

Canadian College of Traditional Chinese Medicine Student Handbook 2027 –28

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1. Introduction

This Student Handbook has been prepared to help you understand the expectations, policies, and procedures that will guide your experience as a student. The handbook provides essential information about CCTMC’s mission and values, introduces you to key staff members who support your academic journey, outlines important academic dates and program requirements, and presents the policies that protect your rights and establish your responsibilities as a member of our community. We encourage you to read this handbook carefully and refer to it throughout your time at CCTCM. If you have questions about any of the information presented here, please contact the Academic Dean or Office Administrator. We are committed to supporting your success and look forward to working with you as you pursue excellence in Traditional Chinese Medicine education.

2. Mission Statement

3.

The Canadian College of Traditional Chinese Medicine is dedicated to setting a national benchmark for excellence in Traditional Chinese Medicine education, clinical training, and professional development in Canada.

We bridge the wisdom of Eastern healing traditions with the insights of modern science to advance integrative, patient-centered healthcare that emphasizes prevention, holistic wellness, and whole-person balance.

Through rigorous training and clinical excellence, we prepare practitioners who promote health, balance, and well-being, empowering them to become knowledgeable, ethical, and compassionate professionals who embody cultural competence and a lifelong commitment to learning.

As a leading educational institution, the Canadian College of Traditional Chinese Medicine is committed to fostering innovation, research, and collaboration across disciplines, advancing the role of Traditional Chinese Medicine within Canada's evolving healthcare landscape, where the wisdom of traditional medicine and modern science work in harmony to serve our communities.

Staff

The following staff members are here to support your success at CCTCM. Please don't hesitate to reach out to them with questions or concerns.

President - Pierre Chen

Contact: prof.chenp@cctcm.ca / 905-606-0062

Pierre Chen serves as President of CCTCM and provides overall leadership for the College. As President, Mr. Chen is responsible for ensuring that CCTCM operates in alignment with its mission and maintains the highest standards of quality in Traditional Chinese Medicine education. Students may contact the President regarding appeals of academic decisions, or concerns that have not been resolved through other channels.

Financial Office Manager – Toby Wang

Contact: info@cctcm.ca / 905-606-0062

The Financial Office Manager handles all matters related to student accounts and financial obligations.

Students should contact the Financial Office Manager regarding tuition billing and payment questions, payment plan arrangements, account balance inquiries, refund processing, financial documentation for your student records, and questions about fees or charges.

Academic Dean – TBD

Contact: dean@cctcm.ca / 905-606-0062

The Academic Dean is your primary resource for all academic matters. Students should contact the Academic Dean with questions regarding program requirements, course sequencing, academic policies, academic standing, grade appeals, academic integrity matters, complaints about instruction or academic services, and general academic advising.

Program Coordinator – TBD

Contact: coordinator@cctcm.ca / 905-606-0062

The Program Coordinator provides day-to-day support for your learning experience. Students should contact the Program Coordinator to arrange academic accommodations, schedule make-up examinations, and access remediation support when needed. The Program Coordinator serves as a practical resource for navigating the operational aspects of your academic program.

Office Administrator – Nina Wu

Contact: info@cctcm.ca / 905-606-0062

The Office Administrator manages the administrative functions that support your student experience. Students should contact the Office Administrator regarding admissions and registration processes, general student services questions, facilities access and logistics, event information and activities, non-academic concerns or questions, and general inquiries about College operations. The Office Administrator can help connect you with the appropriate resources and ensure that your administrative needs are addressed promptly.

IT Administrator – Jason Chen

Contact: it@cctcm.ca / 905-606-0062

The IT Administrator supports the College's technology systems and ensures that students have reliable access to the digital tools and resources they need for their studies. Students should contact the IT Administrator regarding student account access, College email, learning management systems and online platforms, password or login issues, computer and network access, technical problems with College systems, and other technology-related questions. The IT Administrator can also provide guidance on the appropriate use of College technology and help resolve or escalate technical issues as needed.

If you're unsure who to contact about a particular issue, start with the Office Administrator, who can direct you to the appropriate person. For urgent academic matters, contact the Academic Dean. We encourage you to reach out early when you have questions or concerns.

