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.

BOARD OF DIRECTORS

Dr. Huisheng Xie, DVM, PhD, Chairman of the Board
Dr. Roger Clemmons, DVM, MS, PhD, Director of the Curriculum Committee
Dr. Deng-Shan Shiau, PhD, Director of Scientific Research Committee
Dr. Lisa Trevisanello, Dr.Med.Vet., CVA, Committee Chair of Institutional Animal Care and Use Committee (IACUC)
Mrs. Yanru Zhao, MS, Treasurer, Associate Dean for Finance and Planning
Mr. Zhen Zhao, MS, ME, Associate Dean for Administration, Admission and Student Service Director

MS-TCVM SUPERVISORY COMMITTEE

Program Director: Huisheng Xie, DVM, PhD
The Program Director is responsible for forming an MS-TCVM Supervisory 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
Roger Clemmons, DVM, MS, PhD

ADMINISTRATION AND STAFF

Dean: Huisheng Xie, DVM, PhD
Associate Dean for Finance and Planning: Yanru Zhao, MS
Associate Dean for Administration, Admission and Student Service Director: Zhen Zhao, MS, ME
Registrar: Lee Warthen, BS
Admissions and Student Service Assistants: Megan McNeill and Emma Sample
Teaching and Academic Advisor: Lisa Trevisanello, DVM
IT Specialist: Guojun He, MS, PhD
Librarian: Irene Vanhulsentop, MLS
Accounting Director: Allen Dong, BS
Marketing and PR Specialist: Autumn Fruchtman, BA
Maintenance Supervisor: Raymond Mahoney
Animal Care Giver: Floyd Jacoby
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   - MS-TCVM Supervisory Committee
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ABOUT THE CHI INSTITUTE OF TRADITIONAL CHINESE VETERINARY MEDICINE

MISSION STATEMENT

The Chi Institute of Traditional Chinese Veterinary Medicine’s mission is to pursue excellence in the educational programs of Traditional Chinese Veterinary Medicine (TCVM) that develop the student’s ability to think critically and ethically, and to perform TCVM effectively in veterinary care by providing learning opportunities in both intensive theoretical lectures and rich practical hands-on wet lab experiences. We are committed not only to the tradition of academic freedom and responsibility, but also to maintaining a climate that promotes learning, understanding and respect for students, faculty, staff, community and the environment.

VISION

All graduates of the Chi Institute of Traditional Chinese Veterinary Medicine will be competitive professionals with creative minds, skilled hands, as well as extensive knowledge and practical techniques.

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 4,000 veterinarians from 50 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.
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 OBJECTIVE

The MS-TCVM program is designed for licensed 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 objectives of the MS-TCVM are to:

1. Gain practical knowledge and clinical proficiency in TCVM;
2. Be able to integrate TCVM into a daily conventional veterinary practice;
3. Effectively and efficiently apply all 4 branches of TCVM (acupuncture, food therapy, Chinese herbal medicine and Tui-na) to treat patients;
4. Build a mastery of TCVM through research and mentorship.

The MS-TCVM must be completed in 4.5 years. Certification requires the completion of all core courses (25 semester credit hours), the Master’s Thesis courses (6 credit hours total) and 5 elective credit hours. The following is a full list of the required core courses and elective courses for the MS-TCVM program.

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.
### Calculated total (estimate):

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<tr>
<th>Item</th>
<th>Credit Hours</th>
<th>Tuition and Fee</th>
<th>Available Online</th>
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</table>

**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 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: $18,485.00  
- Books & Supplies: + $2,195.25  
**Total Program Cost**: $20,680.25
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.

The MS-TCVM must be completed in 4.5 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 electives 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 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: MS 0110, 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 objective, a research plan, data collection, analysis and interpretation, and preparation of a manuscript for publication in a scientific journal. The course serves three outcomes: 1) students identify a research question of interest and are able to design an appropriate study; 2) students prepare and submit a research protocol for evaluation and feedback; 3) students prepare a manuscript suitable for peer review and publication in a scientific journal.

