

STUDENT HANDBOOK & ACADEMIC CALENDAR

ALBERTA COLLEGE OF
MEDICINE & TRADITIONAL
CHINESE MEDICINE

2025 / 2026

ACATCM 

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Welcome

Welcome to Alberta College of Acupuncture & Traditional Chinese Medicine! We are excited to start this new semester term with you.

This academic calendar is the place to go to get information about the programs and services offered at ACATCM. Within this booklet, you'll get a sense of what you can expect from your ACATCM education: excellence, dedication, and a road map to your future.

Student life at ACATCM is a fulfilling experience. Many of our instructors at ACATCM are not only experts in acupuncture and TCM, but also specializes in other fields in healthcare. Their contributions to teaching and supporting students by being readily available for any questions or concerns positively add to the learning experience. Most importantly, our instructors educate students to grasp key concepts and philosophies through the encouragement of critical thinking, making the classroom environment enjoyable and dynamic.

At ACATCM our programs focus on both academic achievements and clinical practice to ensure Pan Canadian Examinations success and moving forward to prepare students for success in the Pan Canadian Examination and ensuring a promising future, our program at ACATCM focuses on both academic achievements and clinical practice.

We look forward to having you as a part of our diverse, thriving, positive community, and we wish you success along the way.

Dr. Kyle Picard

Dean of Students

Academic Schedule

The Academic Schedule provides all dates related to the academic schedule of classes and exams. For a listing of general college openings, closures and statutory holidays please visit <https://www.acatcm.com/academic-schedule/>.

Fall 25

Date	Day	Event
January 15	Wednesday	First day to apply for new students
June 23	Monday	Fall course registration opens
August 1	Friday	Last day to register for Fall courses^
August 29	Friday	Last day to adjust Fall course registration with full refund (less admin fees)
September 1	Monday	Labour Day- Campus Closed
September 2	Tuesday	First Day of Fall Classes
September 10	Wednesday	Last day to drop a course with no record of the course*
September 12	Friday	Tuition and Fees payment deadline
September 23	Tuesday	Last day to be re-instated for Fall semester
September 30	Tuesday	College Closed- National Day for Truth and Reconciliation
October 13	Monday	College Closed -Thanksgiving Day
October 14-17	Tuesday - Friday	Fall Reading Break – No Classes
October 27	Monday	Last Day to withdraw from a course with a “W” grade** End of refund period
November 3	Monday	Winter course registration opens
November 11	Tuesday	College Closed- Remembrance Day
December 5	Friday	Last day of Fall classes
December 8-19	Monday - Friday	Final Exam Period Fall semester
December 12	Friday	Last day to register for Winter course^
December 19	Friday	Fall Semester Ends
Dec 24 – Dec 26	Wednesday - Friday	Holiday Break, College Closed

Winter 26

November 3	Monday	Winter course registration opens
December 12	Friday	Last day to register for Winter courses^
January 1	Thursday	New Year's Day - Campus Closed
January 2	Friday	Last day to adjust Block week registration with full refund (less admin fees)
January 5-9	Monday – Friday	Winter BLOCK week Course
January 9	Friday	Last day to adjust Winter course registration with full refund (less admin fees)
January 12	Monday	First day of Winter Classes
January 20	Tuesday	Last day to drop a course with no record of the course*

January 23	Friday	Tuition and Fees payment deadline
February 2	Monday	Last day to be re-instated for Winter semester
February 16	Monday	Family Day – Campus Closed
February 17-20	Tuesday – Friday	Winter Reading Break - No Classes
March 9	Monday	Last day to withdraw from a course with a "W" grade**
April 3	Friday	Good Friday - Campus Closed
April 6	Monday	Easter Monday- Campus Closed
April 17	Friday	Last day of Winter classes
April 20 – 30	Monday – Thursday	Final examination period for Winter semester
April 30	Thursday	End of Winter semester

^A course requires a minimum of 7 students to run each semester

** Last day to **drop** a course with no record on student transcript*

*** Last day to withdraw from a course with a “W” on the student transcript.*

Notice

This Academic Calendar is **subject to change** and is governed by the policies found online on <https://www.acatcm.com/policies-and-procedures/>. For the most update Academic Calendar, please visit the ACATCM website.

Admission

We are excited to have you join Alberta College of Acupuncture & Traditional Chinese Medicine. To provide an easy application process for the next step in your academic journey please consult the information below.

General Terms

Applicant: A person who has applied for a program

Full-time student: A student who is registered in 3 course or more

Part-time students: A student registered in less than 3 courses

Application for Admission

You are able to apply to Alberta College of Acupuncture and Traditional Chinese Medicine either in person or online. Please note that there will be a \$100CAD non returnable application fee.

Applying online: You can go to <https://www.acatcm.com/online-application/> to apply online.

Once your application has been reviewed, you’ll be invited to have an interview with us by phone or in person.

Application Dates

Final dates submission of applications for domestic and international students are located in the Admission Schedule. The programs hold limited enrollment, we recommend you apply early.

Registration

Registration is the process by which you select or are enrolled in the courses required to complete your program at ACATCM. Registration occurs after you are accepted into the program. You are encouraged to monitor your program progress and get possible update at your ACATCM365 account. Class schedules are released one month prior to the start of term.

Policies

Policies are a guide for an organization. The college and all its members are governed by policies that are consistent with its core values. It is the responsibility of the student to be aware of all policies that pertain to them and be in compliance with them. Any questions can be sent to admin@acatcm.com.

For more information of our policies please visit: <https://www.acatcm.com/policies-and-procedures/>

Admission Category

Highschool

Candidates must meet the eligible requirements for any program at ACATCM:

- Be at least eighteen (18) years of age
- Have completed a high school education with an Alberta high school diploma or non-Alberta equivalent verified transcript. Must have completed with 60% or better in Grade 12 English, Mathematics, and Science
- If previous schooling was in any other language, student must demonstrate that their English is proficient enough to complete the program.

Transfer

Students who have completed courses at universities, colleges, or other accredited institutions and programs, whose content and standards are deemed equivalent to courses offered at the Alberta College of Acupuncture & Traditional Chinese Medicine, may be eligible for transfer credits. Each student's situation will be considered on an individual basis.

Mature

Candidates can apply as mature students. This is intended to allow applicants who otherwise will not qualify for admission to be considered, based on the skills and experience they have acquired since leaving school. Applications by mature students are evaluated differently as we do recognize those mature students have life experiences that

younger students may not have, such as work experience, experience as a parent, or independent learning. We consider a mature student as:

- A student who has graduated from high school but lacks post-secondary education.
- A student who did not graduate from high school and is looking to gain admission five years after their last year in high school.
- A student who has been away from formal education for five years or more

International

International applicants are required to meet minimum English language proficiency requirements for direct entry into academic programs. Applicants who do not meet minimum English language proficiency requirements may enroll International Acupuncture Foundation Program as a prerequisite.

High school graduation is the normal minimum level of study to be considered for admission. International applicants should also meet the following requirement and should have demonstrated maturity, professional ethics, and the ability to learn.

