinical subject dealing especially with traditional Chinese diagnosis and treatment of the diseases and disorders of the viscera of the human body under the guidance of OM theory. This course introduces the basic theories of Chinese internal medicine, the basic knowledge of common internal diseases and the law of syndrome differentiation and treatment. It also presents an in-depth study of the characteristics of each disease, the development and utilization of diagnostic skills, differentiation of syndromes, and herbal treatment principles according to the theoretical models of Chinese medicine.

OCT 602 ORIENTAL INTERNAL MEDICINE II 5 units

This is the second of a 2-part series that examines in detail common disorders from a TCM perspective. This course elaborates and expands more in-depth on the topics covered in the first part of the series, OCT601. The integration of the knowledge of basic theory, clinical diagnosis, Chinese herbs, and formulas builds a bridge between theory and clinical practice. Over 25 illnesses commonly seen in OM clinical practice are to be discussed in this course. Systems to be discussed include respiratory, digestive, urinary, immune, endocrine and neurological. The emphasis in this course is on syndrome differentiation, establishment of treatment principles, and treatment planning, formulas and prescriptions. Other Treatments such as Chinese Patent Drugs, Single drug or Experiential Prescriptions and External Therapy are also introduced.

OCT 621 ORIENTAL MEDICINE PEDIATRICS 2 units

Pediatrics study and practice are associated with the physiological and pathological peculiarities of infants and children. The study of pediatrics encompasses the basic knowledge and techniques in the diagnosis and treatment of common illnesses based on the overall analysis of symptoms and signs in the pediatrics of TCM.

OCT 631 ORIENTAL MEDICINE GYNECOLOGY 4 units

The course covers the disease causes and mechanisms and the pattern discrimination treatment for commonly encountered women's complaints, such as menstrual diseases, abnormal vaginal discharge diseases, gestational and birthing diseases, postpartum diseases, and miscellaneous diseases in Oriental Medicine theory. The diagnosis and treatment of physical and emotional problems peculiar to women by the application of the theories and techniques of Oriental Medicine are also to be discussed.

OMC 601 INTRODUCTION OF OM CLASSICS 4 units

This course presents to students four original classical TCM canons; the earliest well-established TCM works the Yellow Emperor's Internal Classic, which the foundational theories of TCM and acupuncture were derived from, the second TCM Classic, synopsis of the golden chamber, with highlights the treatment of internal and miscellaneous diseases, and the Treatise on Febrile Diseases caused by Exogenous Pathogenic Cold written by Zhang Zhongjing during the Han Dynasty. Also, treatise on exogenous febrile disease introduces students to the one last original classical TCM canon, which mainly focuses on epidemic febrile diseases. It includes a number of ancient, foundational formulas, which also still remain in use in current clinical practice.

ACM 491 ACUPUNCTURE EMERGENCY MEASURES 1 unit

This course introduces students to various acupuncture precautions, including needling, especially contraindicated points and cautionary points, moxibustion, cupping, accident prevention, patient risk management and profile evaluation, and clean needle techniques. Proper protocols regarding clean needle technique are taught. Emphasis will be placed on guidelines and

recommendations for equipment safety and infection control and working environment safety of practical applications.

ACM 501 ACUPUNCTURE THEORY I **7 units**

This is the first of a 2-part series and students will learn the history of acupuncture and moxibustion, some fundament theory of Traditional Chinese Medicine such as Yin-yang, Five Elements, Zang-fu Organs and its relationship with the system of meridians and collaterals. The main contents are 1) The course and distribution, physiological functions, and pathological changes, related Zang-fu organs of Meridians and collaterals System and 2) The meridian systems and acupuncture points will be introduced especially forbidden points and cautionary points. It will intensively cover the meridian course, points' locations, indication, anatomy and puncture method of the Governor Vessel, the Conception Vessel, the Lung meridian, the Large Intestine meridian, the Stomach meridian, the Spleen meridian, the Heart meridian, and the Small Intestine meridian.

