

# **School Policy (Hand Book)**

Hua Xia Acupuncture and Herb College of Canada  
Unit A 2810 Pembina Hwy  
(204) 452-3654 or (204) 275-3273

## **Academic Regulations**

Please see the website for details.

## **Respectful Learning and Working Environment**

Hua Xia Acupuncture and Herb College of Canada and the Winnipeg Regional Health Authority both support a climate of respect in the workplace and in the learning environment. Staff and students within Hua Xia Acupuncture and Herb College of Canada enjoy a work environment where individuals or groups of individuals are free from harassment and discrimination. The school staff and students should respect each other.

At any time if a student is dissatisfied or have an issue or issues with any school procedures or /and instructor, student can address any issue that may concern them with school director in a formal written letter.

## **Attendance at Class**

Regular attendance is required of all students in all courses. Students who are absent from class for a period of three classes or more due to illness must present Certificate of Illness to the school director upon their return. An instructor may initiate procedures to debar a student from attending classes and from final examinations where unexcused absences exceed three continuous classes. Students must obtain prior approval from the school director for an absence exceeding one day for reasons other than illness, in writing. Occasionally, changes to a lecture schedule may be required due to unforeseeable circumstances, with the same expectation of student attendance.

There will be a \$50.00 charge for not attending a schedule exam, unless it is due to illness, for which a doctor's note will be required, or in the case of a family emergency.

## **Academic Honesty (Plagiarism and Cheating)**

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously it is not necessary to state the source of well-known or easily verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to

written material. To provide adequate documentation is not only an indication of academic honesty but also a courtesy that enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism.

It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than himself or herself, or copies the answer or answers of a fellow student in any test, examination, or take-home assignment.

Plagiarism of any other form of cheating in examinations or term tests is subject to serious academic penalty (e.g. suspension or expulsion from Hua Xia Acupuncture and Herb College of Canada). A student found guilty of contributing to cheating in any examination or term assignment will also be subject to serious academic penalty.

### **Appeals of Grades Received for Term Work**

“Term Work” is taken to mean anything for which marks or grades are assigned and which have been returned or made available to students prior to the close of the last day of classes. This may include such things as tests, essays, class presentations, class participation, assignments, laboratory and other reports, preceptor evaluations and any other component of a final grade completed and evaluated during the term.

Any student who is dissatisfied with a grade on term work has the right to appeal that grade, Students should recognize, however, that term work grade appeals are only upheld when there are good reasons to support the student’s request for an elevated grade.

Reasons for submitting a Term Work Grade Appeal may include:

- Miscalculation of marks
- Misgrading of paper/exam
- Application of an evaluation or grading system which was not included in the course outline.
- Unfair or inequitable process in determining the final grade

### **Procedure**

1. A student may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need for an informal appeal.
2. A student may write a formal letter to the instructor requesting an appeal for term work with the appropriate fee payment (\$35). The time limit for submission of this appeal is ten working days following communication of the grade to the student. Subsequent processing of the appeal and communication of the disposition of the appeal is the responsibility of the school director the result of the appeal will be forwarded in writing to the student and the instructor no later than fifteen working days after the formal appeal has been lodged.

3. The re-evaluation of a final grade shall be undertaken by the instructor responsible for the particular course in consultation with at least one other instructor – in the same or related subject area – who shall independently assess the script and/or other relevant materials.

### **Failure**

Pass mark 60% for acupuncture program and 70% for massage program. If required to **repeat the exam, at a cost of \$100.00.**

If a student fails to achieve a minimum 60% for acupuncture and 70% for massage in two courses, following the supplementary exam they will be required to **repeat those two courses.**

If a student fails to achieve a minimum 60% for acupuncture and 70% for massage **in three courses**, following the supplementary exam, they will be required to **repeat the whole year.**

### **Withdrawal from the program is required if a student:**

- Fails to achieve passing grades in **more than three courses**, regardless of taking the **supplementary exam**, in the academic year
- Fails to achieve a passing grade in a **repeated year**
- Fails **more than one year** in the program or fails the same year twice
- Written note is required to school to withdraw from program within 30 days of last attendance. If no notice in writing received from student within 30 days of last day attending school it will be an automatic withdrawal. Student will no longer be considered a student of the school.

### **Confidential Policy**

“Personal information” is any information that can be used to identify or contact a specific individual, except business contact information and publicly available information (e.g. telephone directories).

The entire staff and students in Hua Xia Acupuncture and Herb College of Canada have to follow the confidential policy. All the patients, students and staff’s “personal information” are completely confidential and is not allowed to be lent out or given to the general public. Students and staff, without proper authorization from the school director, are not to disclose or make known to the public or otherwise, any sensitive or personal information which may come from patients, or information that may damage, discredit or affect the reputation of Hua Xia Acupuncture and Herb College of Canada.

Hua Xia Acupuncture and Herb College of Canada respects the privacy of individuals by protecting personal information and adhering to legislative requirements with respect to protecting privacy. Hua Xia Acupuncture and Herb College of Canada does not sell, trade or “rent” out personal information of their staff, students and patients. Information will only be used to contact students, staff and patients and for medical reasons as well.

### **Professional Requirement**

School requires document of Criminal and Child abuse certificate before able to work on patients.

**School Business Future Protection**

If staff or student wants to open their own business in acupuncture, massage and Chinese Herb, it should be located, for a period of three years, a minimum of three kilometers away from Hua Xia Acupuncture and Herb College of Canada building, unless they have permission from the school.

It is against school policy to use or give out personal phone number or cell number instead of clinic’s number. All patients contact has to be done through the clinic only. NO EXCEPTIONS.

Any patient information obtained at the clinic, are the clinic’s patients and therefore it will not be permitted for clinic’s patients to be seen outside the clinic.

After graduating, if student opens own business, or works at another clinic, any patient that has been seen at the clinic, student is not permitted to move patient to his/her own clinic without obtaining school permission.

During clinical hours, a student seeing patients, all payments is to be handled by front desk only. No student is allowed to conduct personal business during school hours or on school premises, whether it be inside the school building or school parking lot.

I will follow the school policy during my time studying and/or working at Hua Xia Acupuncture and Herb College of Canada. I understand the seriousness that comes from breaking one or more of the policy’s rules. Not following the guidelines set in the school policy could result in disciplinary action.

All students will require a copy of criminal and child abuse certificate.

**Tuition Fees:**

Payment is required in full at the beginning of the school year. Any balance of tuition fee not paid in full will be subject to 1% interest fee per month.

Student name\_\_\_\_\_ Signature\_\_\_\_\_

Staff name\_\_\_\_\_ Signature\_\_\_\_\_

Witness name\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_