- You are at least eighteen (18) years of age.
- You have a secondary school or high school graduation certificate. Education should normally consist of a minimum of 12 years of study.
- You are able to present transcripts from your senior high school along with your graduation diploma or certificate, and any graduation exam results.
- A successful interview (in-person, phone, or video calls) with the school administration.
- International applicants can take advantage of our online application for admission.

English Proficiency

All international students are required to meet our English Language Proficiency requirements to be admitted to the Acupuncture or Traditional Chinese Medicine program. English is the primary language of instruction and communication at ACATCM, students must demonstrate an adequate level of proficiency in English as a foundation for success in the program.

Proficiency in English can be proved in one of the following ways:

- Successful completion of three years of full-time study in an educational institute of Canada or the equivalent, where the major language of instruction is English.
- Graduation from a recognized degree program offered by an accredited university at which English is the primary language of instruction.
- TOEFL iBT score 35-45
- IELTS (International English Language Testing System) score of at least 5.0

Note: Your language scores used for admission will be kept with students' records as part of the admission process; upon request, ACATCM will provide them to the Ministry for the review of the compliance.

Exceptions

International student meets any one of the following conditions are not required to submit proof of proficiency in English:

- Mother tongue (language first learned and still used on a daily basis) is English
- Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction
- Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America
- Has lived and attended university and/or college, or been employed, for at least two consecutive years, in a country where English is the acknowledged primary language

Transcripts

Official transcripts are the academic records from any high school or post-secondary institution you received prior education. Official transcripts are to be sent directly to the administration office from the educational institution. Once delivered, these transcripts belong to ACATCM and original or copies will not be released to you or anyone outside ACATCM. Any transcripts or any other documents pertaining to an applicant who does not attend ACATCM will be destroyed. If an applicant re-applies, they will have to submit new transcripts and documents.

Notification of Application Status

Applicate will be notified of admission status by letter. If applicant is successfully admitted, they will receive an acceptance package which includes a student contract and information on the next steps to take. After reading and signing the student contract, the applicant must send it back to ACATCM with the tuition deposit.

Student Records

All personal information that you provide and is collected are considered confidential. If you wish the College to send any information about you to other institutions or third parties, you must submit a request in writing.

Transfer Credits and Prior Learning Assessment & Recognition (PLAR)

Students who have completed courses at universities, colleges, or other accredited institutions and programs, whose content and standards are deemed equivalent to courses offered at the Alberta College of Acupuncture & Traditional Chinese Medicine, may be eligible for transfer credits. Each student's situation will be considered on an individual basis.

To request transfer credits, complete and forward the following items to our registration office:

- Letter of request for transfer credits
- Official transcripts
- Official degree and/or certificate if available
- A \$100.00 transfer fee applies to each transfer request.

Notarized copies of original transcripts, degree certificates, diplomas, or other documents are required for Non-Canadian institutions. A notarized copy is a true copy of the original document that is stamped, dated, and signed by a notary public, lawyer, or post-secondary registrar. A document that is not in English requires an official notarized translation in English and the official non-translated transcript.

The course syllabus may be requested to verify the content.

One can not transfer more than 50% of required courses in a program. In other words, a minimum of 50% of required courses must be taken through the Alberta College of Acupuncture & Traditional Chinese Medicine.

Prior Learning Assessment & Recognition (PLAR)

PLAR will be award if the learning outcomes in a course can be demonstrated based on a previous coursework and/ or life experience. The student will need to take an exam or provide a portfolio of capability. All PLAR will occur at the beginning of the term.

PLAR is an acceptable process for assigning credit for learning stemming from experience acquired independently of courses taken at the College. PLAR provides a mechanism whereby credit is given for equivalence in a course to those students who have mastered the content of the course concerned without having taken a formal course in the subject area.

Such mastery may have been acquired, for example, through work experience, independent study or from non-degree courses. In the absence of a certificate or other formal acknowledgment of competence by an appropriately accredited institution, the student can challenge the appropriate specific course(s) offered by ACATCM to a maximum of 10 credits in a program. This is a post admission process only.

The academic department is responsible for determining which of its courses may be subject to PLAR challenge. The challenge process could include one or more assessment methods, including standardized tests, written and/or oral examinations, performance evaluations, interviews, and portfolio assessments. These assessments require that the individual demonstrate, to a qualified faculty member, that predetermined knowledge and skills have been acquired.

Prior learning assessment is not intended to be used to aid students in transferring to another institution. Only course codes starting with LANG, SOCI, BUS, or WEL can be granted credit by prior learning assessment.

Accommodation Support

The aim of educational support is to provide an accessible learning environment where all students meet the essential requirements of ACATCM's programs to study confidently and successfully.

ACATCM is committed to having our services and facilities available in a manner to promote human rights, equality, and diversity. Students that request accommodations should adhere to the following accommodation procedures to meet their needs. Students with accommodation needs may request alternative arrangements for examinations. For more information, students may consult school officials.

Registration

General Information

Registration is the process of formally recording the enrolment of a student in a course or courses. Students eligible to register in credit courses at ACATCM are those who have been accepted into a diploma or certificate program. All students have the right to adjust their registration in courses without restriction provided the transaction occurs within institutional deadlines. Students must register in all components of a course to be considered officially registered.

Registration in specific courses is subject to the availability of those courses at the time the student registers. Students are not permitted to attend any classes in which they are not registered. The Office of the Registrar may adjust or cancel any course registration(s) that are in violation of ACATCM's policy including but not limited to those for which the stated prerequisites are not satisfied and/or for non-payment of fees/tuition.

Student Responsibility

Students are expected to adhere to all critical dates and deadlines as outlined in the Academic Schedule. It is the student's responsibility to ensure that the courses selected are appropriate and meet program/graduation requirements. Academic advisors are available to assist students in the selection of their courses.

How to Register

Students' self-registering for a class must take into consideration each class's pre-requisite. Student's failing to have a class pre-requisite will be denied registration into the class;

1. There are two ways students can be registered for classes:
 - a. **Block Registration**
 - i. Course registration for the academic year is facilitated by the registration office on behalf the student.
 - b. **Self-Registration**
 - i. Students must choose, organize, and register for their classes. Students must contact the registration office to register for their course.
2. All students will receive confirmation that they are registered in their classes and are able to view which classes they are registered in through their acatcm365 account. ACATCM will ensure the organization or distribution of course material packages of registered classes that students may need. If there is no course material package for the class a list of books will be provided to the student to procure;
3. A student who wishes to drop or add a course should consult their Student Advisor or academic administration.

Interruption of Study

Student taking a semester off must notify the Registrar. Students are permitted to interrupt their studies for a maximum of 4 consecutive semesters (including the Spring and Summer semester for the TCM program) and return to the same program of study. Students can return to the same program by contacting the Registrar's Office. Students who have interrupted their studies for longer periods are required to re-apply for admission.

Student considering an interruption of study are recommend to consult with the academic advisor to see what services are available to provide student assistance.