ACM 502 ACUPUNCTURE THEORY II **7 units**

This is the second of a 2-part series and you will learn the meridian course, points' locations, indication, anatomy and puncture method of the Bladder meridian, the Kidney meridian, the Pericardium meridian, the Sanjiao meridian, the Gallbladder meridian, and the Liver meridian. Also, the points' location, indications and puncture method of extra point on the head, neck, trunk, upper and lower limbs will be learned. Finally, the concept of the micro acupuncture system like Ear Acupuncture, Head Acupuncture and Hand Acupuncture will be introduced as well. When you finish this course, you will know which meridian and acupoints can treat certain syndromes and symptoms.

ACM 511 ACUPUNCTURE TECHNIQUES **6 units**

This course introduces acupuncture and moxibustion techniques such as how to insert the needle, especially dermal needling, intra-dermal tack needling and three edge needling, how to use reinforcing and reducing methods, how to use warm needling, how to use supplementary devices such as heat lamps and electro-acupuncture devices, and moxibustion and cupping. The micro-acupuncture system maneuvering method like Ear Acupuncture, Head Acupuncture and Hand Acupuncture are to be introduced as well.

ACM 521 ACUPUNCTURE THERAPEUTICS I **6 units**

This is the first of a 2-part series that examines in detail introduction of the etiology and pathogenesis, manifestations, differentiation and treatment of about more than 11 common diseases including internal and external, gynecological, and pediatric diseases.

ACM 522 ACUPUNCTURE THERAPEUTICS II **5 units**

This is the second of a 2-part series that examines in detail introduction of the etiology and pathogenesis, manifestations, differentiation and treatment of about more than 59 common diseases including internal and external, gynecological, and pediatric diseases.

ACM 531 ACUPUNCTURE THEORIES OF VARIOUS SCHOOLS **1.5 units**

About 20 ancient and recent acupuncturists such as Huang Pumi (Jin Dynasty), Zhang Zhongjing (Han Dynasty), Dou Hanqing (Jin Dynasty), Yang Jizhou (Ming Dynasty), Cheng Danan (P. R. China), and QiuMaoliang (P. R. China), including their main books, successful cases, and special theory standpoints, are to be introduced in this course.

ACM 611 CASE REVIEW (A) **4 units**

This class introduces to the students the most current information on the provincial acupuncture registration examinations and emphasizes clinical problem-solving skills. Lectures and other learning experiences allow students to improve areas of weakness, consolidate clinical skills, integrate knowledge from the various disciplines of CCHPBC examination, and achieve their fullest potential before graduation.

TOH 491 HERBOLOGY EMERGENCY MEASURES **0.5 units**

This course introduces students to various herbology safety precautions in herbal treatment plan, including patient risk management. Emphasis will be placed on guidelines and recommendations for equipment safety and working environment safety of practical applications.

TOH 501 HERBOLOGY I **5 units**

An introduction to Chinese herbal medicine, this course presents the major herbs and herb groups in Chinese herbology, with an overview of their herbal characteristics and therapeutic uses. The course introduces history and development of OM herbology, theory and drug properties of Chinese medicines, purposes and principles of medicinal compounding (seven emotional factors). Synopsis of 302 types of commonly used Chinese medicines, actions, therapeutic effects, indications, usage and contraindications, herbal interaction in treatment (herb-drug, herb-herb, and herb-food interactions), dosage determination and methods of decocting are taught in detail. Authentications of Chinese material medical and major chemical constituents of Chinese medicines are also incorporated.

TOH 502 HERBOLOGY II **5 units**

This course continues the presentation synopsis of 302 types of the Chinese materia medica and reviews relevant theory. Students learn the pinyin names of all herbs covered. Entering channels, taste, temperature, functions, actions and indications; cautions and contraindications and dosage range for each herb, paozhi, and

physical identification are also covered in this course. In addition, this course completes the presentation of the Chinese materia medica and reviews relevant theory.

TOH 511 ORIENTAL HERBAL PRESCRIPTIONS I 5 units

An in-depth study of herbs and common formulas used in oriental medicine practice, including principles of organizing, a description of actions, indications, dosage, variation, methods of preparation and consumption, and route of administration of the herbal formulas are to be taught. Prescription selection in accordance with the principle of differential diagnosis in OM, clinical experience in how to prepare herbal formulas and
formula modifications to account for symptom variations under supervision is included.

