

# Chi Institute

of Traditional Chinese Veterinary Medicine

MS-TCVM Program Course Catalog  
January 1<sup>st</sup> 2019 through December 31<sup>st</sup> 2019



Chi Institute of  
Traditional Chinese  
Veterinary Medicine  
9650 W Hwy 318  
Reddick, FL 32686  
(800) 860 1543



## GOVERNANCE

The Chi Institute of Traditional Chinese Veterinary Medicine was established in 1998 in Reddick, Florida. It is a privately owned S corporation governed by the state of Florida. Chi Institute of Traditional Chinese Veterinary Medicine is wholly owned by Huisheng Xie and Yanru Zhao.

## BOARD OF DIRECTORS

Huisheng Xie, DVM, PhD, Chairman of the Board,  
(President/Chief Academic Officer/Faculty)  
Yanru Zhao, MS (Chief Financial Officer)  
Zhen Zhao, MS, ME (Campus Director/Chief  
Executive Officer)

## MS-TCVM PROGRAM COMMITTEE

Program Director: Huisheng Xie, DVM, PhD  
The Program Director is responsible for forming an MS-TCVM Program Committee, which consists of one member of the Chi Institute of Traditional Chinese Veterinary Medicine administration and three faculty members.

Deng-Shan Shiau, PhD (Chairman)  
Huisheng Xie, DVM, PhD  
Greg Todd, DVM, CVA  
Lisa Trevisanello, Dr.Med.Vet., CVA

## HOURS OF OPERATION

Administrative Office Hours: The campus is generally open from 7:30 a.m. to 7:30 p.m. on in-residence class days, and 9:00 a.m. through 5:30 p.m. on days when no classes are in session.  
Faculty Availability: Faculty office hours are designated on the course syllabi

## ADVISORY BOARD

The Advisory Council includes members not otherwise employed or contracted at the institution, consisting of practitioners and employers in the field for which the program prepares students. Chi convenes an Advisory Council meeting at least annually to provide advice on the current level of skills, knowledge, and abilities individuals need for entry into the occupation. The Advisory Council provides recommendations on the adequacy of educational program outcomes, curricula, and course materials.

Name:	Title:
Dr. Nancy Scanlan	DVM, MS, Executive Director of the American Holistic Veterinary Association Foundation (AHVMF)
Dr. Patricia Baley	DVM, PhD, Board of Directors and Member of American Academy of Veterinary Acupuncture (AAVA)
Dr. Mushtaq Memon	DVM, PhD, Diplomate of the American College of Theriogenologists, Executive Director of the World Association of Traditional Chinese Veterinary Medicine (WATCVM)
Jamie Morley, PhD	Distance Learning Specialist

## ADMINISTRATION AND STAFF

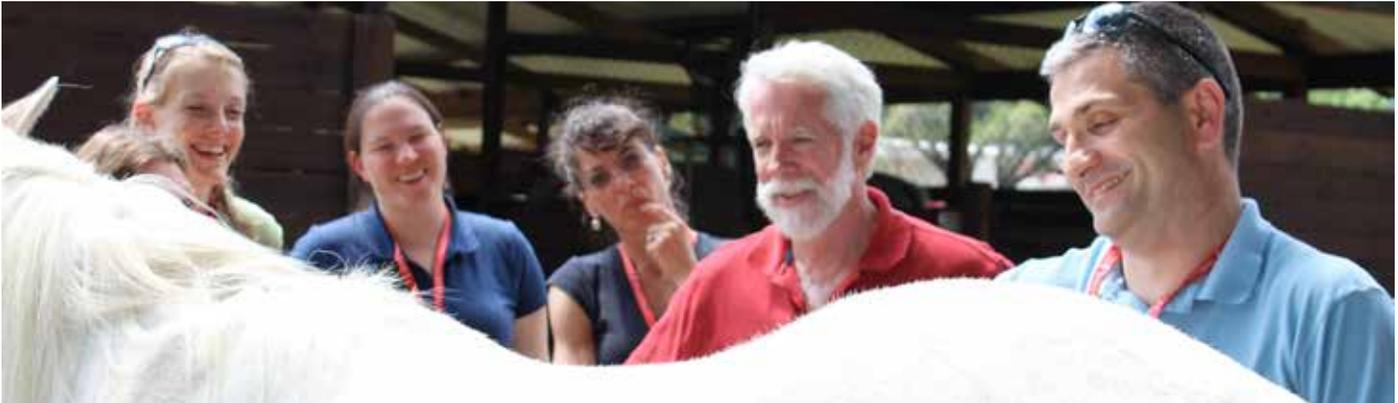
President/Chief Academic Officer/Faculty: Huisheng Xie, DVM, PhD  
Chief Financial Officer: Yanru Zhao, MS  
Campus Director/Chief Executive Officer: Zhen Zhao, MS, ME  
MS Program Registrar/Admissions and Student Services/Career Services: Emma Sample, BS  
Academic Director/Administrative Director: Lisa Trevisanello, Dr.Med.Vet., CVA, Committee Chair of Institutional Animal Care and Use Committee (IACUC)  
IT Specialist: Guojun He, MS, PhD  
Financial Controller: Yihui Lee, MS  
Marketing and PR Specialist: Autumn Fruchtman, BA

1	Governance Board of Directors MS-TCVM Program Committee Hours of Operation Advisory Board Administration and Staff	15	<b>GENERAL POLICIES</b> Student Code of Conduct and Responsibility Student Attire Procedure for Appealing Disciplinary Actions Grievance Policy Campus Security Policy Anti-Hazing Policy Smoking Policy Weapons Policy Non-Discrimination Policy Americans With Disabilities Act (ADA) Plagiarism Prevention Sexual Harassment Policy Drug and Alcohol Abuse Prevention Statement Intellectual Property Policy Student Integrity and Academic Honesty Policy
2	TABLE OF CONTENTS		
3	<b>ABOUT THE CHI INSTITUTE OF TRADITIONAL CHINESE VETERINARY MEDICINE</b> Mission Vision Institutional Goals and Outcome About Us		
4	<b>TRADITIONAL CHINESE VETERINARY MEDICINE PROGRAM (MASTERS) (MS-TCVM)</b> Introduction Program Outcomes	19	<b>ACADEMIC &amp; REGISTRATION POLICIES</b> Non-Degree Seeking Course Enrollment Course Registration Policy Definition of Units of Credit Transferability of Credits Grading System and Progress Reports Proctored Exams Course Repetitions Incompletes & Failures Academic Year Satisfactory Academic Progress Policy Appeal of Grades Leave of Absence (LOA) Inactive Status Policy Withdrawal Cancellation of Courses and Programs Dismissal Policy Class Schedules Attendance Policy Auditing of Courses Academic Records Transcripts Family Educational Rights and Privacy Act (FERPA) President's List
5	MS-TCVM ACADEMICS List of MS-TCVM Courses Program Description Description of Program Courses		
9	MS-TCVM ADMISSIONS Policies International Applicants Conditional Admission Chi CE Student Tuition Discount Application Procedure State Authorization Enrollment Agreement Verification of Student Identity Admissions Acceptance and Denial Master's Graduation Requirements Master's Graduation Ceremony		
12	<b>TUITION &amp; FEES</b> In-residence Cost Lodging Food Payment Past Due Accounts Cancellations Master's Refund Policy	26	<b>STUDENT SERVICES</b> Career Placement Assistance Academic Advising Support Services Tutoring Services Online Courses: Tutoring and Management Online Platform



Course Material  
Technology Requirements  
Online Technical Support  
Online Academic Support  
Hybrid and Online  
Assessment  
Online Learning Resources  
Familiarity with Regulations

29 | FACILITIES, LIBRARY & EQUIPMENT  
FACULTY  
32 | SEMESTER SCHEDULE  
33 | 2019 ACADEMIC CALENDAR  
HOLIDAY CALENDAR  
ESTIMATED PRICE BREAKDOWN  
CONTACT



ABOUT

## ABOUT THE CHI INSTITUTE OF TRADITIONAL CHINESE VETERINARY MEDICINE

### MISSION STATEMENT

Chi Institute is dedicated to providing quality education to veterinarians and active veterinary students in Traditional Chinese Veterinary Medicine (TCVM) and other Integrative Veterinary Medicine modalities through distance learning and on-site lab practice to meet the needs of the global veterinary community.

### VISION

We will provide a transformative educational experience for our students, create and communicate knowledge that changes veterinary practice, and pursue excellence in all our endeavors.

### INSTITUTIONAL GOALS AND OUTCOME

Chi Institute seeks to achieve its mission through the following outcome:

To equip veterinarians and veterinary students with the knowledge, skills, and abilities to advance TCVM and other Integrative Veterinary Medicine modalities throughout the world.

### ABOUT US

The Chi Institute of Traditional Chinese Veterinary Medicine has been a continuing education (CE) provider that is approved by the state of Florida and the American Association of Veterinary State Board's Registry of Approved Continuing Education (RACE) for the majority of courses offered since 1998\*. Over 7,000 veterinarians from 72 countries have completed CE unit coursework at the Chi Institute of Traditional Chinese Veterinary Medicine. Peaceful surroundings encompass the 90-acre farm campus which is located near the city of Ocala in Marion County, Florida, which is nicknamed the Horse Capital of the World.

\*Continuing education course work is not under the jurisdiction of the Commission for Independent Education.





## TRADITIONAL CHINESE VETERINARY MEDICINE PROGRAM (MASTERS) (MS-TCVM)

### INTRODUCTION

Although the terms Chinese Medicine and acupuncture have been used interchangeably in the West, acupuncture is actually only one modality or “branch” of Traditional Chinese Medicine (TCM) and Traditional Chinese Veterinary Medicine (TCVM). There are actually 4 branches of TCVM, which include: 1) acupuncture; 2) Chinese herbal medicine; 3) food therapy; 4) *Tui-na*. The practice of *Qi-gong*, a form of Chinese meditative exercise, is a 5th branch included in TCM, but is excluded from TCVM, because only humans can perform it.

TCVM is often viewed as a form of complementary therapy and works best when used in conjunction with Western Veterinary Medicine (WVM). TCVM treatments may also be effective in disorders that have little or no response to WVM treatments. Both TCVM and WVM have their own strengths and weaknesses.

TCVM is a holistic approach that is useful in assessing the well-being of the whole patient and all organ systems. TCVM treatments are mainly non-invasive and have few adverse side effects, but may require longer treatment times than WVM. Further, TCVM lacks diagnostic tests used in WVM that confirm a conventional diagnosis or identify specific disease-causing organisms, like pathogenic bacteria or viruses. TCVM treatments are better suited for chronic conditions rather than acute ones. On the other hand, WVM utilizes the tools of current science to diagnose disease with great precision, and conventional drugs and procedures provide powerful and fast acting results. However, WVM focuses on a specific diagnosis and does not always consider the

disease effects on other organs in the body or the underlying cause that made the animal susceptible to the disease in the first place. The pharmaceutical drugs administered in WVM usually only treat the clinical signs and superficial manifestation of the disease and most have adverse side effects on other organs of the body.

The integration of WVM and TCVM in the treatment of disease addresses the manifestation and underlying causes of disease and often results in the most complete disease resolution and less adverse side effects from western medications and interventions.

### PROGRAM OUTCOMES

The MS-TCVM program is designed for veterinarians and veterinary students with a bachelor’s degree who would like to pursue an integrative diagnostic and treatment approach to enhance the medical care of animals. The outcomes of the MS-TCVM are to:

1. Create and apply a veterinary acupuncture treatment plan for individual animals
2. Develop a Traditional Chinese Veterinary Medicine diagnosis and herbal treatment for individual animals
3. Develop a Traditional Chinese Veterinary food therapy plan for individual animals
4. Develop a Traditional Chinese Veterinary *Tui-na* therapy plan for individual animals
5. Master Traditional Chinese Veterinary Medicine through research.

In the state of Florida, only licensed veterinarians can perform acupuncture on animals. The Traditional Chinese Veterinary Medicine Program (Masters) does not qualify a graduate of the program to perform veterinary acupuncture without the appropriate licensure to engage in the practice of veterinary medicine in Florida.