Confirmation of Registration

During and after each registration session, students may confirm their course registration status by visiting acatcm365. It is the student's responsibility to adjust their registration within the academic schedule timelines each semester. If a student stop attending a course for which they are officially registered and does not take the proper steps to drop or withdraw according to established deadlines, they will be awarded a grade appropriate to their performance in the course. The College does not automatically adjust the registration of students who cease to attend classes and fail to follow appropriate procedures.

Audit Students

Auditors are students who have been granted permission in writing by a professor to attend lectures in a course on the understanding that they may not participate in assignments or examinations. Such permission will be contingent upon seats in the course being available. Auditors must present a signed registration form to the Office of the Registrar.

Final permission to audit a course cannot be given until the day after the registration adjustment (Add/Drop) period when the space available in a course is known. Requests for permission to audit must be received by the end of the fourth week of classes in any semester. See the Fees and Deposits section for auditing fees.

A student is not permitted to change the status of a course after the Drop/Add deadline. That is, it is not permitted to change an audited course to a course taken for credit or vice versa. Audit courses will be reflected on the student's permanent record with the symbol "AU". The student may, in succeeding semesters, take any course for credit, which has previously been audited.

Maximum Student Course Load

Students may carry up to five courses (to a maximum of 25-30 credits) per semester depending on the program of study. Students who seek permission for course overload should review their academic records with their program chair or academic advisor prior to registration. See program information for further information. This does not include clinical placement.

Clinical Placement

ACATCM is committed to providing quality programs that allow students to gain practical experience in an educational and clinical setting. Students are encouraged to think critically and ask questions to facilitate a comfortable and lively dynamic of learning. As an important part of the Diploma programs each student is expected to acquire supervised clinical experiences in the form of clinic education and internship practicum.

ACATCM students have priority access at the Hatuo Clinic. Students must register with the Huatuo clinic for work-intergraded learning.

Student Clinic Benefits

Students are entitled to free acupuncture treatments by an intern during each academic year. Students will receive a 20% discount for regular priced herbal medicine and clinical supplies.

Refund

Course Cancellation by ACATCM

The appearance of a course in the schedule of classes does not guarantee that it will be offered. If ACATCM cancels a course, all students in that course will be de-registered and appropriate refunds applied.

Adding/Dropping a Course

The courses for which a student is registered after the Add/Drop deadline constitute that student's official registration and semester load. Students who do not officially drop a course will be considered as registered in that course and will be charged full fees for that course whether they subsequently attend classes or not. Students who drop a course will receive a tuition refund minus applicable fees. There is no notation on the transcript for a dropped course.

Course Withdrawals

The following circumstances and restrictions apply when a student wishes to withdraw from the enrolled program or courses. A student must complete a withdrawal form and submit it to the registration office. (Withdrawal form can be obtained through the [acatcm365](#).) Students who withdraw from a course(s) will see a "W" symbol on their transcript. Unless students officially withdraw, they remain registered in all courses and, at the end of the semester, are assigned the grades they have earned in each course. Any consideration for withdrawals after the withdrawal deadline must be supported by documentation from a physician or certified mental health professional.

Full or partial tuition may be refundable depending on the progress of scheduled classes. Our refund policy follows the guidelines of the Alberta Private Vocational Training Regulation.

The refund will be based on the date withdrawal forms are received.

Program Withdraw

Students withdrawing from the program must submit a withdraw form to the Office of the Registrar. All refunds will be in accordance with the [Private Vocational Training Regulation Act](#).

Fees and Deposits

It is mandatory that all students pay applicable tuition, deposits, and fees each semester. ACATCM reserves the right to change fees and deposits when necessary and without notice. Any unpaid fees owing on the fee deadline dates included in the academic calendar will result in the cancellation of registration in all classes for the semester and a reinstatement fee will apply. For additional information, visit <https://www.acatcm.com/academic-schedule/> or in-person at the Office of the Registrar.

Fee Chart

Any unpaid fees owing after any Fee Deadline will result in the cancellation of registration in all classes for the Semester. After the Full Fee Deadline for the semester is missed, students may only re-register at the Office of the Registrar and are automatically assessed a \$150 re-registration fee.

Mandatory Fees	Cost
Application Fee	\$100.00
International Application Fee	\$500.00
Tuition Deposit	\$400.00
Academic Fees	Cost
Audit Student	60% of the normal course fee
Transfer of Credit (per course)	\$100.00
Confirmation Letter	\$20.00
Challenging Exam	\$200.00
Extension to Incomplete Grade	\$50.00
International Document Evaluation	\$50.00
Reassessment of Final Examination	\$50.00
Reinstatement of Registration	\$50.00
Supplemental Examination	\$150.00
Skills Appraisal Rewrite	\$25.00
Overdue** Tuition Fee Interest rate (calculated daily)	Prime + 3%
Administration Fee	Cost
Returned Cheques	\$30.00
Convocation	\$50.00
Official Transcripts	\$20.00
Photocopying/ Printing (per page)	\$0.25
Overdue Library Book Fee	\$1/day
Credential Replacement	\$50.00

How to Pay Tuition and Mandatory Fees

- E-transfer (to: admin@acatcm.com)
- Debit
- Cash
- Cheque (payable to ACATCM)
- Bank Draft

Not Accepted

- Credit cards

Student Finance

Financial assistance is available to qualifying Canadian students enrolled in our acupuncture program through:

- Alberta Student Loans
- National Student Loans Service Center
- Personal banking institution

Students are encouraged to participate in scholarships and ACATCM will give aid to students to help navigate.

Third-Party Sponsorship

ACATCM will issue an invoice on behalf of a student who is sponsored by an outside organization (e.g., an Indigenous Band, RESP) as a service to students and sponsoring agencies. To be eligible for third-party billing, sponsoring agencies must complete and submit a sponsorship form prior to all applicable fee payment deadline dates. All sponsorship documents must be received prior to all applicable fee payment deadline dates. Any fees that remain outstanding on a student account must be paid prior to all fee payment deadlines or the student will be de-registered from all courses.

Academic Regulations

Academic regulations exist to assist the students in academic matters; to delineate the terms of students' contract with ACATCM; and to maintain the integrity of the academic programs. While regulations enable the system to operate smoothly and effectively, they also facilitate growth, development, and responsibility in students. ACATCM makes every effort to ensure that advice on academic matters is available to its students, but in the final analysis it is the students' responsibility to seek such advice.

Academic Semesters

ACATCM operates on a 15-week semester system. The Fall Semester begins in September and ends in December. The Winter Semester begins in January and ends in April. ACATCM also offers a selection of compressed, 8-week courses in the Spring and Summer semesters. The Spring semester begins in May and ends in June. The Summer semester begins in July and ends in August. Credits earned are applied to a student's program in the same manner as credits acquired in other semesters.