TOH 512 ORIENTAL HERBAL PRESCRIPTIONS II 5 units

This course continues the presentation of traditional Chinese herbal formulas and modifications within the framework of their traditional therapeutic functions. By using their knowledge of individual herbs, the student is able to modify base formulas to create hundreds of new formulas. With this skill, the student is prepared to begin prescribing herbs in Clinical Internship.

TOH 521 ORIENTAL MEDICINE HERBAL PHARMACOLOGY& TOXICOLOGY 2 units

There is no denying the effectiveness of Oriental Medicine, yet until recently the roots of this knowledge were largely lost in superstition and folklore. However, the use of herbs as an alternative medical treatment for many illnesses has increased steadily over the last decade. This course brings together Chinese herbal lore and Western scientific methods in a current, comprehensive treatise on the pharmacology of Chinese herbs, describes the pharmacological action, toxicity, and therapeutic value of 80 herbs and 18 common formulas based on recent scientific studies. Information on active ingredients of potent herbs with more strength and activity are also discussed

TOH 531 ORIENTAL NUTRITION 2 units

Healthy meals using high quality, nutritious ingredients can significantly improve general health and well-being. Chinese-medicated diet is not a simple combination of food and Chinese herbs, but a special highly finished diet made from Chinese herbs, food and condiments under the theoretical guidance of diet preparation based on differentiation of symptoms and signs of Oriental Medicine (OM). It has not only the efficiency of medicine but also the delicacy of food, and can be used to prevent and cure diseases, build up one's health and prolong one's life. This course covers the way and practice of oriental nutrition for common diseases.

TOH 541 HERBAL MEDICINE PROCESSOLOGY 1 unit

The course introduces the theory, purpose, dosage, potential adverse effects, contraindications and precautions, and clinical efficacy changes to medicinal properties and techniques of herbal processing and preparation. There are various methods of processing herbs, cleaning, pulverization, slicing, refining with water (shuifei), dry-frying (Chao), stir-frying with liquids adjuvant (Zhi), calcining (Duan), quick-frying (Piao), dry-curing or baking (Hong or Bei), roasting in ashes (Wei), steaming (Zheng), boiling (Zhu), quenching (Cui), and simmering (Ao). Herbs can be prepared in forms of decoction (Tang), boiled powders or drafts (Zhusan), pills (Wan), powders (San), special pills (Dan), plasters (Gao) and medicinal wines (Jiu). With the knowledge accumulated over centuries and present-day technologies, it is possible to use various processing methods to make the best quality medicinal herbs. Specific examples of material selection and processing of raw herbs, and quality specifications and storage requirements of processed Chinese medicines are discussed.

TOH 571 CASE REVIEW (H) 4 units

This class is designed to consolidate the knowledge acquired in earlier related herbal classes and to extend the student's mastery of Chinese herbal medicine to include the finer points of diagnosis, formulation, and modification for preparation of CCHPBC examination. Students will learn to construct treatment plans for complicated, difficult, or unusual cases, while focusing on their individual learning needs.

Course Descriptions – Clinical Instructions

All internship courses are reclassified according to their respective diploma programs as listed below:

Acupuncture Diploma Program:	**CIA**
Herbology Diploma Program:	**CIH**
Practitioner of OM Diploma Program:	**CIP**
Oriental Tui-Na Massage Program:	**CIT**

CLINICAL INTERNSHIP: OBSERVATION

CIT 701 CLINICAL INTERSHIP: OBSERVATION 12.5 units
CIT 711 CLINICAL INTERSHIP: OBSERVATION 2 units

Interns observe various aspects of clinical practice to gain an overall picture of patient reception, record keeping, examination, treatment methods, and herbal prescriptions. Interns observe licensed practitioners perform treatments on patients and participate in the review and discussion of case studies. Case simulations are used to illustrate diagnostic methods and treatment techniques. Interns assist the supervisor in formulating diagnoses and administering treatment with emphasis on asepsis and proper examination. Interns also spend time working in the herbal pharmacy to become familiar with the herbal dispensary and prescriptions.

CLINICAL INTERNSHIP: PARTIAL SUPERVISION

CIA 722	**4 units**
CIH 722	**4 units**
CIP 722	**7 units**
CIT 721	**4 units**

In partial supervision, interns assume a more active role in the treatment of the patients. Interns are involved in the diagnoses and the procedures. At this stage of their training, interns are expected to have a working knowledge of acupuncture, moxibustion, cupping, herbal medicine, and Tui-Na massage treatments and procedures.