# MS-TCVM ACADEMICS

Item		Credit Hours	Tuition and Fee	Available Online	Hybrid*
Application fee			\$120		
Required Core Courses					
MS0110	Veterinary Acupuncture Level 1	3.5	\$2505		X
MS0120	Veterinary Acupuncture Level 2	2	\$925	X	
MS0130	Veterinary Acupuncture Level 3	3.5	\$2,960		X
MS0200	Research Methods in TCVM	2	\$750	X	
MS0205	Chinese Herbal Fundamental Knowledge	1	\$375	X	
MS0210	TCVM for Respiratory and Cardiovascular Disease	2	\$795	X	X
MS0220	TCVM for Gastrointestinal Diseases	2	\$795	X	X
MS0230	TCVM for Hepatic and Endocrine Diseases	2	\$795	X	X
MS0240	TCVM for Geriatric, Urinary and Reproductive Diseases	2	\$795	X	X
MS0250	TCVM for Dermatological, Immune-mediated and Neoplastic Diseases	2	\$795	X	X
MS0310	Veterinary Food Therapy	1.5	\$1,300	X	X
MS0330	Veterinary <i>Tui-na</i>	1.5	\$1,400		X
MS0501	Master's Thesis part 1	3	\$1,125	X	
MS0502	Master's Thesis part 2	3	\$1,125	X	
Elective Courses					
MS0270	TCVM Palliative and End-of-Life	3	\$1,725	X	
MS0350	Advanced Veterinary <i>Tui-na</i> : Refinement	1	\$1,100		X
MS0361	TCVM Diagnostics, Classical Points and Advanced Techniques: Canine	1.5	\$1,300		X
MS0362	TCVM Diagnostics, Classical Points and Advanced Techniques: Equine	1.5	\$1,300		X
MS0010	Evidence-based Veterinary Acupuncture	1.5	\$900	X	
MS0020	Integrative Approach to Neurological Disorders	2	\$750	X	
MS0401	TCVM Ophthalmology	1	\$550	X	
MS0412	Business Management for an Integrative Veterinary Clinic	1	\$400	X	
MS0411	TCVM Clerkship (45 hr internship)	1	\$375		
Non-refundable Graduate and Diploma Fee			\$300		

Satisfactory completion of all core courses is required for the MS-TCVM program. Satisfactory completion of the Master's Thesis courses (6 credit hours total) in combination with 5 credit hours of electives is required for the MS-TCVM program.

Please refer to [www.TCVM.com](http://www.TCVM.com) for scheduled time and location of each course.

Note that some courses are offered partially or completely online.

\*Hybrid courses contain both online and on-site portions.

Calculated total (estimate):

Tuition & Fees \$19,810.00

Books & Supplies + \$2,195.25

Total Program Cost \$22,005.25



## PROGRAM DESCRIPTION

The main courses of the MS-TCVM program include studies in fundamental principles of TCVM, acupuncture points and techniques, Chinese herbal materia medica and formulations, food therapy, and *Tui-na* (Chinese medical manipulation). The courses are designed to give the student the opportunity to master unique diagnostic skills. These include tongue and pulse diagnosis, the ability to integrate the conventional tests and to acquire the in-depth knowledge required to successfully and efficiently apply acupuncture, herbal medicine, *Tui-na*, and/or food therapy in daily clinical cases in dogs, cats, horses and exotic animals.

MS-TCVM students are encouraged to complete the program within 5 years. The degree requires the completion of all core courses including the Master's Thesis courses (31 semester credit hours) and the completion of a minimum of 5 credit hours of elective courses, totaling 36 semester credit hours. Students may choose any elective courses. All students will be required to maintain a cumulative grade point average (CGPA) of no less than 3.0 to earn a master's degree. Classes will take place either on-site at the campus in Reddick, Fl, online or both. All courses in the MS-TCVM program will require students to complete weekly assignments.

## DESCRIPTION OF PROGRAM COURSES

### **MS0110 Veterinary Acupuncture: Level 1**

(3.5 semester credit hours) *hybrid*

This course discusses the fundamental principles of TCVM including *Yin-yang*, Eight Principles, Five Elements and *Zang-fu* physiology and pathology. Scientific basis of acupuncture and research data are discussed as well as real-world implementation of acupuncture clinical usage including pain management, lameness, musculoskeletal disorders and osteoarthritis. Acupuncture points and techniques including dry-needling and aquapuncture are also discussed. A hands-on wet lab will be provided during the on-site portion of the class in Reddick, Fl.

### **MS0120 Veterinary Acupuncture: Level 2**

(2 semester credit hours) *online*

This course discusses in-depth traditional Chinese veterinary medical theories including *Jing*, *Qi*, *Shen*, Body Fluids and Blood. The unique TCVM diagnosis including tongue and pulse, Eight

Extraordinary Channels and etiology and pathology are also discussed. The course provides tools and techniques on how to make a sound TCM diagnosis. (Prerequisite or co-requisite: MS0110)

### **MS0130 Veterinary Acupuncture: Level 3**

(3.5 semester credit hours) *hybrid*

This course reviews not only the advanced acupuncture techniques including electro-acupuncture and moxibustion, but also how to approach internal medical diseases using the traditional Chinese medical modality. The material in the class introduces case examples showing how to put everything together in order to diagnose and treat liver and renal diseases, behavior and skin problems, as well as gastrointestinal, cardiovascular, and respiratory disorders. Students learn a systematic approach to the principles and practices of TCVM. Emphasis is placed on clinical application in all aspects of Five Element disorders and reproductive and endocrine diseases. Students are taught management of real-world clinical cases, tools and methods of how to promote TCVM and integrate it into daily practice. (Prerequisite or co-requisite: MS0110, MS0120)

### **MS0200 Research Methods in TCVM**

(2 semester credit hours) *online*

This course is designed to enhance a student's ability to design and conduct research. A research project can be an experimental study or an observational study that requires a hypothesis, an, a research plan, data collection, analysis and interpretation, and preparation of a manuscript for publication in a scientific journal. In this class, students should identify a research question of interest and design an appropriate study, prepare and submit a research protocol for evaluation and feedback and prepare a manuscript suitable for peer review and publication in a scientific journal.

### **MS0210 TCVM for Respiratory and Cardiovascular Diseases** (2 semester credit hours) *hybrid or online*

This course reviews not only the individual Chinese herbals and formulas, but also the in-depth knowledge of the TCM Lung and Heart physiology and pathology. The material in this class introduces how to use TCVM to diagnose and treat respiratory diseases including rhinitis, sinusitis, nasal bleeding, congestion and discharge, laryngitis, bronchitis, pneumonia, asthma, and cardiovascular diseases. Congestive heart failure, hypertension and cardiac





arrhythmia are also covered. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (Prerequisite or co-requisite: MS0205)

**MS0220 TCVM for Gastrointestinal Diseases**  
(2 semester credit hours) *hybrid or online*

This course provides an overview of Spleen physiology, pathology, and the importance of the Earth Element to the Chinese herbal medical practice, as well as an overview of the top 30 individual Chinese herbals and formulas. Topics include the TCVM approach to gastrointestinal diseases including stomatitis, gingivitis, gastric ulcer, inflammatory bowel disease, anorexia, vomiting, diarrhea, abdominal pain and colic, constipation and impaction, and obesity. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (Prerequisite MS0205)

**MS0230 TCVM for Hepatic and Endocrine Diseases**  
(2 semester credit hours) *hybrid or online*

This course reviews not only the individual Chinese herbals and formulas, but also the in-depth knowledge of the traditional Chinese medical Liver physiology and pathology. The course provides a systematic approach to endocrine diseases including diabetes mellitus, Cushing's disease, hypo- and hyperthyroidism, cholangitis, jaundice, ascites, hepatitis, hepatomegaly, liver abscesses, ophthalmic disease, and seizure disorders. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (Prerequisite or co-requisite: MS0205)

**MS0240 TCVM for Geriatric, Urinary and Reproductive Diseases**  
(2 semester credit hours) *hybrid or online*

In this course, students learn to identify, detect, investigate, and prevent Water Element Disorders including *Bi*, *Lin* and *Wei* Syndromes. Other topics include how to use the TCVM approach to geriatric diseases, osteoarthritis, disc disease, nephritis, cystitis, renal failure, ear problems, urinary and

reproductive disorders. Case examples are provided to ensure an understanding of TCVM Kidney physiology and pathology. This course includes TCVM sports medicine discussions. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (Prerequisite or co-requisite: MS0205)

**MS0250 TCVM for Dermatological, Immune-mediated and Neoplastic Diseases**  
(2 semester credit hours) *hybrid or online*

This course provides students with an opportunity to review the TCVM perspective of dermatology, immunology and oncology. In this class, students should learn both oral medication and topical application of individual herbals and formulations and how to use TCVM to diagnose and treat these disorders including hypersensitivity, pruritus, eruptions, eczema, allergic dermatitis, pemphigus and lupus, autoimmune diseases, immunodeficiency diseases, and cancers/tumors in dogs, cats and horses. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (Prerequisite or co-requisite: MS0205)

**MS0310 Veterinary Food Therapy**  
(1.5 semester credit hours) *hybrid or online*

Food therapy is the practice of healing using natural foods along with or instead of herbal medications. This course focuses on the most relevant facets of how to use TCVM to understand and use foods in the treatment of animals. Hands-on labs are provided for hybrid students in Reddick, Fl and video recordings of labs are provided for online students, the students gain additional practice in preparation and cooking of each recipe that is designed for a specific medical condition. Clinical case studies help students see the impact of food therapy on skin diseases and cancer. In this course, students should learn and master the basic theory and principles of food therapy, learn and grasp the simple recipes for veterinarians and their patients and be able to assign "homework" to the pet owners to implement food therapy on their pets.



**MS0330 Veterinary Tui-na**  
(1.5 semester credit hours) *hybrid*

*Tui-na* is Chinese manual therapy used for preventing and treating disease. With the intensive hands-on labs (on-site in Reddick, Fl), students are provided with an opportunity to train their hands to effectively manipulate using over 30 techniques. The focus is on both quality (evenness and softness) and quantity (duration and force) of each *Tui-na* technique. The ability to use hands to diagnose and treat clinical conditions is emphasized in order to accommodate an animal that may have an acupuncture needle phobia. The practice of *Tui-na* enhances the students TCVM diagnostic skills which is an added benefit. Simple, daily take-home techniques for the caregivers are also discussed.

**MS0205 Chinese Herbal Fundamental Knowledge**  
(1 semester credit hour) *online*

This course discusses the history, origin, development, safety, toxicity and quality control of Chinese herbal medicine. Students will learn the scientific basis of Chinese herbal medicine and research data, as well as general indications and contraindications of Chinese herbal medicines.