**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: MS 0110, MS0120)

**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.

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 herbal 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.

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.

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.

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. The course serves two purposes for the MS-TCVM student: 1) to learn both oral medication and topical application of individual herbals and formulations; 2) 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.

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. The course provides three goals for students: 1) learn and master the basic theory and principles of food therapy; 2) learn and grasp the simple recipes for veterinarians and their patients; 3) be able to assign
“homework” to the pet owners to implement food therapy on their pets. (Prerequisite or co-requisite: MS0210, MS0220, MS0230)

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. (Prerequisite or co-requisite: MS0110, MS0120, MS0130)

MS0205 Veterinary Herbology Introduction (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.

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 Veteraninary _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)

MS0320 Advanced TCVM Workshop (1.5 semester credit hours) online

This advanced course is designed for students who have completed the food therapy course, and/or at least one herbal medicine course, and wish to delve deeper into these aspects of TCVM. This workshop builds upon the foundations that were built by the food therapy, herbal medicine, and acupuncture classes and takes the students into a new direction of knowledge. This course provides the students with an opportunity to learn how to create their own herbal formulas that are customized to treat the exact nature of their patient's pattern, how to make these formulas into powders and capsules, as well as the necessary quality control and safety procedures that the production of herbal medicine requires. The course also discusses nutritional values of food therapy and feline food therapy. This knowledge and the confidence in their ability to tailor medicine to a patient’s particular pattern and constitution is an invaluable tool for all TCVM veterinarians. (Prerequisite: MS0310 and one of MS0210, MS0220, MS0230, MS0240, MS0250)

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.

**MS0412 Business Management for an Integrative Veterinary Clinic** (1 semester credit hour) **online**
This course will cover basic business and management practices in operating a 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 any area can be found by consulting the Chi Institute practitioner directory. Students may also choose any willing faculty member to complete their hours with. (Prerequisite or co-requisite: Any two hybrid courses)

**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. The course covers four main content areas:
1. How to identify the research area that students are interested in;
2. How to use the library and other necessary resources to search for relevant research papers;
3. Data analysis and interpretation;
4. How to write the thesis and a peer-review publication.
(Prerequisite: Part 1 must be taken before part 2)

**MS-TCVM ADMISSIONS POLICIES**
Licensed veterinarians and veterinary students with a bachelor's degree from an accredited school are eligible for enrollment in the MS-TCVM. Applicants to the MS-TCVM program must provide the following documents to apply for the MS-TCVM:

1. Photocopy of your diploma of Doctor of Veterinary Medicine (DVM) or equivalent in the field of veterinary medicine, such as a Bachelor of Science in Veterinary Medicine (BS Vet Med);
2. Official transcripts of your earned bachelor's degree or equivalent;
3. One letter of recommendation from a former professor, peer, or employer;
4. Photocopy of your driver’s license (or passport);
5. The completed application form;
6. $100 required non-refundable application fee.
7. $20 required non-refundable student ID fee.

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 of Traditional Chinese Veterinary Medicine
9650 W Hwy 318
Reddick, Florida 32686

If a candidate would like to interview the school, she or he should call the Admissions Department at 1-800-891-1986 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.

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 and choosing the thesis option must complete, submit and have a thesis approved by the MS-TCVM Supervisory 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 WITH HONORS

Students enrolled in the MS-TCVM program who have earned the requisite credits for graduation with a grade point average of 3.70 or higher are eligible for the honor. Faculty, along with the approval of the Dean, renders the decision on awarding this distinction of graduating with honors to a student.

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 $18,485 and $2,195.25 for textbooks and supplies, (tax included) totaling $20,680.25. Textbooks can be purchased from the school bookstore or through online or local retailers.