CLINICAL INTERNSHIP: PROXIMAL SUPERVISON

CIA 732	**4 units**
CIH 732	**4 units**
CIP732	**7 units**
CIT 731	**6 units**

In proximal supervision, interns have near or total independence. They are responsible for precise judgment regarding the quantity and method of stimulation and the appropriate course of treatments recommended for the patients' conditions. Interns are expected to monitor the patients' progress and adjust the treatments accordingly.

CLINICAL INTERNSHIP: CLINICAL CASE REVIEW

CIA 742	**8 units**
CIH 742	**8 units**
CIP 742	**14.5 units**

In this course, interns will be given the opportunity to demonstrate greater responsibility in the management of patients under minimal supervision. Each intern will be able to demonstrate clinical ability and competency by diagnosing and developing a treatment protocol including acupuncture, moxibustion, cupping, herbal formula, dietary suggestion, Tui-na, and other related methods that are applicable to the patient's condition. Interns diagnose and provide proper treatments to patients independently, consulting with the clinic supervisors before and after each treatment. In addition, interns are required to prepare a case, complete with history, examination, intake results, diagnosis, evaluation, acupuncture and herbal treatment principles, and all other related treatment methods. These discussions are facilitated by clinic instructors and enhance interns' clinical and analytical skills.

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Central College Governance

Administrative Office

President
Bruce Pan, R.TCM.P

Director of Administration
Lina Hong, R.TCM.P

Senior Educational Administrator
Xiang Zhong, R.TCM.P

Administrative Officer/ Assistant
Peter Chang
Irene Lo

Reception
Yuki Chan

Accounting & Finance
Jessica Hou

Medical Centre

Clinic Supervisors
Bruce Pan, R.TCM.P
Xiang Zhong, R.TCM.P
Jianxin Kong, Dr. TCM
Chien-Kai Wang, R.TCM.P
Wing Keung Li, R.TCM.P
Yi-Ni Lee, R.TCM.P

Central College Faculty

The Faculty of Traditional Chinese Medicine

Xiang Zhong
B.S. in Chinese Medicine, Guang Xi Traditional Chinese Medicine University of China, China
R.TCM.P, British Columbia, Canada
22 years of teaching and clinical experience in Canada and China in TCM

How-Ru Pan
Ph. D. and M.S. in TCM Dermatology in Beijing University of Chinese Medicine, China
R.TCM.P, British Columbia, Canada
15 years of clinical experience in TCM

Jianxin Kong
M.S. in TCM, Heilongjiang University of Chinese Medicine, Harbin, China
Dr. of TCM. British Columbia, Canada
14 years of clinical experience in TCM

Yuk Sing Lam
Bachelor of Medicine and Bachelor of Surgery from the University of Hong Kong in Hong Kong
R.TCM. P. British Columbia, Canada
18 years of teaching and clinical experience in the field of Family Medicine and TCM

Chien-Kai Wang
Doctor of Oriental Medicine Diploma in Central College, BC Canada
R.TCM.P British Columbia, Canada
15 years of clinical experience in TCM

Irene Jia Ping Guo
TCM Diploma in PCU College of Holistic Medicine, BC Canada
R.TCM. P. British Columbia, Canada
14 years of clinical experience in TCM

Greg Guo Cheng
TCM Diploma in PCU College of Holistic Medicine, BC Canada
R.TCM. P. British Columbia, Canada
3 years of clinical experience in TCM

Wing Keung Li
Maser of Science (Acupuncture) in Chinese University of Hong Kong
Bachelor of Chinses Medicine in Chinese University of Hong Kong
18 years of clinical experience in TCM

Jing Yun Qiu
R.Ac. British Columbia, Canada
7 years of clinical experience as a Tui-Na Massage Therapist

Jian Liu Chen
B.A. in Guangzhou Teachers College, China
R.TCM. P. British Columbia, Canada
6 years of teaching and clinical experience in TCM

Yue Ding
Doctor of TCM in Vancouver Beijing College of Chinese Medicine, British Columbia
Dr. TCM, British Columbia, Canada
5 years of clinical experience in TCM