**MS0270 TCVM Palliative and End-of-Life**  
(3 semester credit hour) *online*

The TCVM Palliative and End-of-Life Course introduces palliative and end-of-life care as a recognized field of veterinary medicine. Integration of palliative and end-of-life care with TCVM will give the veterinary professional more options to treat the clinical signs of disease to preserve a longer and better quality of life in pets struggling with aging, chronic and life limiting illnesses. (Pre-requisite: MS0130 or MS0205 or MS0310)

**MS0350 Advanced Veterinary Tui-na: Refinement**  
(1 semester credit hour) *hybrid*

The Advanced *Tui-na: Refinement* course builds on the foundation laid down during the Veterinary *Tui-na* course (MS0330). Whereas in the Veterinary *Tui-na* course the emphasis was placed on developing one's basic skills and practicing all of the 21 fundamental *Tui-na* techniques, the focus of this advanced course is for the student to be able to hone his/her technique. The Veterinary *Tui-na* course focused on acquiring a fundamental skill set and knowledge base mainly focusing on understanding quantity, (duration and force) of the techniques. This Advanced *Tui-na: Refinement* course has a

different focus. Because the student has already learned the basics and about quantity, this course is able to apply its focus to quality; the ability to diagnose and treat with touch. Quality also implies evenness and softness of technique, as well as the ability to seamlessly integrate the 21 otherwise separate *Tui-na* techniques. These refined skills are what help to separate novices from experts in the field of veterinary *Tui-na*. (Prerequisite: MS0330)

**MS0361 TCVM Diagnostics, Classical Points and Advanced Techniques: Canine**

(1.5 semester credit hours) *hybrid*

This course covers three of the most important TCVM studies: TCVM Diagnosis, Classical Acupoints and Advanced Acupuncture Techniques. This course focuses on the canine species and provides advanced acupuncture methods including auricular and scalp acupuncture and gold implantation. In any medical system, effective treatment of disease hinges upon an accurate and complete diagnosis. With real clinical cases, the students are provided with intensive hands-on experience on-site in Reddick, Fl and therefore, gain full confidence in making a sound TCVM diagnosis. Locations and usage of additional classical canine acupuncture points are also discussed. (Prerequisite or co-requisite: MS0110, MS0120, MS0130)

**MS0362 TCVM Diagnostics, Classical Points and Advanced Techniques: Equine**

(1.5 semester credit hours) *hybrid*

This course is similar to MS0361, which covers three of the most important TCVM studies: TCVM Diagnosis, Classical Acupoints and Advanced Acupuncture Techniques; however, this course focuses on equine species. The class provides advanced acupuncture methods including auricular acupuncture, scalp acupuncture and gold implantation. In any medical system, effective treatment of disease hinges upon an accurate and complete diagnosis. With real clinical cases, the students are provided with intensive hands-on experience on-site in Reddick, Fl and therefore, gain full confidence to make a sound TCVM diagnosis. Locations and usage of additional classical equine acupuncture points are also discussed. (Prerequisite or co-requisite: MS0110, MS0120, MS0130)

**MS0010 Evidence-Based Veterinary Acupuncture**  
(1.5 semester credit hours) *online*

This course provides an overview of scientific research



data on acupuncture. Topics of evidence-based clinical application of acupuncture include: acupuncture for renal and urinary tract infections, lameness, respiratory diseases, gastrointestinal and neurological disorders, and pain management. Discussion of trigger points, their clinical applications, general indications and contraindications of veterinary acupuncture are included.

### **MS0020 Integrative Approach to Neurological Disorders** (2 semester credit hours) *online*

Conventional veterinary medicine and TCVM differ in their approach to the diagnosis and treatment of neurological diseases. However, when integrated, these two medical paradigms can lead to a deeper understanding of dysfunction and more effective therapeutic options for neurological patients. The course offers students an opportunity to understand the methods of evaluation of the neurological patient (both small animal and equine), and also diagnosing and treating the following conditions: seizure and epilepsy, cranial nerve disorders, degenerative neurological disorders, spinal cord disorders, cognitive dysfunction syndrome, meningoencephalitis and encephalitis, head trauma and peripheral nerve damage.

### **MS0401 TCVM Ophthalmology** (1 semester credit hour) *online*

This course discusses the TCVM fundamental principles of eyes, and etiology and pathology of ocular diseases. Students will learn the pattern diagnosis, acupuncture and herbal medicine of corneal diseases, uveitis, conjunctivitis, glaucoma, cataracts and other eye disorders. (Prerequisite: MS0110, MS0205)

### **MS0412 Business Management for an Integrative Veterinary Clinic**

(1 semester credit hour) *online*

This course will cover basic business and management practices in operating an integrative veterinary practice. The goal is to prepare students to understand the products and services that his or her practice produces, how to manage client relationships, finances, employee management, marketing, organization and other key concepts in operating an integrative practice.

### **MS0411 TCVM Clerkship** (1 semester credit hours)

Students gain practical knowledge in real-world application through this 45 hour internship. Students are required to complete at least two on-site sessions

so that they have a functional understanding of what they will observe. Students may choose any certified veterinary acupuncturist to shadow for 45 documented hours. CVAs in the state of Florida can be found by consulting the Chi Institute practitioner directory. Students may choose any willing faculty member to complete their hours with. (Prerequisite or co-requisite: MS0110, MS0120, MS0130)

### **MS0501-MS0502 Master's Thesis part 1 and part 2** (6 semester credit hours total) *online*

This course provides students with an overview of practical and concrete information about preparing the master's thesis and manuscript for publication taught over two semesters. In this class students should identify the research area that students are interested in, learn how to use the library and other necessary resources to search for relevant research papers, learn data analysis and interpretation, and learn how to write the thesis and a peer-review publication. (Prerequisite: MS0200, Part 1 must be taken before part 2) The MS-TCVM Program Committee will coordinate with enrolled students on forming a Supervisory Committee, which will consist of three members. The first two members must be the Chi Institute Faculty. The third member can be Chi Institute Faculty or external expert on the Thesis topic of the students choosing. A student's Thesis must be approved by all three supervisory committee members before she or he graduates.

## MS-TCVM ADMISSIONS

### POLICIES

Veterinarians and current veterinary students, who have completed at least a minimum of 10 credit hours at a college of veterinary medicine, are eligible to apply to the MS-TCVM. Applicants to the MS-TCVM program must provide the following documents:

1. Official transcripts of your earned Doctor of Veterinary Medicine (DVM) or equivalent, or official transcripts of your earned bachelor's degree and a copy of your current veterinary school identification; Veterinary students must also submit their veterinary school official transcripts as proof of enrollment;
2. One letter of recommendation from a former professor, peer, or employer;
3. Copy of your driver's license (or passport).
4. The completed application form;
5. \$70 required application fee and \$50 program registration fee.

Chi Institute reviews applicants' admissions





documents to determine whether collectively, if enrolled, students are a good fit for the master's degree program and align with their academic goals. Following a comprehensive review, applicants are notified whether they are accepted into the degree program.

### INTERNATIONAL APPLICANTS

International applicants for whom English is a secondary language must demonstrate competency in written and spoken English, as evidenced by a score of at least 530 on the TOEFL (paper-based test) or 71 on the internet-based test (iBT), passing a recognized international equivalent exam, a minimum of 6.5 on the International English Language Test (IELTS), or a 50 on the Pearson Test of English Academic Score Report.

An international applicant may be exempt if

1. the applicant has earned a bachelor's degree or higher from an institution in an English-speaking country, or
2. if the applicant is a citizen of an English-speaking country.

International students, whose transcripts are not in English, are also required to have their transcripts translated and evaluated by an NACES recognized firm prior to submission

### CONDITIONAL ADMISSION

Students applying for admission to the master's program may be conditionally admitted if all the required documentation has been received, except for official transcript. Students admitted under a conditional status may register for courses in their initial term of admission only not to exceed 12 credit hours. Students must submit all missing documents to complete their application prior to the end of the first term or they will be withdrawn and no MS credit will be given. To register for subsequent terms, students must be unconditionally admitted to the graduate program. Students conditionally accepted

are not eligible for any form of financial assistance, and students withdrawn for failure to supply required documents are responsible for all tuition and fees costs.

### CHI CE STUDENT TUITION DISCOUNT

Chi Institute offers a Chi CE Student Tuition Discount to students who have completed CE courses at the Institute that correspond in content to the master's program courses. Students who enroll in the master's program will be required to complete these master's level courses, but the tuition for the course(s) will be discounted by the amount the student previously paid for the CE course version(s) for up to 18 MS credits. The discount amount for each course will be applied in the term the course is charged and scheduled to be completed

Chi Institute Course	CE	MS
Acupuncture <ul style="list-style-type: none"> <li>• Small Animal</li> <li>• Equine</li> <li>• Mixed Practice</li> </ul>	X	X
Chinese Herbal Fundamental Knowledge	X	X
Herbal Medicine <ul style="list-style-type: none"> <li>• Resp</li> <li>• Gastro</li> <li>• Liver</li> <li>• Kidney</li> <li>• Derm</li> </ul>	X	X
Food Therapy	X	X
<i>Tui-na</i>	X	X
Advanced <i>Tui-na</i> : Refinement	X	X
TCVM Advanced Diagnostics, Classical Points and Advanced Acupuncture <ul style="list-style-type: none"> <li>• Canine</li> <li>• Equine</li> </ul>	X	X
Business Management	X	X
Integrative Neurology	X	X
Ophthalmology	X	X
Evidence Based Acupuncture	X	X

### APPLICATION PROCEDURE

In order to apply to the Chi Institute of Traditional Chinese Veterinary Medicine for entry into the



MS-TCVM program, prospective students should complete an application form and send or bring the form along with all required documentation and attachments as listed above to:

Admissions Department  
Chi Institute  
9650 W Hwy 318  
Reddick, Florida 32686

Applications submitted via email are also accepted. If a candidate would like to interview the school, she or he should call the Admissions Department at 1-800-860-1543 to schedule an appointment. In addition to a campus tour, appointments with faculty members and class visits may be arranged.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, nationality, sexual orientation or veterans' status. The Chi Institute of Traditional Chinese Veterinary Medicine also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

#### STATE AUTHORIZATION

As an institution of higher learning, Chi Institute of Traditional Chinese Veterinary Medicine is required to comply with all federal and state regulations regarding distance education. If you have any questions regarding the status of state authorization in your home state or your eligibility for enrollment please contact the Chi Institute MS-TCVM Registrar's office via email ([master@tcvm.com](mailto:master@tcvm.com)) or phone (1-800-860-1543).

At this time, Chi Institute only accepts enrollment applications from residents of foreign countries and the following US domestic states:

- California
- Colorado
- Florida
- Indiana
- Louisiana
- New Jersey
- North Carolina
- South Carolina
- Tennessee
- Texas
- Washington
- Wisconsin

#### ENROLLMENT AGREEMENT

Students enrolling in the MS-TCVM program will

receive and execute an Enrollment Agreement stating the estimated total tuition, fees, and the estimated cost of books and supplies for the program. Students who withdraw from the program and decide to return within 6 months may re-enter the program under the same terms of their previous enrollment agreement. Students who choose to re-enter the program more than 6 months following a withdrawal will receive a new enrollment agreement with the estimated tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

#### VERIFICATION OF STUDENT IDENTITY

As the Chi Institute of Traditional Chinese Veterinary Medicine offers a hybrid program, a student's identity is verified when the student is on campus on an as-needed basis by review of a government issued identification (ex: driver's license, passport); therefore, students are expected to keep identification on them at all times while on campus. Student identity is verified for online work when the student enters their unique login and password information as required to access the portal. Specific online exams are proctored by Proctorio, an automated online service. Proctorio also validates students' identities throughout enrollment. Students are directed to complete the exam from the LMS portal. More information and technical support can be found at <https://proctorio.com/support>.

#### ADMISSION ACCEPTANCE AND DENIAL

The Institute will inform applicants in writing if they have been accepted for admission. The Institute will also communicate to the applicant and documents the basis for any denial of admission.

#### MASTER'S GRADUATION REQUIREMENTS

In order to earn the MS-TCVM degree from the Chi Institute of Traditional Chinese Veterinary Medicine, students must have completed all 25 credit hours of the core courses and the Master's Thesis courses with 5 credit hours of elective courses. Students must have earned a minimum of a 3.00 cumulative grade point average for all courses they have completed at the Chi Institute of Traditional Chinese Veterinary Medicine and maintain satisfactory academic progress, as further explained within the SAP section of this catalog. Students must complete all credit to be earned through examination and transfer prior to the beginning of the student's last semester in school.



All incomplete grades earned in the final semester of study must be cleared by the end of the sixth week of the following semester.

Students seeking the MS-TCVM must complete, submit and have a thesis approved by the MS-TCVM Program Committee in addition to completing the five elective credit hours.

Failure to complete all requirements for graduation may postpone a student's graduation date until the end of the following semester. Graduates must fulfill all financial obligations before the Chi Institute of Traditional Chinese Veterinary Medicine degree can be awarded. These obligations include payment of all tuition charges, graduation fees and other expenses.