Grading System

Grading System for written, oral, practical as well as clinical practice evaluations are based on the following standards:

Letter Grade	Numeric Grade	Points Per Credit Hours	Level of Achievement According to Letter Grades
A+	90% - 100%	4.0	Indicates excellent performance with clear evidence of: <ul style="list-style-type: none"> comprehensive knowledge of the subject matter and principles treated in the course, a high degree of originality and independence of thought, a superior ability to organize and analyze ideas, and an outstanding ability to communicate.
A	85% - 89%	4.0	
A-	80% - 84%	3.7	
B+	76% - 79%	3.3	Indicates good performance with evidence of: <ul style="list-style-type: none"> substantial knowledge of the subject matter, a moderate degree of originality and independence of thought, a good ability to organize and analyze ideas, and an ability to communicate clearly and fluently.
B	73% - 75%	3.0	
B-	70% - 72%	2.7	
C+	67% - 69%	2.3	Indicates satisfactory performance with evidence of: <ul style="list-style-type: none"> an acceptable grasp of the subject matter, some ability to organize and analyze ideas, and an ability to communicate adequately.
C	64% - 66%	2.0	
C-	60%-63%	1.7	

Letter Grade	Numeric Grade	Points Per Credit Hours	Level of Achievement According to Letter Grades
D+	55%-59%	1.3	Indicates minimally acceptable performance with evidence of: <ul style="list-style-type: none"> • rudimentary knowledge of the subject matter, • some evidence that organizational and analytical skills have been developed, but with significant weaknesses in some areas, and • a significant weakness in the ability to communicate.
D	50%-54%	1.0	
F	0%-49%	0	Indicates failing performance with evidence of: <ul style="list-style-type: none"> • an inadequate knowledge of the subject matter, • failure to successfully complete required work, • an inability to organize and analyze ideas, and • an inability to communicate.

Note: The passing grade in all course is a "C-". Students who do not manage to pass a course may be given permission by the College to take the course again. Permission is subject to the availability of classroom space, additional tuition fees will apply.

Though a student may be categorized as in “Good Academic Standing” according to the *Student Standing and Academic Honors Policy*, students who do not manage to achieve their program’s minimum course passing grade may not be permitted to register for other courses in the program where the course is a pre-requisite and/or graduate from the program.

Symbols

Result	Grade	Description
Pass	P	Indicates that performance met or exceeded expectations; credit is awarded for the successful completion of the course
Fail	F	Indicates that performance was below expectations; no credit is awarded for the successful completion of the course
Incomplete	IC	Grade cannot be determined until the student has completed additional course requirements.
Deferred	DF	Grade cannot be determined until the student has written a deferred final examination.
Withdrawn with permission	W	Student has withdrawn from a course or program without academic prejudice.
Required Withdrawal	RW	Student has withdrawn due to repeated unsatisfactory academic progress.
Credited Course	TC	Student has received transfer credit for this course.
Exempt	EX	Exempt from the course requirement
Credit Withheld	N	Credit not granted
In Progress	IP	Currently taking the course
Optional Course	O	Non-mandatory course taken
Registered as an auditor	AU	Enrolled for attendance, not for credit
Registered as an auditor and withdrew	AW	Enrolled as an auditor but later withdrew
Prior Learning Credit	CR	Refers to credit assigned through the Prior Learning and Recognition (PLAR) assessment process.

Grades of Pass (P) are not included in any Grade Point Average (GPA) calculation because a grade of P does not have a grade point value. Grades of F are included in GPA calculations as they do have a grade point value. However, both grades of P and F are included in the count of completed credits for determining eligibility for scholarships, awards, Academic Standing, and graduation requirements

Should any dispute or uncertainty arise in the application of the method of evaluation to determine a student's grade in a course, the final authority to make grading decisions rests with the Dean of Students in consultation with the Academic Affairs Office.

Grade Point Average

The Grade Point Average (GPA) is determined by dividing the total grade points earned by the number of credit hours attempted. The "AU", "CR", "IC", "N", "P", "W" grades are not included in calculating the GPA.

Example: Assume a student earns the following grades:

Course	Grade	Points	Credit	Points
TCM101	A	4.0	X 5	= 20
BIO101	B	3.0	X 5	= 15
BIO102	C	2.0	X 5	= 10
BIO103	D	1.0	X 5	= 5
TCM102	F	0	X 5	= 0
ACU101	W	N/A	X 5*	= 0
HRB101	IC	N/A	X 5*	= 0
			25	50
Total Grade Point				50
Total Credits				25
Grade Point Average				2.0

Cumulative GPA is calculated on all grades earned at ACATCM.

Semester GPA is calculated on all grades earned in a given semester.

Program GPA is calculated on all grades earned for all courses required for graduation in a program of study.

Repetition of a Course

Students may repeat any course. When a course is repeated, the original grade remains on the student's academic record. Only the higher grade awarded is used to determine the cumulative GPA, eligibility to graduate and continuance as a student in good standing at ACATCM.

Credit Weight

Credit weight reflects student workload rather than classroom contact hours. Normally, students are expected to devote nine to twelve hours of academic time and effort per week for a five-credit course. Academic time and effort include class time (lectures, tutorials, etc.). In addition, all independent study (assignments, readings, preparation, study, etc.) is included. Courses are normally valued as five credits.

Attendance Policy

Students are allowed to attend a course once they are officially registered and have paid the appropriate fees. It is the responsibility of the student to attend all classes. When circumstances prevent students from attending the first class, they are advised to contact their instructor.

Examination Policy

All examinations are scheduled by the Office of the Registrar.

Students must be available for examinations up to the last day of the examination period as specified in the Academic Schedule.

Reassessment of Examination

Should a student suspect an examination is marked incorrectly, he/she may request a meeting with the instructor and the school officials and submit a non-refundable fee of \$50.00 for a reassessment of the exam.

Deferred Examination

Any student who is unable to write a scheduled term or final examination may request to have their exam deferred to another date.

For anticipated absences, once term or final examination dates are available, a student must submit a “Deferred Examination Request” form to their instructor at least fourteen (14) days before the scheduled examination, or as soon as the reason is identified pending the circumstances:

1. **Religious Obligation:** Students who encounter a direct conflict between a scheduled examination and a religious obligation must request the deferral as soon as it is identified;
2. **Illness or Medical Emergency:** Students who seek examination deferrals for medical reasons must make their request as soon as the reason is identified, this includes the illness of a dependent family member. Supporting documentation may be required;
 - a. *Please note: supporting documentation will be considered insufficient if it fails to address your state of health for the exam, or fails to provide adequate context, or is overly vague;*
3. **Domestic Affliction, Compassionate Request, or Other Circumstances:** Reasons can include death or major illness in a student’s family, participation in legal proceedings, and other extenuating circumstances. The request must be made as soon as the

reason is identified and documentation may be required. (i.e. written statement from a third party, an accident report, notice (certification) of a death, or doctor's note);

4. Three exams within a twenty-four (24) hour period: A student who is scheduled to write three examinations which begin and end within a twenty-four-hour period may request to defer one of the three exams. The student may indicate the exam they wish to defer on their request form. If a student's schedule does not meet the criteria, they will not be able to defer an exam;
 - a. An exam schedule with the first exam at 3:30 pm and the second exam at 7 pm on one day, and then a third exam at noon on the following day, does qualify as three exams within 24 hours;
 - b. An exam schedule with the first exam at 3:30 pm and the second exam at 7 pm on one day, and then a third exam at 3:30 pm on the following day, does not qualify as three exams within 24 hours;

A deferred exam request will **not** be granted in the following circumstances:

- a. A student misreads the exam schedule;
- b. To accommodate travel plans;
- c. If a student has completed less than half of the assigned work in a course;
- d. If a student has submitted an exam for marking;
- e. To compensate for lost study time;

A deferred exam may be postponed to a time not later than two weeks after the date of the original scheduled exam.