Yi-Ni Lee
Bachelor's Degree in University of Northern British Columbia
Diploma of Practitioner of OM at Central College
R.TCM.P British Columbia, Canada
3 years of clinical experience in TCM

Qiao Ling He
TCM Practitioner in PCU College of Holistic Medicine
R.TCM.P British Columbia, Canada
5 years of clinical experience in TCM

Brian W. Jones
B.A., University of Windsor, Ontario, Canada
M.D. Physician and Surgeon, University Autonoma of Guadalajara, Mexico
More than 5 years of teaching in Western Medicine at Central College

Kambiz Allaf Navirian
Medical Doctor in Medicine from Shahid Beheshti Medical Science University, Tehran, Iran
34 years of clinical experience as General Physician and Physiatrist

APPENDIX 1

Dispute Resolution Policy

Policy:
Central College provides an opportunity for students to resolve disputes of a serious nature and grade appeals in a fair and equitable manner. This policy governs complaints from students respecting Central College and any aspect of its operations. Student will not be subject to any form of retaliation as a result of filing a complaint.

The policy applies to all current students and former students who are within 1 year of their graduation, withdrawal, or dismissal date. Students wishing to appeal marks must submit their dispute 30 days from the date the mark was received to submit their concern in writing to the Director of Administration

Grades on the following assessment methods may be appealed; assignments, projects, and exams.

The student making the complaint may be represented by an agent or lawyer.

No fee is charged to a student for making a complaint under this policy.

The written reasons for a determination, and for any reconsideration of a determination, will be provided to the student as soon as possible and in any event within 30 days after the date on which the complaint was made.

If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Regulatory Unit (www.privatetraininginstitutions.gov.bc.ca).

Procedure for Student Disputes:
1. When a concern arises, the student should address the concern with the staff member most directly involved. If the student is not satisfied with the outcome at this level, the student should put his/her concern in writing.
2. The student must provide the written complaint to the Director of Administration (lina@centralcollegebc.ca) who is responsible for making determinations in respect of complaints. If the Director of Administration is absent or is named in a complaint, the student must provide the complaint to the President of Central College (bruce@centralcollegebc.ca).
3. The Director of Administration will arrange to meet with the student to discuss the concern and desired resolution within 5 College days of receiving the student's written concern, or as soon as practicable.
4. Following the meeting with the student, the Director of Administration will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate Central College personnel.
5. The necessary enquiries and/or investigations shall be completed no later than 10 College days following the receipt of the student's written concerns. The Director of Administration will do one of the following within 10 days of receiving the student's written concerns:
    a. Determine that the student's concerns are not substantiated; or
    b. Determine that the student's concerns are substantiated in whole or in part;
6. The student and the institution's personnel involved shall receive a written summary of the reasons for the determination.
7. All parties should sign a copy of all documentation relating to every student's complaint. A copy shall be given to the student, and the original will be placed in the student file.
8. If it has been determined that the student's concerns are substantiated in whole or in part the Director of Administration shall include a proposed resolution of the substantiated concern(s).
9. If the student is not satisfied with the determination of the Director of Administration, the student must advise the Director of Administration within 48 hours of being informed of the determination. The Director of Administration will immediately refer the matter to the President who will review the matter and meet with the student within 5 College days.
10. The President of the institution shall either confirm or vary the determination of the Director of Administration. The student and the institution's personnel involved shall receive a written summary of the reasons for the determination by the President.
11. If the issue is of a serious nature the President of the College may, in his/her sole discretion and cost, engage the services of a third party mediator to assist in the resolution of the dispute.
12. If the student is dissatisfied with the determination by the President, and/or believes they have been misled by the institution regarding any

significant aspect of that program, the student may file a complaint with the Private Training Institutions Regulatory Unit (PTIRU) (www.privatetraininginstitutions.gov.bc.ca). Complaints must be filed with the PTIRU within one year of the date a student completes, is dismissed from, or withdraws from the program.