#### MASTER'S GRADUATION CEREMONY

Graduation ceremonies are held once each year. All students completing their coursework since the last graduation ceremony are included in the graduating class of that year.

#### TUITION & FEES

Students enrolled in the MS-TCVM program should expect to pay, in tuition and fees approximately \$19,810 and \$2,195.25 for textbooks and supplies, (tax included) totaling \$22,005.25. Textbooks can be purchased from the school bookstore or through online or local retailers. However, additional fees may be assessed as laid out below:

1. A \$25 non-refundable fee will apply to all payments of tuition made via wire transfer.
2. Students who register for a class within 30 days of the start of the semester (after the payment due date has passed), a \$50 non-refundable late fee per class will apply.
3. Students may be eligible to earn certification in the below modalities, at their own expense, should they choose to do so. The optional cost of certification once all requirements have been met (more information about the requirements of each can be found on the website at [www.tcvm.com](http://www.tcvm.com)) is \$150 per certification. Payment of this fee includes a formal certificate shipped to your preferred address, as well as being listed as certified in the respective modality on the online TCVM Practitioner Directory for client search on the Chi Institute website. Each additional certificate copy requires a \$15 reprint fee. Certifications also have minimum exam score requirements, which

may require exam retakes in order to qualify. The cost per exam retake is between \$100 and \$150, depending on the exam. Exam retakes will not affect the student's score in the respective course. In certain cases, additional case reports may be accepted as extra credit. The fee per additional case report review is \$50.

- a. Certified Veterinary Acupuncturist (CVA)
  - b. Certified Veterinary Chinese Herbalist (CVCH)
  - c. Certified Veterinary *Tui-na* Practitioner (CVTP)
  - d. Certified Veterinary Food Therapist (CVFT)
4. Official Transcripts can be requested by the student for \$10 per copy.
  5. If a student withdraws from a course during the drop/add period, the student is responsible for returning any course material (if applicable) that was shipped to them within 3 weeks from the withdrawal date. If the materials are not received by the Chi Institute of Traditional Chinese Veterinary Medicine within 3 weeks, a non-refundable \$25 fee will apply.
  6. Students requesting expedited shipping of class materials must paid the additional cost of shipping. Note: All financial obligations to Chi Institute of Traditional Chinese Veterinary Medicine must be met prior to any degree, transcript or certificate being issued.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents





the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter

by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

#### IN-RESIDENCE COSTS

Classes that are listed as hybrids include an on-site component, also known as an “executive week.” Students must pay for and arrange their own travel and lodging during these on-campus sessions.

#### LODGING

There are numerous hotels in the surrounding area as well as the Chi Institute of Traditional Chinese Veterinary Medicine’s recommended lodging facilities. These recommended facilities may be shared with another student for an average estimated rate of \$40-\$50 per night. Most facilities are within 12 miles of the campus. Lodging recommendations can be found at [www.tcvm.com](http://www.tcvm.com).



## FOOD

The Chi Institute of Traditional Chinese Veterinary Medicine provides snacks and lunch for all of our students during each full class day, but will not be provided on half days, or outside of the scheduled class dates. We will provide lunch menu options for meat-eaters and vegetarians, but if students have any other dietary restrictions, they are encouraged to bring their own lunches and make use of our pantry, refrigerator and microwave if needed. Restaurant recommendations can be found at [www.tcvm.com](http://www.tcvm.com).

## PAYMENT

Payment is due 30 days prior to the start of each semester. If students register within 30 days of the start of the semester, payment will be due upon registration with a \$50 late fee applied (per class). Checks or money orders for all charges should be made payable to Chi Institute of Traditional Chinese Veterinary Medicine. Credit cards are also accepted. Wire transfers are accepted with a \$25 fee.

## PAST DUE ACCOUNTS

All student accounts are due and payable prior to the commencement of the semester in which the student is enrolled. Chi Institute regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent. Students may be withdrawn from their courses for failure to meet financial obligations. Students who have not cleared all financial obligations with the institute will not be considered in good standing. They will not be cleared for registration or graduation and will not receive grade reports, diplomas, or transcripts at the end of the semester.

## CANCELLATIONS

A student's notification of cancellation may be conveyed in any manner. A student has five (5) business days after signing an enrollment agreement or similar contractual document to cancel enrollment. Students who utilize the cancellation privilege will receive a full refund of all monies paid within 10 business days.

## MASTER'S REFUND POLICY

Students choosing to withdraw from the MS-TCVM program must notify the Chi Institute in any manner of their intent to withdraw. If the student withdraws

before the end of the one week drop/add period, the student will be refunded all tuition for that semester. The drop/add period ends one week (seven days) after the start of class. Any supplies or equipment, such as charts, needles and other educational supplies purchased from Chi Institute of Traditional Chinese Veterinary Medicine that are unused may be returned to the institution within 30 days of purchase for that semester and funds will be returned. If the student withdraws after the one week drop/add period, no refund will be issued. The Chi Institute of Traditional Chinese Veterinary Medicine permits its students to purchase textbooks directly from the publisher with the commensurate discount. The decision, therefore, as to whether a student can obtain refunds for books is dependent on arrangements made at the time of purchase between the student and publisher or book vendor. Tuition refunds will be made within 30 days of the date of termination of a student's enrollment or receipt of Cancellation Notice from student. Termination Date: In calculating the refund due to a student (the last date of actual attendance by the student) is used in the calculation unless earlier written notice is received.

A student will receive a total refund of tuition and fees if the student cancels his or her enrollment before beginning the semester, or withdraws from a course prior to the end of the one week drop/add period. Furthermore, tuition and fees will also be refunded in full for the current term under the following circumstances:

1. Courses or programs are canceled by the Chi Institute of Traditional Chinese Veterinary Medicine;
2. The student is called to military duty;
3. The documented death of the student or member of his or her immediate family (parent, child, spouse or sibling);
4. Illness of the student of such severity or duration, as documented in writing by a physician, where completion of the period of enrollment for which the student has been charged is precluded;
5. Exceptional circumstances with approval of the President of the Chi Institute of Traditional Chinese Veterinary Medicine or official designee.

All monies will be refunded if the school does not accept the applicant or if the student cancels within



five (5) business days after signing the enrollment agreement and making initial payment. Following the five (5) business days for cancellation, all admissions and optional service fees are non-refundable. A sample refund calculation can be found below:

Course tuition is based on the number of credit hours multiplied by the cost per credit hour (\$375) plus any applicable lab fees. If a student registers for MS0310 Food Therapy (1.5 Credit hours), tuition would be \$562.50 (\$375 x 1.5) plus \$737.50 in lab fees totaling \$1,300 due for the semester. If the student withdraws from the course, after paying tuition and prior to the end of the drop/add period, the student would be due a refund. In all cases where a student is due a refund the following calculation is performed: [(credit hour x cost per credit hour) +applicable lab fees] = refund amount. Based on the provided calculations, the student would be refunded a total of \$1300 and the institution would retain \$0

## GENERAL POLICIES

### STUDENT CODE OF CONDUCT & RESPONSIBILITY

Students must comply with the following obligations:

1. Attend classes regularly in accordance with the published attendance policy;
2. Prepare the work assigned to them as part of their courses;
3. Maintain a spirit of discipline and cooperation with the Chi Institute of Traditional Chinese Veterinary Medicine staff, faculty and administration so that all activities may be carried out in a regular and orderly manner inside the institute facilities, and treat the Chi Institute staff, students, peers and colleagues with respect;
4. Look after the Chi Institute of Traditional Chinese Veterinary Medicine's material assets, be the guardians and defenders of the propriety and dignity that must prevail as a rule in any institution of higher learning;
5. Comply with the Chi Institute of Traditional Chinese Veterinary Medicine's rules and policies. Academic misconduct includes: (a) cheating (using unauthorized materials, information or study aides in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's

academic performance or achievement); (b) assisting others in any such act; or (c) attempts to engage in such act. Misconduct warranting disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. Students who do not comply with the Chi Institute's obligations established in the preceding will be penalized, in accordance with the severity of their offense, with a reprimand, a temporary suspension, failing grade in a course or courses or expulsion from the Chi Institute of Traditional Chinese Veterinary Medicine. Students who violate local, state, or federal laws while enrolled in the Chi Institute may be subject to immediate dismissal.

### STUDENT ATTIRE

For the safety of the students, the Chi Institute of Traditional Chinese Veterinary Medicine requires all equine practitioners and those working with horses to wear sturdy, closed-toed shoes while with horses. Lectures are held inside our conference room. Small animal labs are held inside, while equine labs are held outside. Herbal and Mixed Animal labs are indoor/outdoor. It is suggested to protect yourself from the sun and frequent rainfall throughout the entire year with sunblock and umbrellas. For classes it is suggested to dress accordingly for the season.

Fall and winter: Weather in North Central Florida is generally mild. Mornings can begin in the 30s and increase to the 60s or 70s by noon. It is suggested to wear long pants and light winter attire. Leather boots are ideal for working around horses.

Spring and summer: Temperatures often reach the 90s with high humidity. It is suggested to wear shorts and cooler shirts for outdoor labs during this time. Barns are equipped with shade and fans.

### PROCEDURE FOR APPEALING DISCIPLINARY ACTIONS

All disciplinary decisions may be appealed in writing to the Campus Director within thirty (30) days of the decision to be appealed. Any sanction imposed as a result of misconduct by the Chi Institute of Traditional Chinese Veterinary Medicine will remain in effect during the process of the appeal. The Campus Director will meet with the student and make a recommendation to the Chi Institute President regarding the appeal. The decision of the President will be final.

### GRIEVANCE POLICY



School faculty and administration work with each student to resolve the issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts then the student may pursue a formal review by following the grievance procedure as follows: 1) Submit a formal complaint in writing (mailed to 9650 W. Highway 318, Reddick, FL 32686) or via email (master@tcvm.com) to a school official describing the basis of the complaint in sufficient detail to allow the Campus Director to begin an investigation; 2) The Campus Director, or a designee, will schedule an appointment with the student within three (3) working days to discuss the complaint; 3) The Campus Director will confirm the completion of the investigation with a written report of the disposition of the complaint emailed to the student within five (5) working days of meeting with the student; 4) If the student is not satisfied with the Campus Director's report as to the disposition of the complaint, the student may appeal the result in writing via email to the President within ten (10) working days. The appeal letter must include a copy of the disposition report and an explanation as to why the student is not satisfied with the outcome; 5) The President will review the disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student; 6) The President will provide both the student and the Campus Director with a written decision via email within ten (10) working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint; 7) Students not satisfied with the final disposition of the grievance process may contact:

Commission for Independent Education (FLCIE)  
325 W Gaines St, Suite 1414  
Tallahassee, Florida 32399  
[www.fldoe.org/cie/](http://www.fldoe.org/cie/) 850-245-3200

and/or

Distance Education Accrediting Commission  
1101 17th Street NW, Suite 808  
Washington, DC 20036  
202-234-5100  
[www.deac.org](http://www.deac.org)

Wisconsin students should contact:

Department of Safety and Professional Services-  
Educational Approval Program  
4822 Madison Yards Way  
PO Box 8366  
Madison, WI 53708-8366  
608-266-8065  
[DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)  
[https://dsps.wi.gov/Pages/Programs/  
EducationalApproval/](https://dsps.wi.gov/Pages/Programs/EducationalApproval/)

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

## CAMPUS SECURITY POLICY

Providing a safe campus environment for students and employees is of utmost importance to the Chi Institute of Traditional Chinese Veterinary Medicine. This is accomplished with the cooperation of the local authorities, administration, faculty, and student body. Administration, faculty and students are required to adhere to all local and state laws and ordinances, applicable federal laws and Chi Institute policy. All visitors to the campus must check in and sign in at the front desk. Security cameras are used and placed in strategic areas. The Chi Institute of Traditional Chinese Veterinary Medicine cooperates with law enforcement agencies to enforce all laws and Chi Institute of Traditional Chinese Veterinary Medicine personnel will contact the appropriate law enforcement agencies as necessary. The Chi Institute maintains an annual security report that contains information relating to campus security, crimes and emergencies, and statistics concerning the occurrence of specified types of crimes on and in certain areas around the campus. Campus crime statistics and a crime log are kept on file within the Administration Department and will be made available for review upon request. Further information about the Chi Institute's emergency response and notification procedures, and other campus security information can be obtained from the Campus Director.

