

## ABOUT CHI UNIVERSITY

### GOVERNANCE

Chi University was established in 1998 in Reddick, Florida. It is a privately owned S corporation governed by the State of Florida. Chi University is wholly owned by Dr. Huisheng Xie and Mrs. Yanru Zhao (Husband and Wife).

### BOARD OF DIRECTORS

Huisheng Xie, DVM, PhD, Chairman of the Board  
Yanru Zhao, MS  
Zhen Zhao, MS, ME  
Lisa Trevisanello, Dr.Med.Vet, CVA

### ADVISORY BOARD

The Advisory Board includes members not otherwise employed or contracted at the institution, consisting of practitioners and employers in the field for which the program prepares students. Chi University convenes an Advisory Board meeting annually to provide advice on the current level of skills, knowledge and abilities individuals need for entry into the occupation. The Advisory Board provides recommendations on the adequacy of educational program outcomes, curricula, and course materials.

NAME	TITLE
Patricia Baley, DVM, PhD	Board of Directors and Member of American Academy of Veterinary Acupuncture (AAVA)
David Hirsch, DVM, MSTCVM, CVA, CVCH	Owner and Founder of Parkway Veterinary Hospital (Cape May Courthouse, New Jersey)
Reed Holyoak, DVM, PhD	Professor of Veterinary Clinical Sciences, Oklahoma State University College of Veterinary Medicine
Jamie Morley, PhD	Distance Learning Specialist

### HOURS OF OPERATION

Chi University Business and Administration Offices are generally open Monday through Friday 9:00a.m. to 5:30p.m.

Chi University Campus is generally open 7:30a.m. to 7:30p.m. Thursday through Saturday and 7:30a.m to 1:30p.m. on Sunday when In-Residence Classes are in session,

### EXECUTIVE ADMINISTRATION AND STAFF

NAME	TITLE
Huisheng Xie, DVM, PhD	President, CAO, and Faculty
Yanru Zhao, MS	Vice President of Financials
Zhen Zhao, MS, ME	Executive Vice President and Chief of Staff
Lisa Trevisanello, Dr. Med.Vet, CVA	Provost
Emma Sample, BS	Registrar, Admissions, Student/Career Services, University Compliance
Guojun (Alex) He, MS, PhD	IT Specialist
Yihui Lee, MS	Financial Controller

### MISSION STATEMENT

Chi University is dedicated to providing quality education to veterinarians and active veterinary students in Traditional Chinese Veterinary Medicine (TCVM) and other Integrative Veterinary Medicine modalities through distance learning and on-site lab practice to meet the needs of the global veterinary community.

### VISION

To provide a transformative educational experience for our students, create and communicate knowledge that changes veterinary practice, and pursue excellence in all our endeavors.

### INSTITUTIONAL GOALS AND OUTCOMES

Chi University seeks to achieve its mission through the following outcome:

To equip veterinarians and veterinary students with the knowledge, skills and abilities to advance TCVM and other Integrative Veterinary modalities throughout the world.

### ABOUT US

Chi University (formerly known as Chi Institute of Traditional Chinese Veterinary Medicine) has been a continuing education (CE)\* provider that is approved by the state of Florida and the American Association of Veterinary State Board's Registry of Approved Continuing Education (RACE) for the majority of courses offered since 1998. Chi University received approval from the Florida Commission for Independent Education to offer a Master of Science degree program in 2015 and was granted national accreditation from the Distance Education Accrediting Commission in 2019.

*\*Continuing Education coursework is not under the jurisdiction of the Commission for Independent Education or the Distance Education Accrediting Commission.*

### LICENSING AND ACCREDITATION

Chi University's Master's Degree in Traditional Chinese Veterinary Medicine (MS-TCVM) Program Graduate Certificate program in Veterinary Acupuncture (gCVA) is licensed by the Florida Commission for Independent Education. Additional information regarding Chi University may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

Chi University's Master's Degree in Traditional Chinese Veterinary Medicine Program (MS-TCVM) and Graduate Certificate program in Certified Veterinary Acupuncture (gCVA) is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. Additional information regarding Chi University may be obtained by contacting DEAC, 1101 17<sup>th</sup> Street NW, Suite 808, Washington, DC 20036, Telephone (202) 234- 5100 , website: [www.deac.org](http://www.deac.org).