Procedure for Grade Appeal:

1. If a student is dissatisfied with the grade received for a mid-term or final course assessment and can provide evidence that a higher grade is warranted, he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Education Administrator (contact@centralcollegebc.ca).
3. The Senior Education Administrator will obtain a copy of the assessment from the instructor and will have the assessment re-marked by another Instructor.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If the Senior Education Administrator reviews the grade appeal, the grade assigned following the re-mark and review will be final and cannot be appealed further.

APPENDIX 2

Sexual Misconduct Policy

Central College is committed to the prevention of and appropriate response to sexual misconduct.

Sexual misconduct includes the following:

- Sexual assault
- Sexual exploitation
- Sexual harassment
- Stalking
- Indecent exposure
- Voyeurism
- The distribution of sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video
- The attempt to commit an act of sexual misconduct, and
- The threat to commit an act of sexual misconduct

Reporting Sexual Misconduct Allegations
Any student who believes he/she has been the victim of sexual misconduct should report the incident to the Director of Administration (DOA) or the Senior Educational Administrator (SEA). The sooner this incident is reported, the easier it will be to establish the facts of the case and end the offensive behaviour.

Confidentiality
Central College will do everything it can to protect the privacy of the individuals involved and ensure that the complainant and accused are both treated fairly. Information about individual complaint is considered confidential and will be shared only with the necessary authorities if the case should require outside third party intervention.

Informal Procedure
Any student who believes he/she has been the victim of sexual misconduct is encouraged to respond to the alleged harasser directly by objecting and requesting the unwelcome behaviour to stop immediately. Students may also seek assistance or intervention before filing a complaint form to the SEA or the DOA. An initial discussion between the complainant and the SEA or the DOA will be kept confidential, with no formal written record. The complainant will receive options and be counselled by the SEA or the DOA. If, after the initial meeting, the complainant decides to proceed, he/she will be requested to provide a written statement describing the complaint. This written statement will be written on an Incident Report Form with the incident clearly stated as “sexual misconduct.” Complaints of sexual misconduct will receive prompt attention.

Formal Procedure
The formal procedure will be initiated under the following circumstances:
1. The SEA or the DOA believes that the matter is sufficiently grave because it seems to be part of a persistent pattern.
2. The nature of the alleged offence is serious.
3. The complainant seeks to have a sanction imposed.

Formal resolution procedures will include directing the written complaint to the appropriate officials. The appropriate officials will conduct whatever inquiry they deem necessary and arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations by the complainant. The directing investigation will make a record of the case, including a record of their decision. A complainant who is dissatisfied with the resolution achieved by informal and formal procedures may discuss the matter further with the administration and discuss the possibility of moving to the third-party review.

Disciplinary Sanctions
A conclusion that sexual misconduct has occurred will subject the offender to appropriate disciplinary action and may result in suspension, expulsion, or dismissal. Sanctions imposed will be determined on the basis of the facts of each individual case and any extensive hardship to the complainant and Central College.

Time Limit
Written reasons for the determination shall be made and provided to the student within 10 College days after the date on which the complaint

APPENDIX 3

was made.

Student Dismissal Policy

Central College expects professionalism from students while attending Central College. The list below outlines the expectations that all students are required to follow. If needed, students can request clarification from the Director of Administration (DOA) or the Senior Educational Administrator (SEA).

Expectations for Students:

- Abide by all policies outlined in the Academic Catalogue, Student Handbook, and Intern Handbook.
- Treat all students and staff with respect.
- Treat College property and other people's property with respect.
- Complete all assignments and examinations on time as scheduled.
- Attend the College in accordance with the Attendance Policy.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period.

- Sexual Assault
- Physical assault or other violent acts committed on or off campus against any student or staff member
- Verbal abuse or threats
- Vandalism of College property
- Theft
- Under the influence or in possession of any illegal drugs while on school property or on school activities

Students who do not meet the expectations above and/or students who violate the College's policies will be subject to dismissal from the class(es) or the College following the procedures described below. Depending on the severity of the violation, students may be subject to immediate dismissal from Central College.