PAYMENT

Tuition charges and fees will be due prior to the start of each semester. New students entering the Chi Institute are responsible for remitting payments, which must be paid 30-60 days before the first day of classes. Returning students will be billed for subsequent semesters prior to the start of each new semester. Checks or money orders for all charges should be made payable to Chi Institute of Traditional Chinese Veterinary Medicine MasterCard, VISA and American Express cards are also accepted.

PAST DUE ACCOUNTS

All student accounts are due and payable prior to the commencement of the semester in which the student is enrolled unless the circumstances of the student require other financial arrangements, as approved by the Chi Institute of Traditional Chinese Veterinary Medicine Dean or official designee. Chi Institute regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent. 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.

MASTER’S REFUND POLICY

Students choosing to withdraw from the MS-TCVM program must notify the Chi Institute in writing or by email 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 and fees (excluding the $100 non-refundable application fee, $20 non-refundable Student ID fee and a 4% processing fee). 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 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 thirty (30) days from the date that the Chi Institute of Traditional Chinese Veterinary Medicine determines that the student has withdrawn. A student will receive a total refund of tuition and fees, less non-refundable fees and a 4% processing fee, if the student cancels his or her enrollment before beginning the semester, or cancels his or her executed Enrollment Agreement within three (3) business days of signing the agreement. 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 Dean of the Chi Institute of Traditional Chinese Veterinary Medicine or official designee. All monies, less 4% of tuition (Non-refundable fees including the $100 application fee, $20 student ID fee and the 4% processing fee will not exceed $150 in total), will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
SCHOLARSHIPS

The Chi Institute of Traditional Chinese Veterinary Medicine Scholarship Program was established as part of an effort to promote the presence of TCVM in veterinary medical schools. Through this scholarship program, Chi Institute of Traditional Chinese Veterinary Medicine grants a total of $40,000 worth of scholarships to 25 applicants who qualify each year. Scholarships are awarded to veterinary school students and veterinary school faculty members, residents and graduate students. There are currently two forms of scholarships offered by the Chi Institute: CVM Scholarship for Veterinary School Students and the Chi Institute of Traditional Chinese Veterinary Medicine Scholarship for faculty, residents, and graduate students.

The CVM Scholarship for Veterinary School Students gives junior and senior veterinary school students the exciting opportunity to begin their TCVM training before starting their veterinary practice. We assert that the best form of veterinary medicine comes from an integrated approach, and we believe that current veterinary school students are particularly likely to succeed as integrative practitioners if given the opportunity to study TCVM along with their studies in conventional veterinary medicine. To qualify, applicants must: 1) be a current junior or senior student in an accredited college of veterinary medicine (CVM); 2) provide a letter of recommendation from a CVM faculty member. 3) Submit completed application by the deadline indicated online.

The Chi Institute Scholarship for faculty, residents, and graduate students was established as part of an initiative to promote TCVM in academia and research. Those affiliated with colleges of veterinary medicine are eligible to apply for this scholarship. A limited amount of scholarship will be available each year. To qualify, applicants must: 1) be a current faculty, resident, or graduate student in an accredited college of veterinary medicine (CVM); 2) provide a letter of recommendation from a CVM faculty member. 3) Submit completed application by the deadline indicated online.

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 Program Director, who will form a Student Affairs Committee, which will consist of two members of the Chi Institute administration and two faculty members. The Student Affairs Committee will specifically exclude any faculty member or administrative staff member who may have been involved or originally reported the student’s behavior leading to the disciplinary action. Any appeal must be directed in writing to the Program 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 review committee will meet with the student and make a recommendation to the Chi Institute Dean regarding the appeal. The decision of the Dean 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) Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the Associate Dean for Administration to begin an investigation; 2) The Associate Dean for Administration, or a designee, will schedule an appointment with the student within three (3) working days to discuss the complaint; 3) The Associate Dean for Administration will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five (5) working days of meeting with the student; 4) If the student is not satisfied with the Associate Dean for Administration’s report as to the disposition of the complaint, the student may appeal the result in writing to the Dean within ten (10) working days. The appeal letter must include a copy of the written disposition report and an explanation as to why the student is not satisfied with the outcome; 5) The Dean will review the written disposition report and the student’s appeal letter and will conduct any further investigation necessary, including requesting additional information from the student; 6) The Dean will provide both the student and the Associate Dean for Administration with a written decision 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/  850-245-3200