4. Important Dates

Fall Semester 2027

Date	Event
Sept 6	Labour Day – College Closed
Sept 7	Fall Semester Classes Begin
Sept 20	Last Day to Add Courses
Oct 11	Thanksgiving – College Closed
Dec 17	Last Day of Fall Semester

Winter Semester 2028

Date	Event
Jan 3	Winter Semester Classes Begin
Jan 17	Last Day to Add Courses
Feb 21	Family Day – College Closed
Apr 14	Good Friday – College Closed
Apr 14	End of Winter Semester

Spring Semester 2028

Date	Event
May 1	Spring Semester Begins
May 12	Last Day to Add Courses
May 22	Victoria Day – College Closed
July 3	Canada Day – College Closed
Aug 11	End of Spring Semester

Additional Important Dates

Category	Date
Tuition Payment Deadline	3 Weeks after Semester Start
Graduation Ceremony	November (Exact Date TBA)
CTCMPAO Exam Application deadline	July 15 / January 15

Important Information

- Each semester contains 15 weeks of study period.

- Any postponed or cancelled class will be rescheduled during the break weeks, at the same class time unless otherwise notified.
- Students are expected to attend all make-up classes as part of the semester learning requirements.
- The school will only close on mandatory statutory holidays. Classes will continue on all other dates as scheduled.

5. Program Overview

CCTCM's Traditional Chinese Medicine curriculum is delivered as a single twelve-semester sequence with three exit points:

- Diploma of Acupuncture students complete semesters 1–6
- Diploma in Traditional Chinese Medicine students complete semesters 1–9
- Honours Bachelor of Traditional Chinese Medicine students complete semesters 1–12

Full course descriptions, credit values, and prerequisites are provided in the Academic Calendar.

Sem.	Course Code	Course	Hours
Year 1 — Semester 1			
1	TCM1101	Foundations of TCM 1	60
1	ACU1101	Meridian and Points 1	60
1	INT1101	Integrative Biomedicine: Anatomy & Physiology 1	60
1	TCM1102	Intro to History of TCM	30
1	PROF1101	Intro to Research & Statistics	30
1	ACU1102	Acupuncture Technique	60
1	CLIN1101	Clinic	60
Year 1 — Semester 2			
2	TCM1201	Foundations of TCM 2	60
2	ACU1201	Meridian and Points 2	60
2	INT1201	Integrative Biomedicine: Anatomy & Physiology 2	60
2	TCM1202	Diagnosis of TCM 1	60
2	ACU1202	Tuina	60
2	CLIN1201	Clinic	60
Year 1 — Semester 3			
3	HERB1301	Herb Introduction	60
3	ACU1301	Meridian and Points 3	60
3	INT1301	Integrative Biomedicine: Biochemistry, Microbiology & Pathology	60
3	TCM1301	Diagnosis of TCM 2	60
3	ACU1302	Microsystems	60
3	CLIN1301	Clinic	60
Year 2 — Semester 4			
4	INT2101	Integrative Pharmacology	60
4	INT2102	Internal Medicine 1	60
4	TCM2101	Diagnosis of TCM 3	60
4	ACU2101	Qi Gong	60
4	CLIN2101	Clinic	60
4	CLIN2102	Clinic	60
Year 2 — Semester 5			
5	INT2201	Internal Medicine 2	60
5	INT2202	Intro to Traumatology	30
5	INT2203	Intro to Dermatology	30
5	ACU2201	Neuro Acupuncture	60
5	PROF2201	Business and Management	60
5	CLIN2201	Clinic	60
5	CLIN2202	Clinic	60
Year 2 — Semester 6			
6	PROF2301	Laws, Ethics and Safety	60
6	INT2301	Intro to Gynecology	30
6	INT2302	Intro to Paediatrics	30