1. All concerns relating to student misconduct shall be directed to the DOA/SEA. Concerns may be brought forward by staff, students, or the public.
2. Within 5 school days of receiving the complaint, the DOA/SEA will arrange to meet with the student to discuss the concern(s).
3. Following the meeting with the student, the DOA/SEA will conduct further inquiry or investigation that is necessary to determine whether the concerns can be substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
5. The DOA/SESA will meet with the student and do one of the following:
    a. Determine that the concern was not substantiated;
    b. Determine that the concern was substantiated, in whole or in part, and either:
        i. Give the student a warning, setting out the consequences of further misconduct;
        ii. Set a probationary period with appropriate conditions; or
        iii. Recommend that the student be dismissed from the Institution.
6. The DOA/SEA will prepare a written summary of the decision. A copy will be given to the student, another copy will be placed in the institution's complaint file, and the original document will be placed in the student's file.
7. If the student is issued a warning or placed on probation, the DOA/SEA and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.
8. If the decision is to dismiss the student, the DOA/SEA of the school will obtain the refund calculation from the Director of Finance and meet with the student to dismiss him/her from the School. The DOA/SEA will deliver a letter of dismissal to the student and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the School.
9. If the student is eligible for a refund (see Refund Policy), the Director of Finance will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
10. If the student owes tuition or other fees to the School, Central College may undertake the collection of the amount owing.

APPENDIX 4

Respectful and Fair Treatment of Students Policy

Central College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on Central College premises or in the course of activities or events hosted by Central College the following activities are prohibited:

- Bullying
- Discrimination based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age
- Harassment (verbal/physical), may include comment or conduct linked to the prohibited grounds initiated by one person towards another which cause humiliation, offence or embarrassment (concerned with impact, not the intent of the behavior)
- Violence
- Any behavior reasonably known as unwelcome (verbal/physical)

If and circumstances, a prohibited activity listed above or any inappropriate behaviour in terms of student treatments occurs, the following outlines the process for addressing the activity:

Reporting the Prohibited Activity:
Any student who believes he/she has been the victim of any prohibited activities listed above should report the incident to the Director of Administration (DOA) or the Senior Educational Administrator (SEA). The sooner this incident is reported, the easier it will be to establish the facts of the case and end the offensive behaviour.

Confidentiality
Central College will do everything it can to protect the privacy of the individuals involved and ensure that the complainant and accused are both treated fairly. Information about individual complaints is considered confidential and will be shared only with the necessary authorities if the case should require outside third-party intervention.

The following are the steps for processing complaints of disrespectful and unfair treatment of students:

Informal Procedure
Students who believe they are victims of any prohibited activities listed above are encouraged to respond to the alleged harasser directly by objecting and requesting the unwelcome behaviour to stop immediately. Students may also seek assistance or intervention, short of filing a complaint form to the DOA/SEA. An initial discussion between the complainant and the DOA/SEA will be kept confidential, with no formal written record. The complainant will receive options and be counselled by the DOA/SEA. If, after an initial meeting, the complainant decides to proceed, he/she will be requested to provide a written statement describing the complaint. This written statement will be written on an Incident Report Form with the incident clearly stated as "prohibited activities." Complaints of prohibited activities will receive prompt attention.

Formal Procedure
The formal procedure will be initiated under the following circumstances:

1. The DOA/SEA believes that the matter is sufficiently grave because it seems to be part of a persistent pattern.
2. The nature of the alleged offence is serious.
3. The complainant seeks to have a sanction imposed.

Formal resolution procedures will include directing the written complaint to the appropriate officials. The appropriate officials will conduct whatever inquiry they deem necessary and arrange conferences with the complainant, the alleged offender and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations by the complainant. The directing investigation will make a record of the case, including a record of their decision. A complainant who is dissatisfied with the resolution achieved by informal and formal procedures may discuss the matter further with the DOA/SEA and discuss the possibility of moving to the third-party review.

Disciplinary Sanctions
A conclusion that inappropriate behaviour has occurred will subject the offender to appropriate disciplinary action and may result in suspension, expulsion or dismissal. Sanctions imposed will be determined on the basis of the facts of each individual case and any extensive hardship to the complainant and Central College.

Time Limit
Written reasons for the determination shall be made and provided to the student within 10 (working) days after the date on which the complaint was made.

