

Student Responsibilities and Rights

Students are expected to take personal responsibility and initiative in their education, to engage fully in the educational process and respect and help cultivate an effective learning environment. KCCM believes that each member of an educational community must give careful consideration to his or her needs in relation to the needs of others and respond in a respectful and caring manner to fellow students, faculty and staff. Students are expected to stay informed of all policies and procedures contained in the KCCM catalogue and KCCM Student Handbook, as well as changes published by the College Administration.



Conflict Resolution

Student rights are explained in the Student Handbook and in other publications of KCCM. If a student feels his/her rights have been infringed, there are established processes for resolution. Likewise, if the circumstances warrant, a valid exception to a rule, a student has a right to justify his/her claim. The Student Affairs Officer is responsible for assisting students with advice and direction in resolving conflict.

Grievance Procedure

A student with a grievance about a specific staff or faculty member is requested to first attempt to resolve the situation with that person. If the student believes that his or her grievance was not resolved in a satisfactory manner, the student may submit his or her grievance in writing to the Academic Dean. The Academic Dean will attempt to resolve the grievance through meetings with the student and the person involved. If, however, the situation cannot be resolved, the Grievance Committee will be convened to consider the matter. The Grievance Committee usually, but not always, will consist of the President, Academic Dean, a faculty member and the Student Member of the Advisory Board, and may include others. A Grievance Committee usually, but not always, will be arranged within 14 days of receiving the grievance and an appropriate resolution or course of action will be determined. As part of the process, the student may be asked to present the grievance in person to the committee for further clarification, or the student may request the opportunity to address the committee. In all cases, the decision of the Grievance Committee is final.

Affirmative Action/Equal Opportunity

KCCM provides equal opportunity to all students, and prohibits discrimination based on race, religion, color, sex, disability, national origin, ancestry and sexual orientation. Discrimination based on age, veteran, marital and parental status is also prohibited. Sexual harassment is a form of sex discrimination specifically prohibited by policy.

GENERAL POLICIES AND PROCEDURES

Prohibited Activities

KCCM prohibits the possession, use, manufacture, or distribution of alcoholic beverages or recreational drugs by students, employees or contractors on college-owned, leased or rented property. Firearms are not permitted on school property. Failure to comply with this policy will result in immediate dismissal.

Performing Acupuncture or Herbal Treatment Outside Supervised Clinic Situations

Students are prohibited from treating any patient on College premises other than during normal clinic hours and under the supervision and with the approval of the Clinic Director. Students shall not, under any circumstances, treat anyone outside of approved KCCM clinic times and/or locations.

Performing Bodywork Therapies Outside Supervised Clinic Situations

Students are prohibited from treating any patient on College premises other than during normal clinic hours and under the supervision and with the approval of the Clinic Director. Students who perform bodywork therapy on anyone outside of approved KCCM clinic times and/or locations may not represent themselves as employed or working as a student of the College and forfeit the use of the College malpractice insurance policy.

Student Representation on the Advisory Board

Students have one non-voting representative on the College Advisory Board. This individual is elected by the student body the first month of each Fall Semester to serve a one-year term.

Student Responsibility for Using Current College Information

Schedules, fees and course content are subject to change. Every edition of catalogues, handbooks and policy documents are dated and assigned serial or revision identification. Students are responsible for ensuring that they consult and use the appropriate edition of documents when enrolling or planning their course work.

Before entering contractual relationships, students are directed to verify that they have access to current operations documents.

GENERAL POLICIES AND PROCEDURES

General Billing Information

Students are responsible for the prompt payment of all bills. If a bill has not been received by the first week of the billing period, students should see the Office Manager. If there is a billing dispute, the student must pay the undisputed portion of the bill to avoid any additional late fees.

Outstanding Balances and Unreturned Materials

Students who have an outstanding balance and/or unreturned library, clinic or other college materials at the end of a semester:

- Will not be provided with semester grades
- Will not be entitled to receive transcripts
- Will not be entitled to receive diplomas or certificates
- Will not be entitled to have transcripts issued on their behalf to any outside organization
- Will not be permitted to attend the next semester unless the outstanding balance and the initial payment for the following semester is paid in full prior to the beginning of classes



Dress Code

The general dress code for classes is informal. Any specific requirements concerning appropriate dress will be determined by each instructor and communicated to the students on the first day of class.

Living and Housing Costs

There is no on-campus or dormitory housing. However, the College is situated in an area that has ample rentals available at a reasonable cost. Students desiring to establish shared housing may contact the business office. The College bears no responsibility in finding or assisting a student in locating housing.

Placement Assistance

Known vacancies in the fields of Oriental Bodywork and Oriental Medicine are posted in the administrative offices and on classroom information boards. Occasionally the College is contacted in search of candidates for employment. While KCCM may provide placement assistance or may contract with graduates for temporary placement, KCCM does not make a guarantee of employment.