6	INT2303	Integrative Western Medicine Diagnosis	60
6	HERB2301	Herbology 1	60
6	CLIN2301	Clinic	60
6	CLIN2302	Clinic	60
Year 3 — Semester 7			
7	HERB3101	Herbology 2	60
7	HERB3102	Dietary Medicine	60
7	HERB3103	Herb Drug Interactions	60
7	CLIN3101	Clinic	60
7	CLIN3102	Clinic	60
7	CLIN3103	Clinic	60
Year 3 — Semester 8			
8	HERB3201	Herbal Compounding and Dispensing	60
8	HERB3202	Herbal Pairing and Processing	60
8	HERB3203	Prescriptions 1	60
8	CLIN3201	Clinic	60
8	CLIN3202	Clinic	60
8	CLIN3203	Clinic	60
Year 3 — Semester 9			
9	HERB3301	Prescriptions 2	60
9	HERB3302	Classics	60
9	CLIN3301	Clinic	60
9	CLIN3302	Clinic	60
9	CLIN3303	Clinic	60
Year 4 — Semester 10			
10	PROF4101	Education Theory	60
10	HERB4101	Huang Di Nei Jing	60
10	INT4101	Integrative Geriatrics	30
10	INT4102	Integrative Gynecology	30
10	INT4104	Integrative Oncology	30
10	INT4105	Integrative Paediatrics	30
10	INT4103	Integrative Psychology	60
10	PROF4102	Thesis and Defence	60
Year 4 — Semester 11			
11	INT4201	Integrative Andrology	60
11	INT4202	Special Senses and Otorhinolaryngology	60
11	INT4203	Integrative Traumatology	30
11	INT4204	Integrative Dermatology	30
11	HERB4201	Shang Han Lun and Jing Gui Yao Lue	60
11	INT4205	TCM Rehabilitation, Preventative Medicine and Emergency Medicine	60
11	CLIN4201	Clinic	60
Year 4 — Semester 12			
12	INT4301	Clinical Laboratory Analysis and Toxicology	60
12	PROF4301	Contemporary Practice & Strategies	60
12	INT4302	Medical Imaging Diagnosis	60
12	HERB4301	Wen Bing Xue and Select Classics	60
12	CLIN4301	Clinic	60
12	CLIN4302	Clinic	60

6. Student Rights and Responsibilities

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 (AODA). 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

STUDENT RESPONSIBILITIES

CCTCM students share the responsibility of maintaining an environment conducive to learning for all. Students who fail to uphold these standards may be subject to sanctions as outlined in the procedures of 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 the 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, unauthorized possession, or sale of stolen property.
- Failure to return borrowed College property or equipment by the designated deadline.
- Damaging, defacing, or vandalizing property (including graffiti).
- Littering or the improper disposal of clinical/hazardous waste.
- Trespassing, unauthorized entry, or remaining in facilities after hours.
- Violating technology, network, or acceptable use policies.
- Possessing, duplicating, or using College keys/access cards without authorization.
- Tampering with fire or life-safety equipment.
- Using College facilities for unauthorized commercial or personal business purposes.

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 the 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

Integrity and Truthfulness Students are expected to maintain high standards of honesty in all academic and administrative matters. Prohibited conduct includes breaches of academic integrity and the misrepresentation of facts regarding admissions, academic standing, or any official College process.

DISCIPLINARY PROCEDURES

Investigation Procedures

Upon an alleged violation, CCTCM shall conduct an investigation governed by the principles of natural justice and procedural fairness. Students will receive formal written notice of the specific allegations, providing sufficient detail to allow for a meaningful rebuttal. Students have ten (10) business days from the date of notice to submit a written response and any supporting evidence.

The Academic Dean (or an impartial administrator designated by the President, should a conflict of interest arise) will oversee the investigation. This process includes a comprehensive review of all evidence, interviews with relevant parties, and an assessment of credibility. During any investigative meetings, students are entitled to be accompanied by a support person.

Decision and Sanctions

Following the 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.

Appeal Procedures

Students may appeal a conduct decision by filing a written request with the President and/or Academic Dean within ten (10) business days of the decision. Appeals must be based on one or more of the following grounds:

- **Procedural Error:** A significant departure from established procedures that affected the outcome.
- **New Evidence:** Relevant information that was not available at the time of the original investigation.
- **Disproportionate Sanctions:** The penalty is significantly out of alignment with the nature of the violation.
- **Bias:** Evidence of a lack of impartiality by the original decision-maker.