## ANTI-HAZING POLICY

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of the Chi Institute of Traditional Chinese Veterinary Medicine. Hazing includes, but is not limited to, any brutality





of a physical nature, such as whipping, beating, and branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical or mental health or safety of the students. The Chi Institute's students and individuals representing the Chi Institute who work with students are prohibited from engaging in hazing activities. Individuals found guilty of violating this hazing policy will be subject to suspension or dismissal from the Chi Institute.

#### SMOKING POLICY

It is the policy of the Chi Institute of Traditional Chinese Veterinary Medicine to provide a smoke and tobacco free environment consistent with the Chi Institute's efforts to promote a campus setting conducive to learning and studying. As such, smoking is prohibited in and around the campus and campus building. It is the responsibility of all members of the Chi Institute of Traditional Chinese Veterinary Medicine staff and student body to observe this smoke free policy and to politely remind others of their equal responsibility with regard to this health, courtesy and fire safety issue.

#### WEAPONS POLICY

The Chi Institute of Traditional Chinese Veterinary Medicine takes threats of violence seriously. Any use or possession of weapons is prohibited on the Chi Institute campus. This includes knives, guns, martial arts weapons, or any other object that may be used as a weapon. A student who brings a weapon on campus is in violation of the Chi Institute of Traditional Chinese Veterinary Medicine's policy and will be immediately withdrawn from the Chi Institute of Traditional Chinese Veterinary Medicine.

#### NON-DISCRIMINATION POLICY

Chi Institute of Traditional Chinese Veterinary Medicine does not discriminate on the basis of race, color, national origin, sex, disability, or age in its

programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name: Mrs. Yanru Zhao, MS, Chief Financial Officer  
Address: Chi Institute of Traditional Chinese Veterinary Medicine  
9650 W Hwy 318, Reddick, FL 32686  
1-800-860-1543 ext. 104

#### AMERICANS WITH DISABILITIES ACT (ADA)

This Act (ADA) was enacted to extend to otherwise qualified individuals full access to all aspects of public accommodation, including education. The ADA prohibits discrimination on the basis of disability. The Chi Institute's facilities have been designed with accommodations for the physically disabled. The ADA is a positive piece of legislation and Chi Institute of Traditional Chinese Veterinary Medicine readily complies with all of its provisions. To prevent discrimination, educational services must:

1. Be provided in an "integrated setting" if possible;
2. Make "reasonable accommodations" unless a modification would result in an undue hardship to the institution or a fundamental alteration of the services provided;
3. Furnish auxiliary aids and services when necessary;
4. Remove architectural and structural communication barriers in existing facilities when readily achievable;
5. Provide readers, note-takers and tutors as required.

The Chi Institute of Traditional Chinese Veterinary Medicine is not required to provide:

1. Personal devices such as wheelchairs;
2. Individually prescribed devices (e.g., glasses, hearing aids);
3. Services of a personal nature (e.g., assistance in eating, dressing or toileting).

Extra charges to cover accommodation may not be made. All individuals involved in recruiting, training and serving students must ensure that



students be admitted, trained and serviced equally with no discrimination for disabilities. All efforts should be made to find cost effective ways of accommodating students with disabilities. Applicants and students who are disabled should contact the Student Administration Office for a request for accommodations form. All completed forms should be returned directly to Zhen Zhao, Campus Director, by mail (9650 W. Highway 318, Reddick, FL 32686) or email (Zhen@tcvm.com).

In addition to submitting a request for accommodation form, students will also be required to submit appropriate supporting documentation so that the institute can determine suitable and reasonable on-site and online accommodations to fit their needs.

#### PLAGIARISM PREVENTION

All academic work submitted to the faculty is subject to checking through Unicheck. The decision whether or not to submit such work for checking is in the discretion of the individual faculty member, and some may elect not to submit such student work. Any student who objects to such submissions and is subsequently accused of plagiarism bears the responsibility for proposing an alternative means of verifying that their work is original work in a manner satisfactory to the faculty concerned.

#### SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes as sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. The Chi Institute does not tolerate sexual harassment of its students from any member of the Chi Institute's community including faculty, staff, and other students. A student who feels he or she has been sexually harassed should immediately notify the Chief Financial Officer who has been designated to handle this sensitive matter:

Name: Mrs. Yanru Zhao, MS, Chief Financial Officer  
 Address: Chi Institute of Traditional Chinese Veterinary Medicine  
 9650 Hwy 318 West, Reddick, FL 32686  
 1-800-860-1543 ext. 104

#### DRUG & ALCOHOL ABUSE PREVENTION STATEMENT

It is the policy of the Chi Institute of Traditional Chinese Veterinary Medicine that the unlawful possession, use, or distribution of illicit drugs by students on campus property, or in conjunction with any Chi Institute of Traditional Chinese Veterinary Medicine, or Chi Institute-related activities, is prohibited. Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved. In the event that a student is suspended or is arrested for a drug related offense, he or she will not be allowed back into school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the Chi Institute of Traditional Chinese Veterinary Medicine. Only at this point will reinstatement of the student's enrollment status be considered. It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. The Chi Institute of Traditional Chinese Veterinary Medicine prohibits the unlawful manufacturing, possession, use, sale, or distribution of controlled substances on its campus or at any school activity. Any person violating the provisions of federal law, and Florida law in this regard may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in Florida law or municipal codes. This punishment can include imprisonment, fines, and forfeiture of property. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations. Students may also be referred to help centers. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program. Additional information on the Chi Institute's drug and alcohol abuse prevention policy can be obtained from the Campus Director.

#### INTELLECTUAL PROPERTY POLICY

A central mission of the Chi Institute is to create, preserve, and disseminate knowledge through teaching and research. The creation and dissemination of knowledge is a collective enterprise at the institute. When the Chi Institute of Traditional Chinese Veterinary Medicine makes an enterprise possible or when it provides extra or special support, either with money, facilities, equipment or staff, for the development of ideas or the production of works,



it is reasonable for the Chi Institute to participate in the fruits of the enterprise and/or to be reimbursed for the Chi Institute's extra or special costs, if such ideas or works are introduced commercially. With respect to works in which the Chi Institute of Traditional Chinese Veterinary Medicine has ownership or any form of control, the person(s) who created the intellectual property shall be consulted in the determination of how it is to be made public, developed, modified and/or commercialized. The President will be responsible for interpreting these policies, resolving disputes concerning the interpretation and application of these policies, and making any necessary changes. Inventors or creators may submit appeals to the President regarding the Chi Institute of Traditional Chinese Veterinary Medicine's handling of any inventions, patentable ideas, patents or copyrights assigned to the Chi Institute under this policy.

## STUDENT INTEGRITY AND ACADEMIC HONESTY POLICY

All students at the Chi Institute of Traditional Chinese Veterinary Medicine are expected to meet the highest standards of integrity in the performance of their academic work. The Standards of Academic Integrity forbid such conduct as the giving or receiving of unauthorized help in examinations or assignments, plagiarism and other undocumented use of source material, copyright law violations, and forgery. Each student's work must be responsibly and honorably acquired, developed, and presented. Regardless of whether or not the attempt is successful, any effort to gain an advantage not given to all students is dishonest. Students are also expected to maintain a high level of respect toward the speakers and each other. In all courses, students must show respect for faculty and peers including writing discussion posts that are pertinent and not inflammatory, as well as responding professionally in their critiques of other students.

A violation of the Academic Integrity policy includes, but is not limited to:

- Cheating: using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit.
- Plagiarism: taking the work of another and offering it as one's own without proper acknowledgement of the true source, whether that material is paraphrased or copied in

verbatim or near-verbatim form.

- Unauthorized collaboration on a project, homework, or other assignment unless otherwise allowed by faculty.
- Sharing, selling, or buying information related to graded learning activities.
- Using faculty feedback for another student as the basis for an essay response.
- Resubmitting a paper that has already been submitted for another course.
- Falsifying information
- Accessing or using unauthorized materials (electronic or print) and/or websites.
- Use of an alternate, stand-in, or proxy during an examination.

The academic community regards breaches of academic integrity as extremely serious; students who do not comply with the Chi Institute's academic integrity obligations will be penalized in accordance with the severity of their offense. Sanctions imposed may include, but not be limited to, any one of the following: an official reprimand; a requirement to repeat an assignment, an examination, or course; a failing grade for an assignment, examination, or course; suspension; or expulsion from the Chi Institute of Traditional Chinese Veterinary Medicine. In addition, violations that include acts of copyright infringement can include both civil and criminal penalties. Cheating Copyright infringement is defined as the act of Unauthorized reproduction and/or distribution of copyrighted material, including peer-to-peer file sharing and downloading. Students found guilty of infringements may be subject to damages or fines and/or imprisonment. For more information, please see the website of the US Copyright Office at [www.copyright.gov](http://www.copyright.gov). Chi Institute uses Unicheck (a plagiarism detector) if faculty suspect a student is not submitting original work. Students are encouraged to contact faculty for questions on proper citation.

Note: Chi Institute of Traditional Chinese Veterinary Medicine reserves the right to investigate alleged violations and enforce disciplinary action as it deems fit. Students that are not satisfied with the outcome of any school decision may file a student grievance.

## ACADEMIC & REGISTRATION POLICIES

### COURSE REGISTRATION POLICY

Students are required to submit a formal course registration form, found on the Chi Institute website ([www.tcvm.com](http://www.tcvm.com)), for a minimum of one course each



semester. If a student fails to register for a course(s) by the last day of the registration period, the student will be administratively withdrawn from the program unless they apply for and are approved for a Leave of Absence.

#### DEFINITION OF UNITS OF CREDIT

The Chi Institute of Traditional Chinese Veterinary Medicine awards credit on a semester credit hour system. A semester credit hour is equivalent to approximately no less than 15 class hours of lecture or direct faculty instruction with appropriate out-of-class study and preparation; 30 hours of lab with appropriate out-of-class study; or a minimum of 45 hours of practicum. Appropriate out-of-class study and preparation is generally defined as a minimum of two hours of out-of-class student work for each hour of lecture or direct faculty instruction each week for sixteen weeks.

#### NON-DEGREE SEEKING COURSE ENROLLMENT

Veterinarians and veterinary students wishing to earn Master's credit may do so by enrolling as a Non-Degree Seeking (NDS) Student in a master's level course. Applicants interested in enrolling in a Master level course must demonstrate they meet admissions criteria for enrolling in the Master program, and must meet all course pre-requisite requirements. Single course attendance is subject to course and seat availability.

All NDS Students must submit the following documentation prior to registering for a graduate level course:

1. Official academic transcripts of your earned Doctor of Veterinary Medicine (DVM) or equivalent, or official transcripts of your earned Bachelor's degree and a photocopy of your current veterinary school identification;
2. Photocopy of a Government issued photo ID (driver's license or passport);
3. Sign and execute an Enrollment agreement for the Master's level course.

International NDS students must also provide the following:

1. demonstration of competency in written and spoken English, as evidenced by a score of at least 550 on the TOEFL exam or by passing a recognized international equivalent exam. An

international student may be exempt if:

- The applicant has earned a bachelor's degree or higher from an institution in an English-speaking country, or
  - If the applicant is a citizen of an English-speaking country.
2. International Students, whose transcripts are not in English, are also required to have their transcripts translated and evaluated by an NACES recognized firm.

#### TRANSFERABILITY OF CREDITS

The transferability of credits earned at the school is at the complete discretion of a school to which you may seek to transfer. Acceptance of the degree you earn is also at the complete discretion of the school to which you may seek to transfer. If the credits and/or certificate you earn at the Chi Institute are not accepted by the school to which you seek to transfer, you may be required to repeat some or all of your coursework at that school. For this reason you should make certain that your attendance at this school will meet your educational goals. This may include contacting a school to which you may seek to transfer before attending to determine if your credits/certificate will transfer.