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. Students and staff members must carry Chi Institute issued identification cards and 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 Admission and Student Service 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, Associate Dean for Finance and Planning
Address: Chi Institute of Traditional Chinese Veterinary Medicine
9650 W Hwy 318, Reddick, FL 32686
1-800-891-1986 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. Student Affairs should be contacted in all cases of disabled applicants, in order that proper attention is paid to finding suitable and reasonable accommodations.

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 Associate Dean for Finance and Planning who has been designated to handle this sensitive matter:
Name: Mrs. Yanru Zhao, MS, Associate Dean for Finance and Planning
Address: Chi Institute of Traditional Chinese Veterinary Medicine
9650 Hwy 318 West, Reddick, FL 32686
1-800-891-1986 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 Admission and Student Service Director.

INTELLECTUAL PROPERTY POLICY

A central mission of the Chi Institute of Traditional Chinese Veterinary Medicine 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 Chi Institute will assemble a Committee on Intellectual Property, appointed by the Dean that has the responsibility for interpreting these policies, resolving disputes concerning the interpretation and
application of these policies, and recommending changes to the Dean from time to time as experience suggests the desirability of such changes. Inventors or creators may submit appeals to the Dean 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.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov

ACADEMIC & REGISTRATION POLICIES

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. A class hour of instruction is equal to 50 minutes of instruction in addition to a 10-minute break. 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 approximately fourteen weeks.

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 certificate 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 of Traditional Chinese Veterinary Medicine 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.

Transfer credits, including those accepted by the Chi Institute are not calculated into students’ GPA and have no effect on the grade point average SAP requirements. Transfer credits, however, are considered when computing the maximum time frame for completion of a program. Transfer hours will be added to the calculation of the attempted and earned hours when the maximum time frame for completion is being calculated for SAP purposes. Only 27 credit hours with a grade of C (75%) or higher are accepted to be transferred.

At least 25% of the credits or hours required for completion of a program must be earned through the Chi Institute of Traditional Chinese Veterinary Medicine for students seeking a Master's Degree. For the Masters Program a student may transfer up to 27 credit hours. Credits applied toward the degree may be derived from a combination of any or all of the following:

1. Units or credits earned at and transferred from other postsecondary institutions, when congruent and applicable to the receiving institution’s program and when validated and confirmed by the receiving institution.

2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.

Any non-credit courses, which do not count towards the completion of the MS-TCVM program are issued Pass/Fail grades, but are not calculated into the student's GPA or taken into account in determining the SAP maximum time frame for completion.

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 chart provided below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>GPA</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B+</td>
<td>86-89%</td>
<td>3.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>80-85%</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>76-79%</td>
<td>2.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>70-75%</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>66-69%</td>
<td>1.5</td>
<td>Deficient</td>
</tr>
<tr>
<td>D</td>
<td>60-65%</td>
<td>1.0</td>
<td>Deficient</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>Not Calculated</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td>Not Calculated</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credits Accepted</td>
<td>No more than 27</td>
<td>Not Calculated</td>
</tr>
<tr>
<td>PS</td>
<td>Pass</td>
<td>non-credit course</td>
<td>Not Calculated</td>
</tr>
<tr>
<td>AU</td>
<td>Audit Class</td>
<td>non-credit course</td>
<td>Not Calculated</td>
</tr>
</tbody>
</table>

ACADEMIC YEAR

Instructional time does not include vacation periods, homework, or periods of orientation or counseling. One course (as little as one semester credit hour) is considered the minimum coursework standard for students for an Academic Year. A total of 36 semester credit hours are needed to be qualified for the MS-TCVM program, which may take up to 4.5 years to complete.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to graduate from the Chi Institute of Traditional Chinese Veterinary Medicine and be awarded with the MS-TCVM, students are required to: 1) earn a cumulative grade B or 3.00 GPA; 2) maintain 95% class attendance rate of each class (only allow 5% absence from the class because of emergency); 3) complete the program within 4.5 years.

