STUDENT RIGHTS AND RESPONSIBILITIES

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Approving Body	Academic Council
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Admission to CCTCM establishes a relationship of mutual commitment between student and institution. The College commits to providing an environment of respect, fairness, and support for your development as a Traditional Chinese Medicine practitioner. Students commit to conducting themselves with the integrity, diligence, and professionalism befitting future healthcare providers. This policy articulates the rights that safeguard your educational experience and the responsibilities that define your role in our community.

STUDENT RIGHTS

As with all individuals in Ontario, students at CCTCM enjoy rights under the Ontario Human Rights Code, the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act. All students have the right to a safe environment free from harassment or reprisals. At CCTCM, the student's most essential right is the right to learn.

Students have the right to:

- Learn in facilities that promote well-being
- Be treated with respect and dignity by CCTCM employees
- Receive a course outline, including a clear grading policy, at the beginning of each course
- Receive timely feedback on coursework and examinations, particularly for sequentially related assignments
- Adequate access to instructors, including timely responses to communications and consistent availability during posted office hours
- Participate in course and instructor evaluations
- Be informed of rules and regulations at the beginning of the academic year
- Make complaints and receive responses
- Be informed of any allegations regarding student conduct or academic integrity, and be given the opportunity to respond to the same
- Appeal decisions or sanctions affecting their standing at CCTCM
- Reasonable accommodation for documented disabilities
- Fair and impartial grading
- Explanation of coursework or examination assessments

- Access academic information necessary to understand program requirements
- Privacy of their student records in accordance with FIPPA
- Ownership of any intellectual property they create

International Diploma Student Information

International Student Contract. Before enrolment, students receive the International Student Enrolment Contract setting out their program and contractual terms. After signature, the College provides the student with a paper or electronic copy.

Student Goods. The College does not sell goods, works or other products created by students.

Transcripts. Current and former students may request an official transcript through the Administration Office at info@cctcm.ca or 905-606-0062. There is no charge. Requests are normally completed within five (5) business days.

Credentials. On satisfying the applicable program graduation requirements, students receive the Diploma of Acupuncture or the Diploma of Traditional Chinese Medicine. These diploma credentials are separate from the proposed HBTCM degree.

STUDENT RESPONSIBILITIES

CCTCM students are responsible for helping to foster an environment that is conducive to learning for all. Students who breach these responsibilities may receive sanctions according to the procedures outlined in this policy.

Students are responsible for:

- Contributing to a climate of open inquiry and honesty in all academic matters, including reviewing and becoming familiar with CCTCM's Academic Integrity Policy
- Committing sufficient time and effort to their studies, including use of library, laboratory, and clinical facilities
- Contributing to the learning environment through active participation in classes, laboratories, and clinical settings
- Facilitating effective communication with the College by providing current contact information and reading College emails regularly
- Acting as positive representatives and ambassadors of CCTCM, particularly during interactions with patients and the broader healthcare community

In addition, students must adhere to the following standards of conduct:

Respect for Persons

Students must respect the well-being and dignity of others. Prohibited conduct includes:

- Assault, threats, or intimidation
- Sexual violence or threats of sexual violence (including sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, distribution of sexual images without consent, or cyber harassment)

- Harassment on any grounds including ancestry, place of origin, colour, ethnic origin, citizenship, sex, marital status, family status, disability, race, creed, sexual orientation, age, or economic status
- Disrespectful conduct including yelling, swearing, profanity, or demeaning speech or gestures

Respect for Property and College Facilities

Students must respect College property, others' property, and the proper use of College facilities. Prohibited conduct includes:

- Theft or possession of stolen property
- Failure to return borrowed College property
- Damaging or defacing property
- Littering
- Trespassing or entering property after being excluded
- Violating technology use policies
- Possessing, duplicating, or using College keys without authorization

Maintain Orderly Learning and Working Environment

Students must contribute to an orderly environment. Prohibited conduct includes:

- Disrupting classes, laboratories, or other college-related activities
- Creating disturbances or interfering with peaceful use of CCTCM property
- Possessing weapons

Alcohol and Prohibited Substances

Students must not abuse alcohol or prohibited substances on College property or at College activities. Prohibited conduct includes:

- Being intoxicated on College property or at College activities
- Possessing alcohol except where licensed, authorized, or permitted under Ontario law
- Possessing, offering, or selling substances prohibited under the Controlled Drugs and Substances Act or Food and Drug Act

Honesty

Students must be honest in academic matters and when dealing with the College community. Prohibited conduct includes breaching academic integrity or misrepresenting facts affecting admission, academic standing, or College processes.

DISCIPLINARY PROCEDURES

Investigation Procedures

When a violation is alleged, CCTCM conducts investigations in accordance with natural justice principles. Students receive written notice of specific allegations with sufficient detail to permit a

response and have at least ten (10) business days to provide a written response and submit evidence.

The Academic Dean conducts investigations of alleged violations. If the alleged violation involves the Academic Dean, the President designates another impartial administrator. The investigation includes a thorough review of all evidence, interviewing relevant parties, and assessing credibility. Students may be accompanied by a support person during meetings.

Decision and Sanctions

Following investigation, students receive a written decision within ten (10) business days including findings of fact, determination of whether a violation occurred, reasons for the decision, and any sanctions. Decisions are made on the balance of probabilities.

Sanctions may include:

- Written warnings
- Academic probation with specified conditions
- Restrictions on campus activities or facility access
- Mandatory counseling or education programs
- Suspension for a specified period
- Expulsion

Sanctions are proportionate to the violation's severity, considering the conduct's nature and seriousness, impact on others, previous violations, and mitigating or aggravating circumstances.

Appeals

Students may appeal decisions by filing in writing with the President within ten (10) business days. Appeals may be based on procedural error affecting the outcome, new evidence, disproportionate sanctions, or bias. The President reviews the appeal and issues a written decision within ten business days.

If unsatisfied with the President's decision, students may request final review by a Student Conduct Review Committee—an ad-hoc committee of two faculty members and one administrator, none involved in the original matter. The Committee reviews the appeal and issues a written decision within ten business days. This decision is final within the institution.

Interim Measures

CCTCM may impose interim measures pending investigation to protect safety, including temporary restrictions on campus access or suspension from specific activities. Interim measures are not disciplinary sanctions and do not imply responsibility.

Confidentiality

Proceedings maintain confidentiality to the extent possible while ensuring fairness. Information is shared only with those who have a legitimate need to know.

Records

Records of investigations and determinations are maintained in accordance with the Student Records Management Policy and applicable privacy legislation.

PROTECTION FROM RETALIATION

Students will not be subjected to discipline, retaliation, or adverse action for filing legitimate complaints or participating in investigations under this policy.