

Academic Policies

Student Handbook

The academic policies of Five Branches University are detailed in the Student Handbook which is given to students during registration. To assist new students, the Handbook describes student services, administrative policies, and guidelines such as grading, attendance, examinations, leave of absence etc. The Student Handbook is edited regularly to reflect updated policies.

Part Time Studies—Six Year Limit

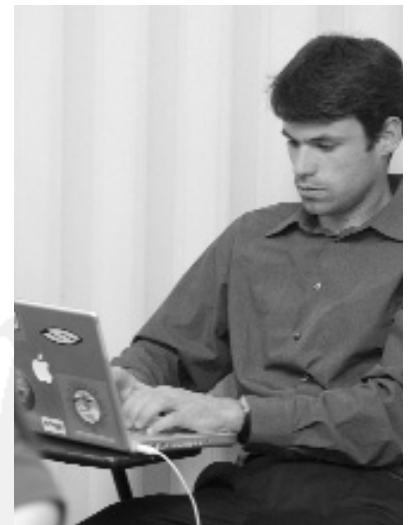
The Masters of Traditional Chinese Medicine (MTCM) program at Five Branches University is a full-time program that requires a considerable commitment of time and energy. We recommend that students regard their studies at Five Branches as their primary objective throughout their matriculation at the University. Students who encounter unexpected difficulties which require additional time for their work, health and/or family need to meet with the Admissions Office to discuss and plan how best to

manage these circumstances appropriately, possibly reducing their studies to the TCM Core Curriculum (TCM Theory, Acupuncture and Herbology).

Students who need to take part of the program part-time have up to six years to complete the Master's degree program. Students who need to extend their studies beyond this six-year limit need to submit a formal request to the Registrar for review by the Student Review Committee.

Academic and Clinic Class Size

To optimize learning, academic classes average 24 students. Classes that have insufficient enrollment (less than 10 students) may be postponed to the following semester. Clinical Theater classes range from 10 to 18 students, and Clinical Rounds, Clinical Internship Rounds, Clinical Paired Internship and Clinical Internship classes are limited to 4 to 8 students per section.



Grades and Academic Standing

Five Branches University uses a letter grading system (A, B, C, F) for all academic courses and grades of credit/no credit (CR/NC) for all clinic courses. Each course syllabus describes the course's grading procedure. To remain in good academic standing, students are required to take the MTCM program in sequential order and must maintain a semester GPA and cumulative grade point average of at least 2.75.

Cumulative Review and Competency Exams

The program offers a series of review classes to prepare students for the annual cumulative exams which are required for all students to continue their studies in good standing. Besides measuring progress, these modular exams prepare students for the California state licensing and national certification exams. Students entering clinical internships are required to pass clinic competency exams.

Student Review Committee

The Student Review Committee (SRC) reviews academic progress and assists students to be successful in the program. Students who need assistance to maintain good academic standing are required to meet with the SRC to devise a plan to improve their academic performance. Students may ask the SRC for help in finding tutors and/or other resources to assist with successful completion of the program. The SRC also reviews any breach of professionalism which is considered an academic issue. Students are expected to behave with maturity, respect and professionalism toward all faculty, staff, students and patients. Related guidelines are outlined in the Student Handbook and the Clinic Manual.

Graduation

The Master of Traditional Chinese Medicine degree is awarded to students who complete all the requirements of the program in good academic standing.

CONTACT US!

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