Presidential Review: The President shall review the appeal and issue a written decision within ten (10) business days.

Final Review Committee: If the student remains unsatisfied with the President's decision, they may request a final review by the Student Conduct Review Committee. This ad-hoc committee consists of two faculty members, one administrator, and one student, none of whom were involved in, or witness to, the original matter. The Committee will review the appeal and issue a written decision within ten (10) business days. This decision constitutes the final administrative action within the College.

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.

7. Student Policies

The following policies establish your rights and responsibilities as a student at CCTCM and govern important aspects of your educational experience. Understanding these policies will help you navigate academic requirements, financial obligations, and institutional procedures.

Complete policy texts may be requested from the Administration Office. Public policy page: https://cctcm.ca/policy/

If you have questions about any policy, please contact the Academic Dean or Office Administrator.

Tuition and Refund

Tuition is assessed and payable by semester, with payment due on the first day of each semester; instalment plans are available under certain conditions. If you withdraw or are dismissed, you may be entitled to a refund depending on when this occurs:

- If you do not begin the semester or do not attend during its first ten days, you receive a refund of all tuition fees for that semester, less an administrative fee of up to $500
- If you withdraw before the midpoint of the semester, you receive the unearned portion of your tuition, less the same fee
- After the midpoint, no refund is payable for that semester, though fees for any semester not yet begun are refunded in full.
- You may also cancel your enrolment contract within two days of signing for a full refund.

Refunds are processed within 30 days of written notification. The complete schedule appears in the Tuition Fees and Refund Policy and in your Student Enrolment Contract, which governs in case of any difference.

Evaluation and Attendance

Regular attendance and active participation are essential to your success in healthcare education. Students are required to attend all scheduled classes and must notify the College at least one hour in advance if unable to attend. Students with more than three unexcused absences or who are consistently tardy may face academic consequences. Medical absences exceeding three days require written documentation from a healthcare provider. Failure to meet minimum attendance standards may result in academic probation as outlined in the Student Handbook.

Final examinations are administered at the end of each semester to assess mastery of course material. Examinations are generally conducted in person, with times and locations announced at least two weeks in advance. When circumstances require online examinations, students must keep their cameras on for the duration of the session to verify identity and maintain academic integrity. Whether attending class or writing examinations online, students are responsible for maintaining reliable internet connectivity, a functional webcam and microphone, and a private, quiet space free from unauthorized materials or interruptions. Students may be required to present a valid government-issued or College photo ID upon request. Any breach of examination protocol—including unauthorized browser tabs or external assistance—will be investigated under the Academic Integrity Policy.

Academic Freedom

CCTCM fosters an academic environment that supports open inquiry, diverse perspectives, and scholarly debate. You have the right to ask questions, express viewpoints, and engage in respectful critical inquiry without fear of penalty. While you must demonstrate competency as defined by the program curriculum, you are not required to endorse any particular theoretical framework as a condition of academic success.

Academic Integrity

Academic integrity is fundamental to your education and professional development. We take academic honesty seriously and have zero tolerance for plagiarism, cheating, unauthorized collaboration, fabrication of data, or unauthorized use of technology and AI tools. This is especially critical in clinical settings where honest recording of patient information is essential. If academic dishonesty is alleged, we conduct fair investigations that presume your innocence until clear evidence demonstrates otherwise. You will receive written notification of allegations and have the right to present evidence and appeal decisions.

Student Records Management

We maintain comprehensive records of your academic progress and protect your privacy in accordance with Ontario and federal legislation. Physical records are stored in locked, secure cabinets. Electronic records are maintained on secure servers with encryption. Academic transcripts are retained permanently, while other records are retained for five years after you leave CCTCM. You have the right to review your records upon written request within 30 days.

Student Complaint and Appeal

If you have concerns about academic decisions, instruction, services, College employees, or institutional policies, we provide clear procedures to address them. You can start with informal resolution or file a formal complaint with the Academic Dean. If you are not satisfied with the outcome, you have the right to appeal to the President and, if necessary, to an independent committee. You are protected from retaliation for filing legitimate complaints.