Supplementary Examination

Supplementary examinations are examinations which evaluate student achievement and are prepared and/or approved by an instructor or Dean of Students in response to a student who has demonstrated extenuating circumstances which resulted in a student receiving an academic grade below 60%.

Supplemental exams are not available for all courses. Availability of supplemental exams is only possible for courses that explicitly indicate on their course outline that a final exam will be administered. Supplemental exams may be in a different format than the regular final exam but will cover the same course material as the regular final exam. Supplemental exams are not allowed to be deferred. Supplement exams cannot be requested if a regular final exam has already been deferred.

All supplementary Exams are to be review before approval to ensure the requests meets standard requirements.

Transcripts and the Release of Information

A permanent record of each student's accumulated courses, attempted credits, grades earned and address information is maintained by the Office of the Registrar. Official transcripts are normally issued to educational institutions, potential employers, and students upon request. The student is responsible for any cost associated with this service. Transcripts issued to the student are unofficial. ACATCM provides both digital and standard paper transcripts. All costs for transcripts can be found in the Fees and Deposits section of this calendar.

Only a student's name, whether or not s/he is registered and the credential awarded (i.e., diploma, certificate, etc.) are defined as the student's public record. All other information is considered confidential and will be used and disclosed in accordance with privacy legislation. Students should contact the Office of the Registrar or see the acatcm365 account to obtain a Release of Information form.

If you have any questions about the collection or use of this information, please contact the Office of the Registrar at 403-286-8788.

Grade Appeal

The ACATCM recognizes students' right to ask for a grade review and to appeal grades, for both individual and group work.

Students who have collaborated for group work may also request a grade review collectively. The same procedure as in the case of a grade review for individual work applies.

Students who question a grade assigned to them must contact their instructor for clarifications or for the reasoning behind the grade.

If students still question the grade despite the explanations they receive, the student is able to appeal their grades with the Dean of Students if they have valid evidence of calculation errors.

Students who disagree with grade evaluation on an exam, final project, or results in final grade being affected are able to appeal to have the grade re-evaluated.

Complaints and Appeals

Students are able to register a complaint or apply for an appeal on a decision within a certain time-frame. For more information, visit the online *Dispute Resolution Policy*.

Graduation and Convocation

Graduation is the term used to acknowledge a student has met the academic requirements for completion of the program and that one has been approved to graduate from the program.

1. Eligibility to graduate from an ACATCM program requires that student to complete all program requirements within six years but not less than three years;
2. In addition to classroom program requirements, the programs at ACATCM require clinical observation and clinical residency for graduation. Students are required to complete all first and second year program requirements, and clinical observation, as a prerequisite to clinical residency;
3. Students must abide and conform to all policies regarding program attendance and clinical attendance to fulfill program requirements to be eligible for graduation;
4. Students must complete all required course work and courses in the time allowed and be in “good standing”;
5. Prior to graduation, the student shall return all borrowed materials to the College library and not have any outstanding financial obligations to the College;
6. Students must receive approval from the Registrar for the granting of a diploma
7. Students requiring proof of successful completion of the program can obtain an unofficial/official transcript, for a fee, from the Registrar’s Office.

Work Integrated Learning: Internship Requirements for Graduation

Some programs at the ACATCM require fulfillment of Work Integrated Learning. To be eligible for graduation each student must have completed a set number of intern clinical hours with the ACATCM partnered clinic. These are referred to as practicum hours/credits.

To receive an ACATCM degree, diploma, or certificate, students are expected to complete a minimum percent of hours and/or credits through the partnered ACATCM clinic as follows:

- 80% of clinical observation hours/course credit material
- A minimum of 500 residency hours for the Acupuncture Program
- A minimum of 750 residency hours for the TCM program

Convocation refers to a celebratory gathering to mark a major life transition for students where the college facilitates this transition. It celebrates a rite of passage where credentials are conferred and represents a new beginning through graduation.

1. Convocation occurs once a year, normally scheduled early Spring;
2. Students eligible to attend Spring Convocation will meet one of the following criteria:
 - a. Winter Term Completion: The student will be in the process of completing the final courses of their program in the Winter term (January to April) preceding the Spring Convocation;
 - b. Fall Term Completion: The student has completed all course requirements of their program at the end of the Fall term (September to December) of the previous year (after last Spring's Convocation);
3. Students eligible for Convocation will have no more than 200 remaining residency clinical hours to complete after Spring Convocation.
4. The ACATCM Registrar's Office with the ACATCM partnered Clinic will assess each student's residency progression to determine Convocation eligibility;
5. Students eligible for Convocation will be in "good academic standing" and have no pending or ongoing academic or non-academic misconduct investigation or appeals investigation.
6. Students should note that while "good academic standing" allows participation in Convocation, **graduating** from the program might have a higher academic requirement, such as a specific passing grade from each course;
7. The Registrar's Office will assess each student's progress in fulfilling the requirements of their program to determine eligibility for Convocation by March each year;
8. Eligible students will be emailed an invitation to Convocation by the Registrar's Office in March, even if they have not requested an official transcript or parchment;
9. Official degrees, diplomas, or certificates are not issued at Convocation, rather, a congratulatory document is issued. Parchments are picked up or mailed to the student only after following the "Graduation Procedure". Degrees, diplomas, and

certificates may be released prior to Convocation if the student has fulfilled the requirements for graduation and has followed the “Graduation Procedure”;

10. A student does not need to attend Convocation to request their degree, diploma, or certificate parchment;
11. Students must confirm their attendance for Convocation and follow all procedures related to Convocation preparation including arriving at the designated time. Arrivals significantly past the scheduled time may risk a student being denied entrance or the opportunity to walk across the stage;
12. Delay of Convocation is not permitted unless extenuating circumstances prevent a student from attending the Convocation ceremony in which they are eligible/invited. Those students who choose to decline a Convocation invitation will not be extended a Convocation invitation the following year.

Academic Integrity

Students are responsible for ensuring their conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. They must respect the rights of others at the college and refrain from, report, and not tolerate bullying or bullying behavior directed towards others, including by electronic means. Notwithstanding these responsibilities, the College retains the ultimate and unfettered discretion to refer a matter or individual to appropriate law enforcement agencies or to commence legal action against an individual.