ACADEMIC WARNING & PROBATION

At the end of each semester, after grades have been posted, students’ CGPA and class attendance are reviewed to determine whether the students are meeting the satisfactory progress requirements as previously described. If a student is not meeting the requirements, he or she will be placed on Academic Warning status. Students placed on any Warning status will be required to meet with the Program Director to develop an Academic Success Plan (ideally prior to registering but at the latest prior to the last day of drop/add for the next semester) that details a specific plan for academic progress recovery. This plan may include actions such as mandatory tutoring, scheduled periodic advising as well as scheduling a reduced number of course enrollment until the CGPA and/or class attendance rate reaches the minimum to be removed from the Warning status. At the end of the semester in which a student is on a Warning status, the student may be placed on a status of Probation for the following semester if he or she continues to fall below the specified semester if he or she continues to fall below the specified semester if he or she continues to fall below the specified values after a successful appeal.

Students under any status of Probation will continue on an Academic Success Plan and will be evaluated at the end of their first semester of monitoring. Students who raise their CGPA and class attendance rates at or above the minimums will be removed from Probation status and returned to regular status. If a student does not meet the minimum CGPA or class attendance rate requirements at the time of the evaluation after being placed on Probation status, she or he must be dismissed from the program, but may subsequently re-enroll after a period of time and under the conditions as outlined below under the section entitled Appeal of Academic Decisions and Academic Dismissal.

During the period in which a student is under an additional semester of Probation, the student will be required to meet with the Program Director (or his or her designee) three (3) times during the semester to evaluate the student’s progress. If the student does
If a student under any of these classifications (Warning or Probation) earns the minimum semester or evaluation point grade point standard, but is unable to raise the CGPA to what is required, the probationary classification (Warning or Probation) will be continued through the next semester. Additionally, if at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements to graduate, the student will be dismissed from the Chi Institute of Traditional Chinese Veterinary Medicine. The Chi Institute reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, notwithstanding these published standards.

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 Program Director, who will forward the appeal to the MS-TCVM Supervisory Committee. An appeal must be directed in writing to the Dean 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 Supervisory Committee will meet with the student and make a recommendation to the Dean regarding the appeal. The decision of the Dean of the Chi Institute will be final.

APPEAL OF ACADEMIC DECISIONS & ACADEMIC DISMISSAL

A student who cannot meet the minimum requirements for standards of academic progress and has therefore been placed on a Warning status may appeal if special or mitigating circumstances exist. Extenuating circumstances are considered to be events such as a serious illness, death of a family member, a family emergency or other similarly grave situation. The appeal must include the reason that the student did not meet the SAP requirements and what the student's plan is to ensure his or her academic success in the future. For MS-TCVM students writing to the Program Director who will forward the appeal prior to the start of the next semester to the MS-TCVM Supervisory Committee. The student must explain the circumstances precipitating his or her academic difficulties, and how upcoming circumstances will be changing to permit the student to meet the SAP requirements. The MS-TCVM Supervisory Committee will meet with the student and make a recommendation to the Dean regarding the appeal. The decision of the Dean of the Chi Institute of Traditional Chinese Veterinary Medicine will be final. If the student's appeal of the SAP status is successful, he or she may again be eligible to continue working toward the completion of the program.