## STATE AUTHORIZATION

Chi University is proud to enroll students from all 50 US states.

Chi University is an institutional participant in the National Council for State Authorization Reciprocity Agreement (NC-SARA).

Chi University is registered as an out-of-state Private Postsecondary Institution with the State of California Bureau for Private Postsecondary Education (BPPE).

## ADMISSIONS

### ELIGIBILITY

Veterinarians and active veterinary students, who have earned a minimum of 10 credit hours at an accredited college of veterinary medicine, are eligible to submit an application for admission to Chi University.

### APPLICATION PROCEDURES

To apply to Chi University, prospective students should complete an application form and send or bring the form along with all required documentation (listed below) to:

ATTN: Graduate Admissions Office  
Chi University  
9650 West Highway 318  
Reddick, FL 32686

Electronic Applications can be submitted online at [www.chiu.edu/master](http://www.chiu.edu/master) or submitted via email to [Master@chiu.edu](mailto:Master@chiu.edu).

If a candidate would like to interview the school, they should call the Admissions Department at 1-800-860-1543 to schedule an appointment. In addition to a campus tour, appointments with faculty members and class visits may be arranged.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, nationality, sexual orientation, or veterans' status. Chi University also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

### All Applicants must provide the following documentation:

1. **Official Transcripts\*** of your earned Doctor of Veterinary Medicine (DVM) degree, or equivalent **OR** Official transcripts of your earned bachelor's degree and official transcripts from your college of veterinary medicine (as proof of enrollment and eligibility) and current veterinary school ID.

*\*Official transcripts must be sent directly from your institution to Chi University. Official Hard copies can be mailed to 9650 West Highway 318, Reddick, Florida (with ATTN to Graduate Admissions Office). Official electronic copies are also accepted and can be submitted via email to [Master@chiu.edu](mailto:Master@chiu.edu).*

2. One (1) **Letter of Recommendation** from a former professor, colleague **OR** employer
3. **Photocopy of Government Issued Photo ID** (Driver's License or Passport)
4. **Completed Application** form (found online at [www.chiu.edu](http://www.chiu.edu)).
5. One-time **\$70 application fee** and **\$50 program registration fee** (\$120 total)

Chi University reviews applicants' admissions documents to determine whether collectively, if enrolled, students are a good fit for the degree program and align with their academic goals.

Following a comprehensive review, all applicants are notified whether they are accepted into the degree program.

## INTERNATIONAL APPLICANTS

Official transcripts not in English must be translated and evaluated by a **NACES®** recognized organization prior to submission. Original translation and evaluation documents must be mailed directly to Chi University for review.

Prospective international students whose native language is not English must demonstrate college-level proficiency in English through one of the following:

Master's degree Level:

A minimum total score of **60** on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or **71** on the Internet Based Test (iBT); **6.5** on the International English Language Test (IELTS); **50** on the Pearson Test of English Academic Score Report; **100** on the Duolingo English Test; or **55** on the 4-skill Michigan English Test (MET), or **650/LP** on the Michigan Examination for the Certificate of Competency in English (ECCE), or **650/LP** on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

An International Applicant may be exempt if:

1. Applicant is a citizen of an English-speaking Country, **OR**
2. Applicant earned a bachelor's degree (or higher) from an institution where the primary language for learning was English.

## F-1 NONIMMIGRANT STUDENT VISA

Chi University is authorized under federal law to enroll nonimmigrant alien students. Please contact the Graduate Programs Administration Office (1-800-860-1543 or [master@chiu.edu](mailto:master@chiu.edu)) for more information.

## ENROLLMENT AGREEMENT

Students enrolling at Chi University will receive and execute an Enrollment Agreement (EA) stating the estimated total tuition, fees, and the estimated cost of books and supplies for the program. Students who withdraw from their program and decide to return within 6 months may re-enter the program under the same terms of their previous enrollment agreement. Students who choose to re-enter the program more than 6 months following a withdrawal will receive a new enrollment agreement with the estimated tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

## CONDITIONAL ADMISSIONS

Students applying for admission to Chi University may be conditionally admitted (degree programs only) if all the required documentation has been received, except for official transcript. Students admitted under a conditional status may register for courses in their initial term of admission only not to exceed 12 credit hours. Students must submit all missing documents to complete their application prior to the end of the first term or they will be withdrawn, and no academic credit will be awarded.