Student Information

Student Rights

1. Students have the right to assemble;
2. Affiliation with any intercollegiate organization must not deprive the Students Council of recognition by college authority;
3. The student has a right to a healthy and safe environment. The student has a right not to be subjected to physical, sexual, or mental harassment, indignity, injury or violence;
4. The confidentiality of all information regarding the student must be respected unless the student consents in writing to its disclosure. Nevertheless, staff members whose professional duties require it may, within the generally accepted rules of ethics, have access to student's records;
5. The student has a right to request and be informed of, prior to registration, the extent of college-related expenses to be incurred during their studies at the College and to be made aware of any services offered to the student;
6. The student has a right to request and receive, at the beginning of the course, notice of the availability (time and place) of the instructor and staff members responsible for all services offered;
7. The student may make representations in front of any consulting decision-making body of the College with regard to any aspect of student rights, according to procedures in effect at the College;
8. The student has the right to refer to any documents contained in their student record;
9. The student has the right to add documents to their student record, including written documents referring to the contents of a document of a disparaging nature;

10. The student has the right to be informed at the beginning of a course of the outlines and means of student assessment and also be assured that these will not be substantially changed;
11. The student has the right to be informed at the beginning of a course of methodologies, principal assignments to be handed in, penalties for delays, and the estimated waiting period for obtaining academic results. Further, the student has the right to be informed in advance of any substantial changes;
12. Students have a right to academic freedom. Academic freedom is the right of any ACATCM member to examine, to question, to teach, to conduct research, to learn, to investigate, to speculate, to comment, to criticize, to write, to publish and the like, freely, in an academic environment, without pressure, direct or indirect, to conform to or defer to prescribed doctrines;
13. Academic freedom is the ability of an ACATCM member to engage freely and openly in research and innovation activities. It includes the right to question and challenge traditional norms, and the freedom to define research questions, to pursue answers to those questions by way of unrestricted but proper investigative techniques, and to disseminate the knowledge to academic peers and to the academic community;
14. Academic freedom also includes the duty of scholarly integrity to use such freedom in a manner consistent with the responsibility to base research and teaching on an intellectually honest search for knowledge.
15. Academic freedom **is not absolute**. Individual members of institutions are limited by the degree of autonomy available to ACATCM and are subject to legal parameters, professional requirements, and peer review. The autonomy of ACATCM members is limited by statutes and policies established by the Government of Alberta;
16. Academic freedom also has corresponding obligations, which include a high degree of respect for evidence; integrity in the research in accordance with the conventions of the discipline; impartial reasoning; and honesty in reporting both the underlying assumptions and the results of the inquiry (see *Academic Freedom and Code of Ethics Policy*).

Student Responsibilities

1. It is the student's responsibility to be familiar with the course outline, content, evaluation methods, and methodology. It is also the student's responsibility to inquire into the availability of the instructors (time and place);

2. It is the responsibility of the student to be familiar with procedures to be followed in the case of rescheduling or replacement of classes or assessments;
3. The student must respect other people's health, right to security, and academic freedoms;
4. The student is responsible for communicating with the instructors and/or counselors to solve any problems encountered;
5. The student is responsible for attending class and being punctual (see *Student Attendance Responsibility*);
6. The student is responsible for handing in assignments to the instructors within the required deadlines or, if the student cannot do so, for making prior arrangements with the concerned instructor with a reasonable excuse;
7. The student is responsible for taking advantage of educational activities offered and for taking part in meetings where topics concerning them will be discussed;
8. The student is responsible for taking advantage of services offered to by the College to ensure proper orientation of their studies, academic progress and general development;
9. The student is responsible for fulfilling their obligations, as agreed upon in conjunction with the College, with regard to the use of goods and services at their disposal.

Attendance

Instructors will inform students of the attendance requirements for individual courses in accordance with the policy of ACATCM.

ACATCM recognizes that regular attendance is essential to support student success and learning, promotes a sense of responsibility, and reflects a commitment to the professional practice of acupuncture. Those who choose not to attend must assume whatever risks are involved.

Academic Misconduct

Academic misconduct is defined as the taking, presenting, or giving of information that dishonestly aids you or another on any work which is used to enhance your grades.

Plagiarism and Cheating

1. ACATCM has zero-tolerance on cheating or plagiarism;
2. No student shall submit the words, ideas, images or data of another person as the student's own work in any academic writing (written or electronic) or presentation (oral or electronic) without proper sourcing and citation given. This can be intentional or unintentional, so it's important to understand proper citation practices;
3. No student shall obtain or attempt to obtain information from another student or unauthorized source, give, or attempt to give information to another student, or use or attempt to use unauthorized material for an examination or similar activity (ex: coping answers, using cheat sheets, or using unauthorized electronic devices);
4. No student shall engage in contract cheating in which someone is paid to complete the student's academic work including papers, assignments, examination, etc.;
5. A single offence of cheating or plagiarism on term work, tests, final examinations, or any other academic works, may lead to disciplinary probation or a student's suspension or expulsion from ACATCM if it is determined that the offence warrants such action.

Falsifying information and misrepresentation

1. No student shall falsify or alter information in research papers, lab reports, or other academic work, or to obtain admission to the college, or to support an absence;
2. No student shall represent or attempt to represent themselves as another or have themselves represented by another in the taking of an examination or preparation of an assignment, attendance, or similar activity.

Unauthorized or Misuse of College materials and technology

1. No student shall obtain, distribute, or receive any academic material such as pending examinations or the contents from any source without prior and express consent of the college (instructors, clinical preceptors, etc.).
2. Students should not misuse Artificial Intelligence (AI) technology in their academic work. Using AI for grammar checks, style improvement, or plagiarism detection is acceptable where the goal is to improve writing skills, not replace them. However, no student shall use AI to generate content intended for submission as the student's own original work. This includes, but is not limited to:
 - a. uploading an assignment prompt (write essay, research paper, report, case study, etc.) to AI and submitting the generated text as your own work
 - b. using AI to paraphrase content without understanding the original content and/or properly citing the source and committing plagiarism
 - c. using AI to fabricate research data for a project

- d. using AI to complete assessments (test/exam questions)
- e. using AI to create and complete patient case reports, and projects

Clinical Observation and Practicum Program

1. A student enrolled in any Clinical Observation or Practicum Program is bound by and shall comply with all codes of conduct and responsibilities outlined in the “Clinical Practicum Student Handbook”, and professional codes of ethics that govern the profession and practice of that discipline;
2. The following behavior by any student in the Clinical Observation or Practicum Program is unprofessional conduct:
 - a. Falsifying patient records including charting in accurate information about a patient’s history, vital signs, assessment findings, etc.;
 - b. Falsifying patient financial records related to treatments;
 - c. Disregarding patient confidentiality;
 - d. Mis-representing patient treatment to clinical preceptors or other officials at the practicum site including fabrication data/results;
 - e. Careless or negligent behavior resulting in unnecessary physical or mental harm to patients including following established procedures for infection control and safety protocols;
 - f. Obtaining or attempting to obtain favors, gifts, payments, or other consideration from patients;
 - g. Representing one’s education, qualifications or competence in a way that is false or misleading;
 - h. Being under the influence of drugs or alcohol while providing patient care;
 - i. Operating out of the scope of training and supervision.