Students can transfer in up to 50% of MS-TCVM program credits through a combination of credits earned at an outside institution or credit earned through non-degree seeking (NDS) status. Students requesting transfer credits to be evaluated must submit a Request for Transfer Credit Approval form to the Admissions Office prior to the start of the first semester. Transfer credits will be evaluated upon the receipt of official transcripts, and only transfer credit evaluations performed by Chi Institute and approved by the President are final. Students will be notified of the credits accepted for transfer prior to the end of their first semester. A student may receive transfer credits, provided:

- The student earned a "B" or higher in the course from an accredited institution, within the past 5 years, and
- The course is determined equivalent in both content and degree level to a required Chi course within the student's program of study.
- The total of all credits awarded for transfer/NDS is not more than 50% of the total program credits.
- A student may appeal the credits accepted for transfer through the grievance procedure.



## GRADING SYSTEM & PROGRESS REPORTS

Final grades are reported at the completion of each grading period. At the conclusion of each semester the Chi Institute of Traditional Chinese Veterinary Medicine reports final grades to each student. The following grading system is used, and final grades are calculated from the percentages earned in each course in accordance with the following chart provided.

Grade	Percentage or Description	GPA	Evaluation
A	90-100%	4.0	Outstanding
B+	86-89%	3.5	Very Good
B	80-85%	3.0	Very Good
C+	76-79%	2.5	Satisfactory
C	70-75%	2.0	Satisfactory
D+	66-69%	1.5	Deficient
D	60-65%	1.0	Deficient
F	0-59%	0	Failure
I	Incomplete	Not Included	Not Calculated
W	Withdrawal during Drop/Add period	Not Included	Tuition not Charged
WP	Withdrawal after Drop/Add period but before 50% or more of the course has elapsed*	Not Included	Tuition Charged
TC	Transfer Credits	Not Included	Accepted for credit
AU	Audit Class (no credit earned)	Not Included	No Evaluation
R	Repeated Course (assigned for a course that has been successfully repeated)	Not Included	No Evaluation

*\*Withdrawals will not be accepted after 50% (eight weeks) or more of a course has elapsed.*

## PROCTORED EXAMS

All exams given at the Chi Institute are either completed during an on-site executive week or through the online learning portal. A proctor will monitor the student while he or she is taking an exam on campus and students will be required to show a valid ID (Student ID Card or Government Issued Photo ID Card) if the student is unknown to the proctor. Online exams can only be accessed in the online learning portal, which requires the student to login with a unique login and password combination, thereby verifying the student's identity. Specific online exams are proctored by Proctorio, an automated online service. Proctorio also validates students' identities throughout enrollment. Students are directed to complete the exam from the LMS

portal. More information and technical support can be found at <https://proctorio.com/support>.

## COURSE REPETITIONS

Grades earned, as a regular student or during the continuation period as a non-regular student, for courses originally failed, will be substituted for the previous course failures in the calculation of the student's GPA. Credit is given for the last grade earned for repeating the course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the student's CGPA will be recomputed to count the last attempt only. Students are charged tuition at the same rate as the other courses in their current program for repeated courses.

## INCOMPLETES & FAILURES

An Incomplete or an "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" (Incomplete) if the student successfully completes the unfinished work prior to: 1) the end of the sixth week after the start of the semester following the receipt of the incomplete grade; 2) the last possible submission date within the following semester set by the faculty member teaching the course. Permission must be obtained from the President for any incomplete grade to be extended past the end of the sixth week after the start of the semester following the receipt of the incomplete grade. Failure to complete the work required for a course in the period stated above will result in the student receiving a letter grade of "F" for the course in question.

## ACADEMIC YEAR

An academic year is defined as 3 semesters. Each semester consists of 16 weeks of instruction.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must achieve a 3.0 cumulative grade point average and a 67% completion rate.

To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end every semester after grades



are posted, approximately 10 days after the end of the semester. The completion rate is determined by dividing the number of credits earned by the number of credits attempted. To satisfy SAP requirements, the MS-TCVM program is to be completed within a 5 year time frame, not to exceed 1.5 times the program length (7.5 years). Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the credits required to complete the program.

At the end of each semester, if the student has less than a 3.0 cumulative grade point average and/or has not earned at least 67% of the credits attempted (required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the next semester. If a student fails to achieve satisfactory progress by the end of the semester in which they are on Academic Warning, the student will be withdrawn from the program (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the semester, they will be removed from Academic Warning.

All periods of enrollment count toward Satisfactory Academic Progress, including periods when a student does not receive financial aid.

### **Satisfactory Academic Progress Appeals, Probation, and Academic Plans**

A student may appeal the determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the President based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester. If it is determined that a student should have been withdrawn at the end of the prior semester for failure to maintain or regain SAP, he or she will not be charged for the new semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The President will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the semester, and the President's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required 3.0 CGPA for graduation.

At the end of the probationary semester, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible to remain in school. In all subsequent semesters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary semester, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the Director, and based upon very exceptional circumstances.

### **Procedure for re-establishing Satisfactory Academic Progress (SAP)**

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

#### **The effect on SAP for repeated course**

The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

#### **The effect on SAP when student changes**

Programs or is re-admitted to the same program. If a student is re-admitted into the program, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and in credits attempted for determining the student's satisfactory academic progress.





### The effect on SAP for Transfer Credits

Credits accepted for transfer are counted as credits attempted for purposes of the completion rate, but have no impact in the calculation of CGPA.

### Re-entry for students dismissed due to failure to meet SAP

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary semester upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress. It does not apply to voluntary withdrawals.

The below chart identifies how each potential grade assignment effects SAP.

Grade	Included in CGPA	Included as credits Attempted	Included as credits earned
A	Yes	Yes	Yes
B	Yes	Yes	Yes
C	Yes	Yes	Yes
D	Yes	Yes	Yes
F	Yes	Yes	Yes
I	No	Yes	No
W	No	No	No
WP	No	Yes	No
TC	No	Yes	Yes
AU	No	No	No
R	No	Yes	No

### APPEAL OF GRADES

Grades issued which are either part of a course or issued at the close of a semester, may be appealed in writing. MS-TCVM students will report issues in writing to the Campus Director, who will forward the appeal to the MS-TCVM Program Committee. An appeal must be directed in writing to the President within thirty (30) days of the decision to be appealed. Any grade entered will remain in effect during the process of the appeal, and SAP status imposed

during the appeal process will also remain in effect until the conclusion of the appeal. The MS-TCVM Program Committee will meet with the student and make a recommendation to the President regarding the appeal. The decision of the President of the Chi Institute will be final.

### LEAVE OF ABSENCE (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing from school or affecting the student's satisfactory progress calculations. The President may authorize a leave of absence under the following circumstances:

1. The student must provide a signed, written request for the leave of absence containing an explanation of the reason for the requested leave. The last date of attendance and return date must be clearly identified on the written request, and must correspond to the start and end dates of a semester;
2. The LOA cannot be extended beyond 180 days. Multiple leaves of absence may be granted during any 12-month period beginning with the start of the most recent LOA, as long as the total days do not exceed 180;
3. The student will not incur any additional tuition charges during an approved leave of absence;
4. The reasons for granting a leave of absence may include, but are not limited to documented: serious student medical problems, pregnancy, call to military duty, and death of an immediate family member;
5. If a student does not resume classes on or before the approved return date from the LOA, the student will be withdrawn from the program, and any applicable refund calculations will be applied in accordance with the Chi Institute's published policies. The student's withdrawal date will be considered the date the student





began the LOA.

#### INACTIVE STATUS POLICY

Because Chi Institute students may experience extenuating personal or professional interferences with completing the MS program in the allotted time and for which a Leave of Absence does not grant enough time to resolve the issues, the Chi Institute has instituted a policy that allows students who have completed at least one semester and have earned credits at the Chi Institute to apply for a temporary “Inactive” status. A request for inactive status includes the following:

- Students must submit an application form and documentation substantiating the reasons for requesting inactive status. Students must be in good academic standing.
- The Chi Institute Inactive Status Review Committee (3 members) reviews the reason for requesting inactive status. The request is either approved or denied. The panel members will consist of the President, the Campus Director and a faculty member. The documentation for approval or denial is retained in the students’ academic file.
- The inactive status may not exceed 24 months. If students do not return within 24 months, they will be administratively withdrawn from the program and will need to reapply.
- The circumstances in which students would be eligible for inactive status include, but are not limited to serious medical problems, pregnancy, military duty, or death of an immediate family member. Exceptions to these circumstances are made at the discretion of the Inactive Status Review Committee.
- Students may only request and be approved for inactive status once during their enrollment.
- Students placed on inactive status will be counted as “still studying” for the duration of the period.
- Students must indicate their interest and intent to return once per year during the inactive status

period.

- While students are in inactive status, the duration of the inactive status does not count toward the 5 years that students have to complete all requirements of the MS-TCVM program.

#### WITHDRAWAL

Students withdrawing from the MS-TCVM program and/or MS-TCVM courses may notify the Chi Institute of their intent to withdraw in any manner. This is considered an Official Withdrawal. The Withdrawal Date is the date the student provides official notification to the Student Services Department of the intent to withdraw; or, if the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the withdrawal date will be the last date of attendance, further explained below. If the Chi Institute determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student’s control, the Chi Institute of Traditional Chinese Veterinary Medicine may determine the appropriate withdrawal date. This is considered an Unofficial Withdrawal. In these instances, the Chi Institute of Traditional Chinese Veterinary Medicine may use as the student’s withdrawal date a student’s last day of attendance at an academically related activity, such as attendance in class, taking an exam, attending a tutorial, engaging in computer-assisted instruction, or turning in a class assignment.

Course withdrawals are only permitted before 50% of the course has elapsed. Tuition for courses withdrawn from during the drop/add period will be refunded (less non-refundable fees), while tuition for courses withdrawn from after the drop/add period are non-refundable. If a student withdraws from a course during the drop/add period, the student is responsible for returning any class material that was shipped to them within 3 weeks from the withdrawal date. If the materials are not received by the Chi



Institute of Traditional Chinese Veterinary Medicine within 3 weeks, a \$25 fee will apply.

#### CANCELLATION OF COURSES & PROGRAMS

The Chi Institute of Traditional Chinese Veterinary Medicine reserves the right to cancel courses if enrollment for the course is not sufficient to support the resources allocated to the offering of the particular course. In this event, the student will be refunded all tuition and fees paid for enrollment in the individual course. The Chi Institute of Traditional Chinese Veterinary Medicine will not cancel a program while students are still enrolled.

#### DISMISSAL POLICY

Students may be dismissed from the Chi Institute of Traditional Chinese Veterinary Medicine for any of the following reasons:

6. Student's unexcused absences exceed 2 consecutive days during an executive week in any enrolled class
7. Failure to make satisfactory arrangements for payment of tuition
8. Violations of the Student Code of Conduct
9. Failure to make Satisfactory Progress

#### CLASS SCHEDULES

Executive weeks are scheduled at various times throughout the week and include daytime, night and weekend schedules, while the online portion of classes are accessible in the portal 24 hours a day during the applicable semester. The MS-TCVM program is scheduled to permit students the opportunity to complete their programs in a timely manner; however, the actual length of time required to complete a program may vary from student to student because of individual circumstances and course load in any given semester. Transfer credits, changes to part-time status, academic difficulty, dropping a class or taking an LOA are examples of situations that may affect the amount of time needed to complete a program.

