

# ACADEMIC STANDARDS AND POLICIES

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The Pass, No Pass, Incomplete-grading system is used by KCCM for clinic courses as well as seminars and selected didactic courses. However, the majority of courses use conventional letter grades equivalent to the numerical averages listed below.

Grades falling below 70% are considered failing grades. A student must maintain an overall grade point average of at least 3.0 to be considered in good standing and eligible for graduation. Any class in which a grade lower than a C is received must be repeated for credit.

If a student receives an incomplete, it is his or her responsibility to discuss with the instructor the requirements for completing the course. Incomplete hours must be made up either privately with the instructor or by attending the specific hours missed upon resumption of class. Incomplete grades must be made up within one semester unless previous arrangements have been made in writing with the college's administration.

The grades for individual courses in the curriculum are determined according to the following guidelines:

- Grades on tests, examinations and competency assessments
- Class preparation/participation
- Class Attendance/punctuality

## **Attendance**

Attendance is required in all classes, including observation and internships. Students can fail a course based on insufficient attendance.

Excused absences are granted for religious holidays, serious illness and death of an immediate family member. If, due to family emergencies, severe health problems, or other compelling reasons, a student's absence is prolonged or frequent, the student must discuss his/her situation with the Academic Dean who will assist in developing a plan to provide tutoring or other assistance required to complete missed course assignments, exams, etc. The student is responsible for the cost of any tutorials, make-up exams or other special arrangements that are required to make-up missed work or to complete a course.

## **Criteria for Good Standing, Probation, Suspension and Dismissal**

- A student is in **Good Standing** who has:
  - Attained a cumulative Grade Point Average (GPA) of 3.0 or higher OR maintained a semester GPA of 3.0 or higher for two consecutive semesters after having been placed on Probation or Suspension; AND
  - Remediated any Failing (F) grade; AND
  - Maintained acceptable academic and professional behavior and ethical standards.
- A student loses Good Standing and is placed on **Probation** who has:
  - A cumulative GPA less than 3.0 for two consecutive semesters; OR
  - Received more than one Failing (F) grade per semester; OR
  - Failed to maintain acceptable professional behavior or ethical standards, or who has shown academic or non-academic misconduct.

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Any student who is placed on Probation is permitted to remain enrolled at KCCM under conditions specified by the Academic Dean. The probation will continue for a specified time period during which it is understood that the student is subject to further disciplinary action, including suspension or dismissal, if the student violates the terms of the probation.

- A student loses Good Standing or Probationary status and is placed on **Suspension** who has:
- Violated the conditions of Probation: OR
- Cannot graduate with the required GPA; OR
- Continued to demonstrate unacceptable academic, non-academic, professional or ethical behavior, or has committed particularly egregious professional or ethical behavior.

Suspension requires the Academic Committee to halt the student's normal progress through the curriculum pending review. If currently enrolled, the student will be removed from class rolls and granted an Academic Leave of Absence by the Academic Dean. A decision to permit continuation in the curriculum, to recommend remedial experiences, or to move for dismissal will be made by the Academic Committee after careful consideration of the student's academic record and other relevant information.

## **Dismissal for Failure to Abide by College Policies or Academic Standards**

Recommendations for dismissal may be made for the following reasons:

- Failure to maintain adequate academic progress; or
- Serious breach of codes of academic, professional or ethical behavior; or
- Failure to abide by policies as stated in the Student Handbook

## **Emergency Leave or Suspension**

For reasons of imminent danger to the student's physical or emotional safety or well-being, or for reasons of imminent danger to the safety or well-being of KCCM, its' faculty, staff, students or patients, the decision to suspend a student from KCCM may be made by any two of the following individuals: President, Executive Director, Vice President Administration, Academic Dean, Medical Director, Clinic Director and Clinic Supervisor(s) regarding day to day clinic operations. The procedure for disciplinary action stated above shall be initiated and completed as soon as possible after the start of the student's emergency suspension.

## **Dropping/Adding Classes**

Master of Oriental Medicine Program students dropping or adding courses must be accomplished in writing and submitted to the Administrative Office before the fifth week of the semester. Refunds are based on the date the letter is received. Tuition money is authorized for refund only if the student completes the prescribed policies.

Oriental Bodywork Program students dropping or adding courses must be accomplished in writing and submitted to the Administrative Office a minimum of two weeks before the Semester begins. Refunds are based on the date the letter is received. Tuition money is authorized for refund only if the student completes the prescribed policies.



## **Non-Matriculation Policy**

The Academic Dean will review, on a case by case basis, the appropriateness of the advancement of students with grades of fail (F), incomplete (I), audit (X).

## **Academic Misconduct**

Academic Misconduct is defined as, but not limited to:

- Giving, receiving, or utilizing unauthorized aid on examinations, assignments, projects, and/or other academic undertakings,
- Misrepresenting the source of academic work,
- Placing a patient in needless jeopardy,
- Any breach or violation of the confidentiality of a patient.

## **Non-Academic Misconduct**

Non-academic misconduct is defined as, but not limited to:

- Conviction of a felony; or
- Misrepresentation concerning past achievements or present endeavors; or
- Habitual drug/alcohol/substance abuse; or
- Documentation of repeated disrespectful behavior and/or actions toward another student or any staff, faculty, patient or visitor of KCCM; or
- Any other acts or omissions, which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency.

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## **Withdrawal and Refund Policy**

Refunds are granted both for partial and complete cancellations of classes in the Acupuncture and Oriental Medicine Programs. A written cancellation of complete withdrawal submitted to Admissions before the official first day of class entitles the student to a refund of tuition less the non-refundable \$150.00 tuition deposit.

Partial withdrawal or change of program can be affected by completing drop/add forms with the Admissions Office prior to the change; refund fees will be based on the date the letter is received. Tuition money is authorized for refund only if the student completes the prescribed policies. ***There are no refunds on textbooks and other supplies or products.***

Refunds are granted both for partial and complete cancellations of classes in the Oriental Bodywork Program. Full Time students that withdraw from the 600-hour Program prior to completion will be charged part time student tuition rates for all classes completed at the time of withdrawal. Part time students and students enrolled in single course offerings will receive a full tuition refund up to four weeks prior to class start less the non-refundable deposit and application fees. A written cancellation of withdrawal must be submitted to Admissions to qualify for refund.

## **Veterans and VA Students Refund Policy**

VA students attending this facility will be given a pro rata refund, which is prorated on a daily basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the veteran/VA student to the total number of instructional days in the course. In the event that the veteran/VA student fails to enter the course or withdraws or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly, within 40 days.

VA students will not be required to apply for this refund, it will be made when the school becomes aware of the individual's failure to enter the course, withdraw or other discontinuance there from. If this institution ever applies a more favorable refund policy for the general student population it shall be applied to veterans/VA students as well.

## **Master of Oriental Medicine Program**

<b>Weeks Attended</b>	<b>Tuition Refund</b>
1 week .....	90%
3 weeks.....	75%
6 weeks.....	50%
More than 6 weeks .....	No refund

## **Oriental Bodywork Program**

<b>Weeks Attended</b>	<b>Tuition Refund</b>
1 week .....	90%
2 weeks.....	75%
3 weeks.....	50%
More than 3 weeks .....	No refund