If a student has been dismissed due to academics, after the expiration of one year past the date of dismissal from the Chi Institute of Traditional Chinese Veterinary Medicine, the student may re-enroll under the status in which he or she withdrew. Current fees and tuition will be charged. If the student is not successful in raising his or her grade point average to the minimum standard in accordance with the requirements and time frames listed previously in the Academic Warning and Probation section, the student will again be dismissed from the institute, and will not be permitted to re-enroll. A student who is academically dismissed who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, and will not be required to wait one year to re-enroll. The student will be charged tuition and fees in accordance with his or her original signed Enrollment Agreement for the subsequent duration of the academic program. The student returning after a successful appeal will be placed on probationary status for the first semester of his or her return, with conditions as recommended by the MS-TCVM Supervisory Committee.

REESTABLISHMENT AS A REGULAR STUDENT & EXTENDED ENROLLMENT STATUS

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined previously may apply to continue their studies at the Chi Institute of Traditional Chinese Veterinary Medicine in an extended enrollment status. During this time, the student must attempt to improve deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he or she failed. The student will be
ACADEMIC & REGISTRATION POLICIES

responsible for all costs incurred while on extended enrollment status and must make acceptable financial arrangements in order to continue. Students on extended enrollment status remain in probationary status and will have their progress evaluated at the completion of each semester by the Program Director or designee. Students on extended enrollment who do not make sufficient improvements as determined by the Program Director may be dismissed from the Chi Institute. A student on extended enrollment who reestablishes satisfactory progress may return to a regular student status. Reinstated students will be placed on a status of Probation for one semester after reestablishing satisfactory progress. A student who has successfully appealed an academic decision but has also exceeded 1.5 times the maximum time frame permitted for completion (in a regular or extended enrollment status) may receive the original academic credential for which he or she enrolled. This may only be done at the discretion of the Dean with a recommendation from the MS-TCVM Supervisory Committee provided the student has no additional financial obligations towards the Chi Institute of Traditional Chinese Veterinary Medicine, and has otherwise successfully completed the requirements of his or her educational program.

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.

INCOMPLETE & 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 Dean 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.

PROGRAM POSTPONEMENT

The Chi Institute of Traditional Chinese Veterinary Medicine allows a student to postpone the program due to a personal emergency after starting the MS-TCVM program. However, a student must contact and obtain approval from the Program Director to initiate a delay in the program of study. The Program Director will then notify the student of the coursework completed that may transfer into the later program of study, as applicable. Credits earned at the Chi Institute in the student’s original program of study will be used when computing grade point average, rate of completion and maximum time frame for completion for SAP purposes.

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 Program Director 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;
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.

ENROLLMENT AGREEMENT

Students enrolling in the MS-TCVM program will receive and execute an Enrollment Agreement stating the total tuition, fees, and the estimated cost of books and supplies for the semester. Students who have departed and are re-entering the Chi Institute of Traditional Chinese Veterinary Medicine will also receive an Enrollment Agreement with the tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

WITHDRAWAL

Students are encouraged to remain enrolled in their classes until the end of the semester and academic program if at all possible. Sometimes, however, circumstances make it necessary for a student to withdraw his or her enrollment in the Chi Institute of Traditional Chinese Veterinary Medicine. Students are required to notify the Program Director in order to officially withdraw. Withdrawal students must also meet with a representative from student services and notify the registrar’s office prior to leaving. 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. Withdrawal ("W") grades are included in the “credits attempted” category for the maximum time frame of satisfactory academic progress but the grades are not calculated within a student’s GPA.

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.

CLASS SCHEDULES

Classes are scheduled at various times throughout the week and include daytime, night and weekend schedules. 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 a LOA are examples of situations that may affect the amount of time needed to complete a program. The maximum time to complete the MS-TCVM program will be four and a half (4.5) years.