Student Behaviour Misconduct

Student behaviour is subject to disciplinary action when students threaten the safety or well being of any member of the ACATCM community, or adversely affects ACATCM.

Disruption

1. No student shall disrupt a class or cause a disturbance in the clinical environment in such a way that it interferes with the normal process of the session or learning of others;
2. No student shall by action, words, written material, or by any means obstruct or disrupt college activities or college related functions;
3. Instructors have the authority to dismiss a student from a class for disturbing or disrupting or interfering with a class. In the case of an online course, the instructor may bar the student from any online activities related to the class for the duration of the class or for one week.

Bribery

No student shall offer or provide a monetary or other benefit to any member of the college for the purpose of gaining academic or other advantage.

Distribution of Malicious Material

No student shall distribute or attempt to distribute malicious or defamatory material or engage in activity which creates a social or academic climate that hinders or prevents the full participation of another person (ex. Intimate images, private messages, etc.).

Violations of Safety or Dignity

1. No student shall have sexual or physical contact with another person without their consent;
2. No student shall cause injury, or use written or verbal words to cause injury, to another person, or threaten another person physically or mentally, or cause another person to fear physical or mental abuse;
3. No student shall discriminate against any person or group of persons while participating in college activities or college related functions;
4. No student shall harass another person including bullying, sexual harassment, and racial harassment including by electronic means;
5. No student shall possess any weapon. A weapon is: a firearm, ammunition, air gun, explosive device or replica, or items prohibited by law in Canada or their replicas (brass knuckles, switchblade knives, butterfly knives, etc.).

Damage to College Property or Resources

1. No student shall destroy or cause damage or deface the inside or outside of the college property or the property of any member of the college including malicious code to cause undesirable or destructive effects to another user's computer and/or data;
2. No student shall, without authority, make, alter, or use college supplies or documents;
3. No student shall remove library resources from the college without proper authorization, deface, or purposely misplace them or deprive them from other members of the college.

Unauthorized Use of Facilities

1. No student shall enter or remain on the college property without the proper authority, against instructions or with the intent to damage, destroy, or misappropriate college property;
2. No student shall obtain any college equipment by fraudulent means or by providing false information.

Drug and Alcohol Provision and Consumption

No student shall possess or consume illegal drugs or alcohol on college premises or at college-sponsored events other than in licensed premises with a valid permit.

Dishonesty in Student Organizations

1. No student shall misuse student organization funds or property (ex: student council);
2. No student shall engage in hazing activities that are unsafe, humiliating, or discriminatory in nature as these are considered bullying or harassment.

Whether Academic Misconduct or Non-Academic Misconduct has occurred, the following penalties may apply based on the decision of the Dean of Students in collaboration with the Vice-President of Academic Affairs, Registrar's office, and in consultation with the President and Executive Director as required.

Harassment and Discrimination

ACATCM is committed to providing a safe campus environment that empowers students and employees to succeed and to professionally develop. Every person has the right to respect and dignity in an environment free from discrimination and harassment.

It is the responsibility of every staff, faculty, and student to create and foster an environment that is free from discrimination and harassment. If a student sees such behavior or an incident, they can report it to the Dean of Students or are encourage to tell the person to stop. For more information visit the online *Harassment and Discrimination Policy*.

What is Not Harassment

Harassment does not include:

- the right to direct the students, including any reasonable day-to-day management or supervisory decisions involving (but not limited to) assignments and performance, assessment, and evaluation, just-cause disciplinary action and progressive discipline, attendance support programs, implementation of dress codes, and organizational changes;
- demands for academic excellence or a reasonable quality of work; or
- the reasonable expression of opinions, debate and/or critique of an individual's ideas or work that may be viewed as interpersonal conflict but does not meet the threshold of harassment based on prohibited grounds, sexual harassment and/or personal harassment.

Penalties

All students should act in accordance with College policies, standards, procedures, and regulations. Students who do not act accordingly may be subject to disciplinary action as outlined by the regulation of policy on Students' Discipline.

Failing Grade

A student may be given a failing grade in either an exercise or course in which that student is found guilty of plagiarism, cheating or other academic misconduct.

Disciplinary Probation

The student shall be permitted to maintain registration. The student is expected to attend all classes and activities under specific conditions. A student under probation who meets the conditions within a time frame shall redeem their normal status. Failure to meet the conditions shall result in suspension or even expulsion from the College.

Suspension

Students may be suspended from attending classes for a period of time, depending on the alleged violation. The Director will decide when a student can return to class. It is the student's full responsibility during this period of time to self study. It is not the responsibility of the College for missed classes.

Expulsion

Students that are expelled from the College will be withdrawn from the program, and may be banned from the College and grounds. There will be no refund of any fees and all outstanding fees and debts to the College and materials on loan must be returned immediately.

Effects of Suspension or Expulsion

A student suspended or expelled may not apply, or be considered for readmission to the College until at least twelve months after the end of the session in which the academic offence takes place.

Standard Appeal Policy

Students have the right to appeal disciplinary actions, but they must submit their appeal within 14 days of receiving the notice.

Student Council

The Student Council, also acts as the Student Advisory Board, has been established to respond to student's concerns.

Library

The library at ACATCM provides a great resource to support learning, teaching and research. Students can access library book checkout through their student account. Loan periods are for 21 days. See the *Library Policy* for further detailed information.

- If a student wishes to renew a book at that time, they may do so if no one else has a hold on the book out.
- A maximum of 3 books may be signed out in a student's name simultaneously.
- It is the responsibility of the student to keep books in the same condition as they were loaned. If a book is returned marked or dirty, the student may be charged twice the original cost of the book depending on availability.
- A fee of \$1/day will be charged for each overdue book.

College of Acupuncturists of Alberta (CAA)

At Alberta College of Acupuncture & Traditional Chinese Medicine (ACATCM), we ensure our students meet all academic and professional requirements for graduation and applying for licensure in Alberta. Below, you'll find details on:

1. Board Exam Preparation and Registration – Important details about board exams in Alberta
2. Preparing for Licensure in Alberta - Steps to apply for your acupuncture license

Board Exam Preparation and Registration

Becoming a registered acupuncturist in Alberta requires passing the Alberta Acupuncture Registration Examinations (AARE)—a set of assessments that measure the core competencies needed for safe, ethical, and professional practice in the province. The AARE includes:

- the Pan-Canadian Examination (covering multiple-choice and clinical case questions),
- the Safety Exam,
- the Modalities Exam, and
- the Acupuncture Points Exam acupuncturealberta.ca.

For full details on exam components, eligibility requirements, application deadlines, and exam schedules, please refer to the official CAA Exams page:

acupuncturealberta.ca/exams

Becoming a Registered Acupuncturist

Becoming a registered acupuncturist in Alberta ensures you meet professional standards for safe and ethical practice. For **full details and the most up to date information**, visit the College of Acupuncturists of Alberta (CAA): www.acupuncturealberta.ca.