#### ATTENDANCE POLICY

Class attendance is an integral part of successful completion of the Chi Institute of Traditional Chinese Veterinary Medicine's Master degree. Students are expected to be present for all class meetings of the course(s) in which they are enrolled to the degree required in order to sufficiently and successfully complete all requirements of their classes. Attendance

for online courses or the online portions of hybrid classes will be tracked based on the submission of assignments by their due dates. The Chi Institute considers it the student's duty to keep up with all assignments and coursework as needed within the time allotted. However, daily attendance of executive (on-site) weeks for hybrid classes is required and tracked by the Chi Institute administrative personnel. Students are responsible for notifying his or her faculty member in writing regarding an impending absence during an executive week with as much advance notice as possible. Students may be considered justifiably absent due to religious observances, illness documented by a physician or other appropriate health care professionals, documented personal or family emergencies, or other documented extenuating circumstances as determined from review of the situation by the Chi Institute of Traditional Chinese Veterinary Medicine administration. When a student cannot attend every day of an executive week, it is the student's responsibility to contact his or her instructor and make arrangements to complete any missed assignments or other work. If a student's unexcused absences exceed 2 consecutive days during an executive week in any enrolled class, the student may be dropped from the course.

#### AUDITING OF COURSES

Students wishing to audit a class may do so on a "space available basis" and only with the permission of the Campus Director and the President. Tuition is discounted 20-50% off of the full amount and a grade of AU is posted to the student's transcript at the end of the semester. Audited classes are "non-credit" and are not calculated into the standards of satisfactory academic progress in the student's cumulative grade point average. Students who are approved to audit a class are expected to be diligent with their attendance but are exempt from any homework, examination or other term project requirements.

#### ACADEMIC RECORDS

The Chi Institute's Registrar maintains a permanent academic record for all students enrolled at the institute. The academic record contains, among other things, transcripts, degree audits, scheduling information and application for admission. Changes to a student's contact information are to be reported to the Registrar's Office. Student attendance and financial records are electronically maintained for a minimum of 6 years beyond the students last day of





attendance.

## TRANSCRIPTS

Students will be provided one official copy of their transcript after graduation free of charge. Students requiring additional copies can request them through the Registrar's office by submitting a written request. For official printed copies, a \$10 fee will be assessed. Digital unofficial copies will be provided free of charge (upon request). All written requests must be 1) delivered in person or 2) sent via email to master@tcvm.com or 3) faxed to 1-800-860-1543 or 4) mailed to 9650 W. Hwy 318, Reddick, FL 32686. Official Transcripts will be printed and shipped in a sealed envelope with the school's seal within 5 business days after the request has been received. For expedited services, additional shipping fees may be charged. Note: The Chi Institute of Traditional Chinese Veterinary Medicine does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the Chi Institute.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, the Chi Institute of Traditional Chinese Veterinary Medicine allows students access to their educational records. These records include all information maintained by the school which is directly related to the student, with the exception of the financial records of their parents and educational records containing information about more than one student. The Chi Institute of Traditional Chinese Veterinary Medicine permits access to that part of the record that pertains only to the inquiring student. Student records are confidential and, other than to the student, only such agencies or individuals authorized by federal law in the Family Educational Rights and Privacy Act are allowed access without express permission by the student through a records

release form. These records are left on file indefinitely. Directory information, however, may be released to valid inquiries unless the student specifically requests in writing that this information not be released.

In addition to complying with FERPA, the Chi Institute of Traditional Chinese Veterinary Medicine does not allow faculty to discuss or post grades in the public areas of the LMS. Confidential information is only shared with students in areas that are password protected.

## PRESIDENT'S LIST

Students who achieve a grade of 4.0 in an individual course, who exceed the requirements and performance expectations in completing a course, and have shown exceptional academic effort, support and inspiration to the other students enrolled in the course may be considered for the President's Recognition Award at the conclusion of a semester. The nominations for this award will be provided by the faculty member teaching the course. The required information is in turn assembled by the Academic Director and reviewed by the President of the Chi Institute of Traditional Chinese Veterinary Medicine. The President makes a final determination of the student or students to be recognized and a letter confirming inclusion on the list is provided to the student and made part of the student's academic records.

## STUDENT SERVICES

### CAREER PLACEMENT ASSISTANCE

The Chi Institute of Traditional Chinese Veterinary Medicine maintains a placement department within the Student Services Department. Graduates are urged to keep in touch with the Student Services Department in order to take advantage of tracked openings that are available. Graduates are entitled to placement assistance throughout their careers at no charge. The Chi Institute of Traditional Chinese Veterinary Medicine's placement staff uses resources



to guide students through self-assessment, career exploration and the job search process. Students enrolled in an online educational program are also entitled to full use of the Chi Institute of Traditional Chinese Veterinary Medicine's placement office's services. Communication with the placement office for online students should be initiated through email correspondence directed to the Chi Institute of Traditional Chinese Veterinary Medicine's Campus Director. The placement of graduates as a percentage of total graduates and retention rates are available in the Student Services Department of the Chi Institute of Traditional Chinese Veterinary Medicine and may be examined by applicants, students and parents upon request.

Chi Institute does not guarantee that a graduate will obtain employment (full or part time) upon completion of the program.

Placement services provided by the school is offered as an assistance in working out the student's placement, but is not offered as an assumption of the responsibility for finding the student a job.

#### ACADEMIC ADVISING SUPPORT SERVICES

Academic advisors are available to meet with students regarding their academic progress, available tutoring, arrangements for referral to faculty for additional assistance, and for attendance counseling and registration for classes. The Academic Director's office is open by appointment for meetings for academic support. Online students seeking guidance or other support services should contact the MS Program Registrar for arrangements or for a referral for the appropriate assistance.

#### TUTORING SERVICES

Faculty members are available during scheduled office hours and through scheduled appointments for assisting students with questions regarding their studies. Students enrolled in online courses have access to an online tutor to assist with progression through the program. Online tutoring should be set up through an email to the student's faculty member teaching the course where the student may be experiencing difficulties.

#### ONLINE COURSES: TUTORING & MANAGEMENT

All online and hybrid courses provide the video lectures, course notes, and interactions between the

instructors and students. Students are encouraged to participate in the online tutoring. Any questions and concerns will be addressed by an instructor within two business days. Students are monitored by the time spent watching lectures online, which is recorded in the Chi Institute of Traditional Chinese Veterinary Medicine distance learning platform, learn.tcvm.com. For demo lecture and lab videos, visit [www.tcvm.com/Resources/ChiTV/OnlineClassDemo.aspx](http://www.tcvm.com/Resources/ChiTV/OnlineClassDemo.aspx). The students may also download the class handouts and related materials, complete homework and quizzes, and submit course evaluations on the remote learning website. The Chi Institute of Traditional Chinese Veterinary Medicine provides students with an online video tutorial and downloadable PDF manual for how to use the remote learning website and all other related resources, such as online library, online discussion group and academic support ticket system. The orientation will also address issues including passwords and security, academic dishonesty, online participation requirements, and student identification verification.

#### ONLINE PLATFORM

MS-TCVM students will use the remote learning website, learn.tcvm.com to take courses online (some courses are online only or contain on-site portions that require classroom attendance). These platforms are asynchronous systems. Lectures and lab demonstrations are recorded (both PowerPoint presentation with audio and speaker's instructional video) and edited for online students 24/7 on-demand streaming for 8 to 16 weeks (depending on the course) during each semester. The students may also download the class handouts and related materials, complete homework and quizzes, and submit course evaluations on the remote learning website. Students of the MS-TCVM program will have weekly assignments for each class in which they are enrolled. The faculty and MS Program Registrar will monitor each student's learning progress (e.g. hours watched).

#### COURSE MATERIALS

The class handout and lab kit (for some courses) will be mailed to the student. Students are responsible for keeping their current and up-to-date address on file with the Chi Institute of Traditional Chinese Veterinary Medicine. In the event that materials are sent to an incorrect address as a result of a student failing



to provide an accurate address, the student will be charged for the additional shipping costs. If the student withdraws from a course during the drop/add period, the student is responsible for returning the course binder (and lab kit, if applicable) that was shipped to them within 3 weeks from the withdrawal date. If the materials are not received by the Chi Institute of Traditional Chinese Veterinary Medicine within 3 weeks, a \$25 fee will apply. Students may also download the class handouts on the remote learning website.

### TECHNOLOGY REQUIREMENTS

Students are required to have access to a computer (either a laptop or a desktop computer) and the Internet (wired Internet connection preferred) for all coursework. We don't suggest using iPhone/iPad or other mobile devices to watch the lecture videos. The computer must meet the following specifications:

1. Windows XP, Vista, 7, 8, 10 or a Mac with a currently supported operating system, at least 2.0 GB Memory.
2. Internet capability
3. Soundcard, microphone & speakers
4. Current Internet web browser: Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, or Microsoft Edge (only available to Windows 10 users). For Mac system, Google Chrome is suggested instead of Safari.

### ONLINE TECHNICAL SUPPORT

Students may receive technical support by emailing [support@tcvm.com](mailto:support@tcvm.com) or calling 800-860-1543 x. 110. The students' email will be answered in approximately two business days. The Campus Director supervises the technical support. Students may file complaints to the Campus Director if needed.

### ONLINE ACADEMIC SUPPORT

The students can receive academic support by emailing [tutor@tcvm.com](mailto:tutor@tcvm.com) or submit an academic support ticket at <http://tcvm.freshdesk.com/>. Students' emails or academic support tickets will be answered by a Teaching Assistant who holds a DVM degree and TCVM certifications within approximately two business days. The students can also submit questions or start a discussion on the online class discussion group with peers and the class moderator, a Teaching Assistant who holds a DVM degree and TCVM certifications. The President supervises the academic

support. Students may file complaints to the Campus Director if needed.

### HYBRID AND ONLINE

The MS-TCVM program is taught in a hybrid format. This means that some courses can be taken online only, some courses may be taken partially online and on-site, and some courses require both online work and participation on-site. For details related to each course, please refer to the program curriculum.

### ASSESSMENT

Student assessment varies based on the delivery method of the course. Online courses are assessed primarily through graded homework assignments, reports, quizzes, and answers to discussion questions using standardized rubrics. Most hybrid and on-site courses include lab activities. In those courses, demonstration of practical competency is also included as part of the student's assessment. A final examination is also routinely required. Please see the course syllabus for details.

### ONLINE LEARNING RESOURCES

Students at Chi Institute of Traditional Chinese Veterinary Medicine have access to physical library reference material on the campus as well as online library resources through Library Information Resource Network (LIRN). Faculty and students are encouraged to recommend additions to the physical and electronic holdings to grow the collection. As the institute grows, it will continue to expand its library and information literacy resources.

### FAMILIARITY WITH REGULATIONS

Before enrolling, each student is given a current Chi Institute of Traditional Chinese Veterinary Medicine catalog or access to the current catalog via the internet and various brochures and other publications that set forth the policies and regulations under which the Institute operates. The student's Enrollment Agreement with the Chi Institute of Traditional Chinese Veterinary Medicine acknowledges the student's responsibility to become familiar with the contents of this catalog. The student is responsible for becoming familiar with these policies and regulations and compliance with the published policies, and for knowing and meeting all degree requirements and academic regulations listed in the catalog. Ignorance



or lack of familiarity with the information provided within the Chi Institute of Traditional Chinese Veterinary Medicine's publications does not serve as an excuse for non-compliance for infractions.

## FACILITIES, LIBRARY & ACCOMMODATIONS

The Chi Institute of Traditional Chinese Veterinary Medicine seeks to create and maintain a physical environment conducive to the learning process. The Chi Institute of Traditional Chinese Veterinary Medicine campus is located on a sprawling farm in the heart of North Central Florida. Its quiet, pastoral setting is a home away from home for students who use the space to center themselves as they open their minds to a new approach to life in general. The campus is generally open and in operation from 7:30 a.m. to 7:30 p.m. on in-residence class days, and 9:00 a.m. through 5:30 p.m. on days when no classes are in session. The building and its facilities are handicapped accessible. The campus can be found two miles west of I-75 on highway 318 near Ocala.

The Chi Institute of Traditional Chinese Veterinary Medicine has a serene campus. You will find horses, chickens and cows on the property. The manicured landscape is filled with a variety of trees, flowers, and plants. There is ample shaded, outdoor seating for students to enjoy the beautiful Florida nature and weather during lunch and snack breaks.