ATTENDANCE POLICY

Class attendance is an integral part of successful completion of the Chi Institute of Traditional Chinese Veterinary Medicine's degree programs. Students are expected to be present for all class meetings of the course(s) in which they are enrolled. Attendance is tracked by faculty members. The student is responsible for notifying his or her faculty member in writing regarding an impending absence 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 professional, documented personal or family emergencies, or other documented extenuating circumstances as determined from review of the situation by Chi Institute of Traditional Chinese Veterinary Medicine administration. When a student cannot attend a class, it is the student’s responsibility to contact his or her instructor and make arrangements to complete any missed assignments or other work. Students with excessive non-justifiable absences must
meet with the Program Director and may be placed on academic probation. If a student's absences (other than justifiable absences with make-up work completed as provided above) continue and reach over 5% of the total scheduled classes the student will 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 Program Director and the Dean. 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 institution. The academic record contains, among other things, transcripts, degree audits, scheduling information and application for admission. Students will be provided one copy of their transcript upon request after graduation free of charge. Students needing additional copies of an official transcript of their coursework must submit a transcript request form to the Registrar with a nominal fee. 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.

DEAN’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 a Dean 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 Program Director and reviewed by the Dean of the Chi Institute of Traditional Chinese Veterinary Medicine. The Dean 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 extensive 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 Admission and Student Service 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. All graduates must complete an exit interview with the placement office before an MS-TCVM is conferred. Students must schedule this interview during their final semester.

**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 Program Director’s office is open by appointment for meetings for academic support. Online students seeking guidance or other support services should contact the Program Director 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. Faculty chosen peer tutors are also available to help students improve their learning in specific courses. These peer tutors are chosen based on their availability, success and thorough understanding of particular subjects. The sessions may be individualized or provided in a group setting and are free of charge.

Students experiencing difficulty in a certain area of study are encouraged to contact the appropriate faculty member who will provide information on the available peer tutors. Students enrolled in online programs 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. 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.

**HARDWARE & SOFTWARE REQUIREMENTS**

Students must have access to a computer that supports the Adobe Flash Player v. 10.1 and above and has access to high speed internet connection to access the remote learning website, videos and all related online resources. The student can also use an iOS or Android device with an Application that supports playing Adobe Flash videos. Students will be required to check the compatibility of their systems during the admissions process.

**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 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 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 charge for additional shipping costs. 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 class administrator will monitor each student’s learning progress (e.g. hours watched).

ONLINE TECHNICAL SUPPORT
Students may receive technical support by emailing support@tcvm.com or calling 800-891-1986 x. 106. The students’ email will be answered in approximately one business day. The Associate Dean for Administration supervises the technical support. Students may file complaints to the Associate Dean for Administration if needed.

ONLINE ACADEMIC SUPPORT
The students can receive academic support by emailing 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 one business day. 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 Dean supervises the academic support. Students may file complaints to the Associate Dean for Administration 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 90-acre 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 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, known as the horse capital of the world.

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 ten classrooms with a combined capacity for 150 students per class period. 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 through the assistance of our Senior Library Specialist.

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 are spacious, clean and can be shared with another student for an average rate of $40-$50 per night. These lodging options are quaint and comfortable, similar to a bed and breakfast. Most facilities are within 12 miles of the campus. Lodging recommendations can be found at 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. Other restaurant recommendations can be found at www.tcvm.com.
Huisheng Xie, DVM, PhD
• 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
• Certified Veterinary Acupuncturist (CVA), Certified Veterinary Food Therapist (CVFT), Certified Veterinary Tui-na Practitioner (CVTP) from Chi Institute of Chinese Veterinary Medicine, 2005
• Doctor of Veterinary Medicine, University of Illinois, College of Veterinary Medicine, 2001

Suzanne Brannan, DVM, CVA
• Certified Veterinary Acupuncturist (CVA) from Chi Institute of Traditional Chinese Veterinary Medicine, 2004
• Doctor of Veterinary Medicine, University of Florida College of Veterinary Medicine.