General Key Requirements:

- Education: Complete an Alberta-approved acupuncture program or equivalent.
- Exams: Pass the Alberta Acupuncturists Registration Examinations (AARE)
- Practice Currency: An applicant may be eligible for registration if they have obtained a diploma from an approved acupuncture education program within the three-year period preceding the date of application for registration
- Character: Provide references and disclose any criminal record for review.

- Fitness: Declare any health conditions that could affect safe practice.
- Other Essentials:
 - Professional liability insurance (\$2M per claim)
 - First aid and CPR certification
 - English proficiency (if applicable)
 - Proof of Canadian citizenship or legal work status
 - Two pieces of identification
 - Completion of sexual abuse and misconduct prevention training (CAA directed)

Programs

Acupuncture Diploma

Doctor of Acupuncture is a designated title for registered acupuncturists.

Program Length: Three-Years Diploma program

Part-time Study: Must complete all courses in six years.

Recognized across Canada, the USA (National Certification Commission for Acupuncture and Oriental Medicine), and China. Our flagship three-year Acupuncture Diploma program is the longest-running in Alberta and regarded as one of the most advanced in the world.

For more than two decades, the Acupuncture Diploma program has been proven to be the most comprehensive and well-rounded available in Canada. Students will establish superior knowledge and skills through classroom instruction, extensive hands-on training, and active in-person support.

This three-year program will allow students to deeply explore the theoretical and clinical concepts of Acupuncture and TCM. Students will also learn the ancient philosophies, diagnostic principles, treatment techniques, as well as the foundations of Western medical science. Our program and instructors are constantly improving and evolving with modern times, however, we will never lose touch with the core foundation and history of TCM. Instead, we strive to continue to learn from the past and apply this knowledge to the future.

CURRICULUM EXAMPLE

Code	Course	Credits
YEAR 1 Fall Semester		
TCM101	Foundations of Traditional Chinese Medicine	5
BIO101	Human Anatomy	5
BIO102	Human Physiology	5
BIO103	Biochemistry & Microbiology	5
Year 1 Spring Semester		
TCM201	Diagnostics of TCM	5
BIO104	Pathology & Pharmacology	5
HRB101	Herbology I – Materia Medica	5
ACU101	Acupuncture & Moxibustion- Meridians Systems and Points	5
CLNA101	Clinical Education	0

Code	Course	Credits
YEAR 2 Fall Semester		
TCM201	Internal TCM I	5
ACU201	Acupuncture Treatment Strategy	5
HRB201	Herbology II- Formulas & Prescription Combinations	5
ACU202	Tui Na	5
CLNA201	Clinical Education II	
Year 2 Spring Semester		
TCM202	Internal Medicine II	5
ACU203	Acupuncture & Moxibustion – Clinical Case Studies	4
TCM203	External TCM	5
HRB202	Herbology III- Herbal Pairs	5
CLNA202	Clinical Education III	1
YEAR 3 Fall Semester		
BIO301	Western Medical Science	6
ACU301	Safe Practice & Legislation	2
TCM301	Special Case Studies	6
TCM302	TCM Gynecology & Pediatrics	4
TCM303	Integration of TCM and Western Medicine	1
CLNA301	Clinical Education IV	1
INTR301	Acupuncture Practicum	4
Year 3 Spring Semester		
INTR302	Acupuncture Practicum	4
INTR401	Acupuncture Practicum	4

Total Hours: 1770hrs

Total Clinical Hours 904hrs:

Student load maximum for this program is 25 credits. Student must apply for approval to increase this limit per semester.

Traditional Chinese Medicine Diploma

Program Length: Four-Years

This is a Double-Major program.

Graduates (full-time students) will receive a Diploma in Acupuncture at the end of the 3rd year and may proceed to the licensing process thereafter.

Graduates will receive Traditional Chinese Medicine Diploma at the end of the program.

Traditional Chinese Medicine (TCM) approaches health and illness fundamentally differently from modern medicine (Western medicine), it is not only documented as the oldest medicine, but it has also always been part of the primary health care system in China throughout history.

This program provides an excellent grounding in the theory and application of TCM with extensive clinical experience. Besides TCM components, students will gain a thorough understanding of western biomedical sciences, research methodologies, and the skills to be reflective and professional practitioners.

This Diploma in Traditional Chinese Medicine program requires full commitment and dedication from students. The program takes four years to complete for full-time students.

CURRICULUM EXAMPLE

Code	Course	Credits
YEAR 1 Fall Semester		
TCM101	Foundations of Traditional Chinese Medicine	5
BIO101	Human Anatomy	5
BIO102	Human Physiology	5
BIO103	Biochemistry & Microbiology	5
LANG101	Standard Chinese I	2
CLNT101	Clinical Education I	0
Year 1 Spring Semester		
TCM201	Diagnostics of TCM	5
BIO104	Pathology & Pharmacology	5
HRB101	Herbology I – Materia Medica	5
ACU101	Acupuncture & Moxibustion- Meridians Systems and Points	5
LANG102	Standard Chinese II	2

Code	Course	Credits
CLNT102	Clinical Education II	1
YEAR 2 Fall Semester		
TCM201	Internal TCM I	5
ACU201	Acupuncture Treatment Strategy	5
HRB201	Herbology II- Formulas & Prescription Combinations	5
ACU202	Tui Na	5
LANG201	Standard Chinese III	2
CLNT201	Clinical Education III	
Year 2 Spring Semester		
TCM202	Internal Medicine II	5
ACU203	Acupuncture & Moxibustion – Clinical Case Studies	4
TCM203	External TCM	5
TCM204	Clinical Dietary Therapy	3
HRB202	Herbology III- Herbal Pairs	5
LANG202	Standard Chinese IV	3
CLNT202	Clinical Education IV	1
YEAR 3 Fall Semester		
BIO301	Western Medical Science	6
ACU301	Safe Practice & Legislation	2
TCM301	Special Case Studies	6
TCM302	TCM Gynecology & Pediatrics	4
TCM303	Integration of TCM and Western Medicine	1
CLNT301	Clinical Education V	1
Year 3 Spring Semester		
BIO302	Laboratory Medicine & Medical Imaging	5
WEL401	Tai Chi & Qi Gong	1
TCM304	TCM Classics- Shang Han Lun (Treatise on Cold Damage Diseases)	3
TCM305	TCM Classics- Wen Bing (Science of Epidemic Febrile Diseases)	3
TCM306	TCM EENT (Ears, Eyes, Nose, Throat)	3
CLNT302	Clinical Education VI	1
Year 4 Fall Semester		
BUS401	Business Practice Management	3
TCM401	TCM Classic- Nei Jing (Yellow Emperor)	3
TCM402	TCM Classic- Yao Lue (The Golden Cabinet)	3

Code	Course	Credits
TCM403	TCM Dermatology	3
CLNT401	Clinical Education VII	1

Year 4 Spring Semester

SOC101	Ancient Medical Literature	3
INRT402	Acupuncture Practicum	4
INTR403	Acupuncture Practicum	4

Total Program Hours: 2439hrs

Total Clinical Hours: 1500hr

Student load maximum for this program is 30 credits. Student must apply for approval to increase this limit per semester

Contact Us

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