Sexual Violence and Harassment

CCTCM maintains a zero-tolerance policy toward sexual violence and harassment. We are committed to fostering a safe, respectful, and inclusive environment for all students. If you experience or witness sexual violence or harassment, you have the right to report it and receive appropriate support. All reports are investigated fairly and equitably, with confidentiality maintained to the extent possible.

Academic Probation and Dismissal

If your academic performance, attendance, behavior, or compliance with College policies falls below established standards, you may be placed on Academic Probation. This status is intended to provide a structured opportunity for improvement with clear expectations and support.

- **Grounds for Probation:** These include, but are not limited to, a course grade below 60%, an overall attendance rate below 80% (or 100% in clinical settings), unprofessional conduct, academic dishonesty, or failure to meet financial obligations as outlined in the enrollment contract.
- **Process:** You will receive a formal written notice detailing the reasons for probation, the specific conditions required to return to good standing, and the timeline for review.
- **Consequences:** Failure to meet the conditions of probation within the specified timeframe may result in suspension or dismissal from the program.

- **Reporting:** Please note that a change in academic status (such as dismissal) will be reported to the Ministry and OSAP, which may impact financial aid eligibility and require the return of funds.

Admissions and Credit Transfer
We offer multiple pathways to admission based on your educational background, including options for those with prior degrees, those requiring preparatory coursework, and those with relevant credentials who may qualify for advanced standing. All applicants must demonstrate English proficiency (if applicable), submit complete documentation including transcripts and personal statements, and meet minimum academic standards. You may receive transfer credit for equivalent prior coursework from recognized institutions, or credit through prior learning assessment for knowledge gained outside formal education. Combined transfer credit and prior learning assessment are subject to maximum limits to ensure you complete sufficient coursework at CCTCM. Application decisions are provided within four weeks, and you have the right to appeal any admission or transfer credit decision within 30 days.

8 International Student Information

8.1 Diploma admissions academic standing and student rights

Applicants must meet their program’s admission and English language requirements and provide the required documents. See the Admissions and Credit Transfer Policy for details.

Students must achieve at least 60% in each course, attend at least 80% of theoretical classes, and complete all required clinical and laboratory hours. Academic standing and appeals follow the Attendance and Evaluation Policy, Academic Probation and Dismissal Policy, and Student Complaint and Appeal Policy.

Students receive a copy of their signed enrolment contract. The College does not sell goods or products created by students. Official transcripts are available without charge, normally within five business days. Graduates who meet program requirements receive the Diploma of Acupuncture or Diploma of Traditional Chinese Medicine.

For professional registration, refer to the CTCMPAO Language Fluency Policy. CCTCM admission requirements are governed separately by the applicable program policy.

8.2 Contact information and student records

The School Administrator is the main contact at info@cctcm.ca or 905-606-0062. Students must confirm their contact information annually and report any changes. Administration updates and protects records according to the Student Records Management Policy.

8.3 Study permit renewal and extension

Official study permit renewal and extension guidance is linked on the College's student information webpage.
College webpage: https://cctcm.ca/international-students-resources/

8.4 Housing information and assistance

Housing information and referral links are provided on the College's Housing Support webpage.
College webpage: https://cctcm.ca/international-students-resources/

8.5 Health insurance and social supports

Health insurance and social service resources are linked on the College's student support webpage.
College webpage: https://cctcm.ca/international-students-resources/

8.6 Embassy and consulate contacts

Official embassy and consulate directories are linked on the College's contact information webpage.
College webpage: https://cctcm.ca/international-students-resources/

8.7 ISP Student Consent Form

The ISP Student Consent Form concerns Ministry access to student records for designation assessment and monitoring. It is separate from the enrolment contract. For applicable students requiring a study permit, Administration explains the form, checks its completion and keeps the signed copy in the restricted student file.

8.8 Access to policies

Past, current and prospective international students may request the handbook and complete policies from Administration at info@cctcm.ca or 905-606-0062. No student login is required. Refund entitlements and complaint eligibility follow the applicable policy and signed contract.

Public download page: https://cctcm.ca/policy/