There are 3 classrooms with a combined capacity for 310 students per class period. The facility can host up to 26 canine wet lab groups with 5 students, 1 dog and 1 instructor in each group. Up to 10 equine wet lab groups can be hosted on campus. Two of these classrooms are used for the lectures while the rest are for lab use. The facility also boasts an outdoor terrace beside the student lounge for the student to enjoy fresh air. Within the Chi Institute of Traditional Chinese Veterinary Medicine a close-knit, comfortable learning environment is provided. The Institute offers a wireless network system throughout the campus.

Free access to Wi-Fi is available on campus with student's own personal computers and mobile devices. Ten table computers with full internet connections are also available for student use in the library. The Chi Institute of Traditional Chinese Veterinary Medicine's library also provides extensive resources to students through our collection of books, journals, diagrams and other educational materials.

## FACULTY



### **Huisheng Xie, DVM, PhD**

Faculty Status: Full Time  
Subject Matter Expertise:  
Veterinary Acupuncture, Herbal  
Medicine, Food Therapy, *Tui-na*,  
Neurological Disorders, Business  
Management

- PhD, University of Florida, 1999
- Advanced Acupuncture Continuing Education Program Diploma, National Academy of TCM, Beijing, China, 1993
- Acupuncture Training Diploma, Beijing College of Traditional Chinese Medicine, Beijing, China, 1992
- Master of Science (MS), Beijing Agricultural University, Beijing, China, 1988
- Doctorate of Veterinary Medicine (DVM), Sichuan College of Animal Science and Veterinary Medicine, Sichuan, China, 1983



### **Michael Bartholomew, DVM, CVA**

Faculty Status: Part Time  
Subject Matter Expertise:  
Veterinary Acupuncture, Herbal  
Medicine, Neurological Disorders

- Certified Veterinary Acupuncturist (CVA) from

- International Veterinary Acupuncture Society, 1996
- Doctor of Veterinary Medicine, University of Florida, College of Veterinary Medicine, 1988



### **Suzanne Brannan, DVM, CVA**

Faculty Status: Part Time  
Subject Matter Expertise:  
Veterinary Acupuncture

- Certified Veterinary Acupuncturist (CVA) from Chi Institute of Traditional Chinese

- Veterinary Medicine, 2004
- Doctor of Veterinary Medicine, University of Florida College of Veterinary Medicine



### **Connie Clemons-Chevis DVM**

Faculty Status: Part Time  
Subject Matter Expertise:  
Veterinary Acupuncture

- Master of Science, University of Kentucky
- Doctor of Veterinary Medicine,

Auburn University





The Chi Institute in Reddick, FL



**Roger Clemmons, DVM, MS, PhD**

Faculty Status: Part Time  
 Subject Matter Expertise:  
 Veterinary Acupuncture,  
 Neurological Disorders  
 • Certified Veterinary

Acupuncturist (CVA), the Chi Institute of Traditional Chinese Veterinary Medicine and China National Society of Traditional Chinese Veterinary Medicine in 2001

- PhD, Washington State University, 1979
- Doctor of Veterinary Medicine (DVM) and MS, Washington State University, 1973

- Doctor of Veterinary Medicine, Louisiana State University, 1981



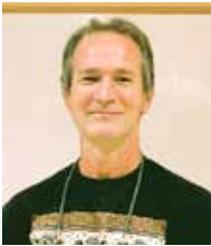
**Carla Pasteur, DVM, CVA**

Faculty Status: Part Time  
 Subject Matter Expertise:  
 Veterinary Acupuncture

• Certified Veterinary Acupuncturist (CVA) from the Chi Institute of Traditional

Chinese Veterinary Medicine, 2013

- Doctor of Veterinary Medicine, University of Wisconsin, 1991



**Bruce Ferguson, DVM, MS, CVA**

Faculty Status: Part Time  
 Subject Matter Expertise:  
 Veterinary Acupuncture, *Tui-na*

• Certified Veterinary Food Therapist (CVFT), Certified Veterinary *Tui-na* Practitioner

(CVTP) from the Chi Institute of Traditional Chinese Veterinary Medicine and China National Society of Traditional Chinese Veterinary Medicine, 2008

- Certified Veterinary Acupuncturist (CVA) from International Veterinary Acupuncture Society, 1997
- Doctor of Veterinary Medicine (DVM), University of Florida, 1992
- Master of Science (MS) in Animal Behavior, University of Florida, 1986



**Greg Todd, DVM, CVA**

Faculty Status: Part Time  
 Subject Matter Expertise:  
 Veterinary Acupuncture, Herbal Medicine, Business Management

• Certified Veterinary Acupuncturist (CVA) from

International Veterinary Acupuncture Society, 1996

- Doctor of Veterinary Medicine, University of Florida, College of Veterinary Medicine, 1988



**Tamara Shearer DVM**

Faculty Status: Part Time  
 Subject Matter Expertise:  
 Palliative Care

• Doctor of Veterinary Medicine, the Ohio State University



**Margaret Fowler, DVM, MS, CTCVMP**

Faculty Status: Part Time  
 Subject Matter Expertise:

• Certified Veterinary *Tui-na* Practitioner (CVTP) and Masters of Science in TCVM (MS) from

Chi Institute of Chinese Veterinary Medicine, 2016



**Deng-Shan Shiao, PhD**

Faculty Status: Full Time  
 Subject Matter Expertise:  
 Research Methods

• PhD from University of Florida



Chi Institute is now accredited by DEAC and applying for membership of SARA, which will allow Chi Institute to enroll MSTCVM students in all US states.



The Chi Institute's Master's Degree in Traditional Chinese Veterinary Medicine Program (MS-TCVM) is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

The Chi Institute's Master's Degree in Traditional Chinese Veterinary Medicine Program (MS-TCVM) is licensed by the Florida Commission for Independent Education. Additional information regarding Chi Institute may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

## SEMESTER SCHEDULE

Classroom hours of instruction: Residential classes are typically scheduled from 8:30 am through 6:30 pm Thursday through Saturday and 8:30 am to 12:30 pm on Sundays. Some variation in the scheduling may occur depending on the class.

Please keep in mind the below listed course availability is subject to change based on the needs of the institute and/or students. Students will be notified via email of any changes concerning course availability.

Required Core Courses 31 total credit hours		Online (O)/ Hybrid (H)	Spring	Summer	Fall
MS0110	Veterinary Acupuncture Level 1*	H	X	X	
MS0120	Veterinary Acupuncture Level 2	O		X	X
MS0130	Veterinary Acupuncture Level 3*	H			X
MS0200	Research Methods in TCVM	O	X		X
MS0210	TCVM for Respiratory and Cardiovascular Disease*	O/H	X		X
MS0220	TCVM for Gastrointestinal Diseases*	O/H	X	X	
MS0230	TCVM for Hepatic and Endocrine Diseases*	O/H	X (O/H)	X	
MS0240	TCVM for Geriatric, Urinary and Reproductive Diseases*	O/H		X	X
MS0250	TCVM for Dermatological, Immune-mediated Diseases*	O/H	X		X
MS0310	Veterinary Food Therapy*	O/H	X (O/H)	X	
MS0330	Veterinary <i>Tui-na</i> *	H			X
MS0205	Chinese Herbal Fundamental Knowledge	O	X	X	X
MS0501	Master's Thesis I	O	X	X	X
MS0502	Master's Thesis II	O	X	X	X
Elective Courses 5 total credit hours					
MS0270	TCVM Palliative and End-of-Life	O			X
MS0350	Advanced Veterinary <i>Tui-na</i> : Refinement*	H	X		
MS0361	TCVM Diagnostics, Classical Points and Advanced Techniques: Canine*	H	X	X	
MS0362	TCVM Diagnostics, Classical Points and Advanced Techniques: Equine*	H	X		
MS0010	Evidence-based Veterinary Acupuncture	O		X	X
MS0020	Integrative Approach to Neurological Disorders	O	X	X	
MS0401	TCVM Ophthalmology	O	X		X
MS0412	Business Management for an Integrative Veterinary Clinic	O		X	X
MS0411	TCVM Clerkship (45 hr internship)**	H		X	

\*Hybrid Requires online and on-site coursework. on-site course work MUST be completed at Chi US in Reddick, FL location ONLY

\*\*Clerkship to be completed in FL ONLY

Spring Semester: January 7 - April 26, 2019	
TCVM Diagnostics, Classical Points and Advanced Techniques: Equine	Jan 10 - 12, 2019
TCVM Diagnostics, Classical Points and Advanced Techniques: Canine	Jan 24 - 26, 2019
Veterinary Acupuncture Level 1	Feb 7 - 10, 2019
TCVM for Hepatic and Endocrine Diseases (optional onsite)	Feb 21 - 24, 2019
Advanced Veterinary <i>Tui-na</i> : Refinement	Mar 7 - 9, 2019
Veterinary Food Therapy (optional onsite)	Mar 21 - 24, 2019

Summer Semester: May 6 - August 23, 2019	
TCVM Diagnostics, Classical Points and Advanced Techniques: Canine	July 25 - 27, 2019
Veterinary Acupuncture Level 1	Aug 1 - 4, 2019
Fall Semester: Sep 3 - Dec 20, 2019	
Veterinary Acupuncture Level 3	Oct 3 - 6, 2019 <u>AND</u> Dec 12 - 15, 2019
Veterinary <i>Tui-na</i>	TBD



## 2019 ACADEMIC CALENDARS

2019 Academic Calendar	Spring 2019	Summer 2019	Fall 2019
<b>Academic Dates &amp; Deadlines</b>			
Course Registration Begins	10/15/18	2/18/19	5/17/19
New Student Enrollment Deadline	12/1/18	4/1/19	8/1/19
Tuition Due	12/10/18	4/8/19	8/5/19
Late Registration (\$50 late registration fee)	12/10/18	4/8/9	8/5/19
Drop / Add Period	1/7/19	5/6/19	9/3/19
First Day of Classes	1/7/19	5/6/19	9/3/19
Last Day for Late Registration (deadline 5:30pm)	1/11/19	5/10/19	9/9/19
Removal of "I" (incomplete grade) Deadline from Previous Term	1/11/19	5/10/19	9/9/19
Withdrawal Deadline; Automatic Grade of "WP"	3/1/19	6/28/19	10/25/19
Last Day of Classes	4/26/19	8/23/19	12/20/19

## ESTIMATED PRICE BREAKDOWN

### MASTER'S DEGREE

Application fee*	\$70
Program Registration fee*	\$50
Program Tuition**	\$13,740
Lab fees	\$5,650
Graduation fee	\$300
Books and supplies*	\$2,195.25
<b>Total estimated price</b>	<b>\$22,005.25</b>

\*Application and Registration fees are refundable if canceling within 5 days of signing the EA, after 5 days this becomes non-refundable.

\*\*These prices are estimated and will vary based on the students choice of elective courses and the variation of supplied needed.

## HOLIDAY CALENDAR

The Chi Institute business office is closed on all of the following holidays in 2019:

January 1	New Years Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 28	Thanksgiving Holiday
December 25	Christmas Holiday

No on-site courses will take place during these holidays, however online courses may take place over a period of multiple months at a time and therefore overlap with holidays.

## OTHER POSSIBLE FEES

Wire transfer fee ( <i>applied per transaction</i> )	\$25
Late fee per class when registering within 30 days of the start of the semester	\$50
Optional certification fee ( <i>applied per certification</i> )	\$150
Reprinting of an additional certificate	\$15
Additional case report review ( <i>per report</i> )	\$50
Exam retake ( <i>per exam</i> )	\$100- \$150
Official Transcript ( <i>by request only</i> )	\$10
Fee for failure to return binder (and lab kit if applicable) within 3 weeks after a withdrawal	\$25

## CONTACT

**Website:** TCVM.com

**Email:** master@tcvm.com

**Address:** 9650 W Hwy 318  
Reddick, FL 32686

**Phone:** (800) 860 1543

**Fax:** (800) 860 1543

**Facebook:** facebook.com/ChiInstitute





TCVM.com  
facebook.com/ChiInstitute