Roger Clemmons, DVM, MS, PhD
• 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

Bruce Ferguson, DVM, MS, CVA
• 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

Carla Pasteur, DVM, CVA
• Certified Veterinary Acupuncturist (CVA) from the Chi Institute of Traditional Chinese Veterinary Medicine, 2013
• Doctor of Veterinary Medicine, University of Wisconsin, 1991

Greg Todd, DVM, CVA
• Certified Veterinary Acupuncturist (CVA) from International Veterinary Acupuncture Society, 1996
• Doctor of Veterinary Medicine, University of Florida, College of Veterinary Medicine, 1988

Deng-Shan Shiau, PhD
• PhD from University of Florida
SEMMESTER SCHEDULE

<table>
<thead>
<tr>
<th>Hybrid and Online Courses</th>
<th>Semester Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS0110 Veterinary Acupuncture Level 1</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>MS0120 Veterinary Acupuncture Level 2</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>MS0130 Veterinary Acupuncture Level 3</td>
<td>Summer, Fall</td>
</tr>
<tr>
<td>MS0200 Research Methods in TCVM</td>
<td>Fall</td>
</tr>
<tr>
<td>MS0210 TCVM for Respiratory and Cardiovascular Disease</td>
<td>online: Spring, Summer, Fall, hybrid: Fall</td>
</tr>
<tr>
<td>MS0220 TCVM for Gastrointestinal Diseases</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0230 TCVM for Hepatic and Endocrine Diseases</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0240 TCVM for Geriatric, Urinary and Reproductive Diseases</td>
<td>online: Spring, Summer, Fall, hybrid: Spring</td>
</tr>
<tr>
<td>MS0250 TCVM for Dermatological, Immune-mediated Diseases</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0310 Veterinary Food Therapy</td>
<td>online: Spring, Summer, Fall, hybrid: Spring</td>
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<tr>
<td>MS0330 Veterinary Tui-na</td>
<td>Fall</td>
</tr>
<tr>
<td>MS0205 Veterinary Herbology Introduction</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0501-MS0502 Master’s Thesis</td>
<td>MS0501: Spring, Fall, MS0502: Summer, Spring</td>
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<tr>
<td>MS0350 Advanced Veterinary Tui-na: Refinement</td>
<td>Spring</td>
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<tr>
<td>MS0320 Advanced TCVM Workshop</td>
<td>N/A</td>
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<tr>
<td>MS0361 TCVM Diagnostics, Classical Points &amp; Advanced Techniques: Canine</td>
<td>Spring, Fall</td>
</tr>
<tr>
<td>MS0362 TCVM Diagnostics, Classical Points &amp; Advanced Techniques: Equine</td>
<td>Spring</td>
</tr>
<tr>
<td>MS0010 Evidence-based Veterinary Acupuncture</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0020 Integrative Approach to Neurological Disorders</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0412 Business Management for an Integrative Veterinary Clinic</td>
<td>Spring, Summer, Fall</td>
</tr>
<tr>
<td>MS0411 TCVM Clerkship (45 hr internship)</td>
<td>Spring, Summer, Fall</td>
</tr>
</tbody>
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ESTIMATED PRICE BREAKDOWN

<table>
<thead>
<tr>
<th>MASTER’S DEGREE</th>
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</thead>
<tbody>
<tr>
<td>Non-refundable student ID fee</td>
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<tr>
<td>Non-refundable registration fee</td>
</tr>
<tr>
<td>Program Tuition*</td>
</tr>
<tr>
<td>Lab fees</td>
</tr>
<tr>
<td>Books and supplies*</td>
</tr>
<tr>
<td>Total estimated price</td>
</tr>
</tbody>
</table>

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 of Traditional Chinese Veterinary Medicine business office is closed on all of the following holidays in 2016:

| January 1 | New Years Day |
| May 30 | Memorial Day |
| July 4 | Independence Day |
| September 5 | Labor Day |
| November 24 | 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.

CONTACT

Website: TCVM.com
Phone: (800) 891 1543
Email: register@tcvm.com
Fax: (866) 700 8772
Address: 9650 W Hwy 318
Reddick, FL 32686
Facebook: facebook.com/ChiInstitute

The Chi Institute’s Master’s Degree in Traditional Chinese Veterinary Medicine Program (MS-TCVM) is accredited and 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.