APPENDIX 5

Tuition Refund Policy in Case of Withdrawal or Dismissal

Circumstances when Refund Payable	Amount of Refund
Before program start date, institution receives a notice of withdrawal or provides a notice of dismissal (applies to all students):	
• No later than seven days after student signed the enrolment contract, and • Before the program start date.	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
• More than seven days after student signed the enrolment contract, and • Before the program start date.	Institution may retain up to 10% of tuition, to a maximum of $1,000. Institution must refund fees paid for course materials if not provided to the student.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by asynchronous distance education):	
• No later than seven days after the program start date.	Institution may retain up to 10% of tuition, to a maximum of $1,000 paid or payable under a contract. Institution must refund fees paid for course materials if not provided to the student.
• After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 10% of tuition paid or payable under a contract. Institution must refund fees paid for course materials if not provided to the student.
• After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.	Institution may retain up to 30% of tuition paid or payable under a contract. Institution must refund fees paid for course materials if not provided to the student.
• After the program start date, and after more than 30%, but before 50% of instruction hours, have been provided.	Institution may retain up to 50% of tuition paid or payable under a contract. Institution must refund fees paid for course materials if not provided to the student.
• After the program start date, and after more than 50% of instruction hours have been provided.	No refund due.
Student does not attend program – "no-show" (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
• Student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	

• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance.	100% tuition and all related fees, other than application fee.
Student enrolled in a program without having met the admission requirements for the program	
• If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.	100% tuition and all related fees, including application fees
• **Circumstances when Refund Payable**	**Amount of Refund**
Institution does not provide a work experience	
• The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

APPENDIX 6

Critical Incident & Management Policy

Purpose and Scope
The purpose of this policy is to provide clear guidelines for the prevention, management, and resolution of critical incidents and crises at Central College. This framework ensures the safety of all members of the campus community, maintains continuity of learning, and supports effective communication during emergencies. The policy applies to all students, faculty, staff, contractors, and visitors, and covers incidents that may affect health, safety, daily operations, or the institution's reputation. Critical incidents include immediate risks such as medical emergencies, fire, violence, or hazardous spills, while crises refer to broader disruptions including natural disasters, pandemics, or cyber breaches.

Commitment to Safety and Compliance
Central College is committed to protecting the well-being of its community by responding quickly and effectively to any incident. The College prioritizes minimizing disruptions to academic programming, maintaining compliance with PTIRU and EQA standards, and ensuring timely, accurate communication during and after emergencies. This policy reinforces a culture of preparedness and shared responsibility, emphasizing both proactive prevention measures and coordinated response strategies to safeguard the college community.

Role and Responsibilities
Responsibilities for incident management are shared across different groups. The Administration oversees planning, activates the Critical Incident Response Team (CIRT), and communicates with regulators when necessary. The CIRT, which includes the President, Director of Administration, and Senior Education Administrator, is responsible for assessing incidents, coordinating responses, liaising with emergency services, and issuing official communications. Faculty and staff are expected to report incidents, follow established safety protocols, and guide students in emergencies. Students are responsible for following directions and reporting unsafe conditions. Together, these roles ensure that Central College is prepared to respond effectively to any critical situation.

Procedures
- **Reporting:** All critical incidents must be reported immediately to the front desk or a CIRT member. If there is an immediate threat to life or safety, 911 should be called without delay.
- **Response Protocols:**
    - *Medical Emergencies:* Provide first aid, CPR, or naloxone administration until emergency medical services arrive.
    - *Fire/Evacuation:* Follow designated evacuation routes and proceed to assigned assembly points.
    - *Lockdown:* Secure doors and windows, remain silent, and await official instructions.
    - *Natural Disaster:* Shelter in place or evacuate as directed by emergency officials or CIRT.
    - *Data Breach:* Report immediately to Administration; IT will initiate data protection and recovery protocols.
- **Communication:** Only the President or Director of Administration may act as official spokespersons. Information will be distributed via email, website updates, social media, and bulletin boards. Regulators will be notified if operations or compliance are affected.
- **Academic Continuity:** Alternative delivery methods, such as online instruction or temporary relocation, will be implemented if the campus is closed.
- **Post-Incident Review:** Within seven days, the CIRT will conduct a debrief, prepare a report, and recommend improvements. Affected individuals will be referred to appropriate support services.

Training & Awareness
- Annual drills (fire, lockdown, earthquake).
- Orientation includes emergency/crisis training.
- Annual staff/faculty refresher.

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