To register for subsequent terms, students must be unconditionally admitted to their program of study. Students conditionally accepted are not eligible for any form of financial assistance, and students withdrawn for failure to supply required documents are responsible for all tuition and fees costs.

## NON-DEGREE SEEKING (NDS) ADMISSIONS

Veterinarians and veterinary students wishing to earn master's credit may do so by enrolling as a Non-Degree Seeking (NDS) Student in a graduate level course. Applicants interested in enrolling in a graduate level course must demonstrate they meet admissions criteria for enrolling in the program and must meet all course pre-requisite requirements. Single course attendance is subject to course and seat availability.

All NDS Students must submit the following documentation prior to registering for a graduate level course:

1. Official Transcripts\* of your earned Doctor of Veterinary Medicine (DVM) degree, or equivalent ***OR*** Official transcripts of your earned bachelor's degree and official transcripts from your college of veterinary medicine (as proof of enrollment and eligibility) and current veterinary school ID.

*\*Official transcripts must be sent directly from your institution to Chi University. Official Hard copies can be mailed to 9650 West Highway 318, Reddick, Florida (with ATTN to Graduate Admissions Office). Official electronic copies are also accepted and can be submitted via email to [Master@chiu.edu](mailto:Master@chiu.edu).*

2. Photocopy of Government Issued Photo ID (Driver's License or Passport)
3. Sign and Execute an Enrollment Agreement

International NDS students must also provide the following:

1. Demonstration of competency in written and spoken English (see international applicants policy on page 2 for minimum test score requirements). An international student may be exempt if:
  - The applicant has earned a bachelor's degree or higher from an institution in an English-speaking country, or
  - If the applicant is a citizen of an English-speaking country.
2. International Students, whose transcripts are not in English, are also required to have their transcripts translated and evaluated by an NACES recognized firm.

## ADMISSION ACCEPTANCE AND DENIAL

Chi University will inform all applicants in writing if they have been accepted for admissions. The University will also communicate to the applicant and document the basis for any denial of admission.

## VERIFICATION OF STUDENT IDENTITY

As Chi University offers a hybrid program, a student's identity is verified when the student is on campus on an as-needed basis by review of a government issued identification (ex: driver's license, passport); therefore, students are expected to always keep identification on them while on campus.

Student identity is verified for online work when the student enters their unique login and password information as required to access the portal. Specific online exams are proctored by Proctorio, an automated online service. Proctorio also validates students' identities throughout enrollment. More information and technical support can be found at <https://proctorio.com/support>.

## READMISSION

Students who are withdrawn (voluntarily or administrative) from their program and decide to return within 6 months may re-enter the program under the same terms of their previous enrollment agreement. Students who choose to re-enter the program more than 6 months following a withdrawal will receive a new enrollment agreement with the estimated tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry. Students seeking readmission after a withdraw should contact the Registrar's office via email at [Master@chiu.edu](mailto:Master@chiu.edu) or via phone at 1-800-860-1543.

## TUITION AND FEES

### ASSESSMENT OF STUDENT TUITION AND FEES

In addition to the cost of tuition, additional fees may be assessed as laid out below:

1. **Wire Transfer Fee:** A \$25 non-refundable fee will apply to all payments of tuition made via wire transfer.
2. **TCVM Certification** (Optional): Students may be eligible to earn certification in the below modalities at their own expense, should they choose.
  - a. Certified Veterinary Acupuncturist (CVA): \$350
  - b. Certified Veterinary Chinese Herbalist (CVCH): \$250
  - c. Certified Veterinary *Tui-na* Practitioner (CVTP): \$150
  - d. Certified Veterinary Food Therapist (CVFT): \$150
  - e. Certified TCVM Palliative and End-of-life Practitioner (CTPEP): \$150

Payment of the above listed fee includes a formal certificate shipped to your preferred address as well as a listing in the TCVM practitioner directory as being certified in the respective modality. Additional printed certificates requested will be subject to a \$15 reprint fee. As a minimum exam score of 75% or higher is required or certification; the cost per exam retake is between \$100 and \$150, depending on the exam. *Please note, exam retakes will not affect the students final score in the respective course.*

3. **Official Transcripts:** Printed official transcripts can be requested by the student for \$10 per copy.
4. **Expedited Shipping:** Students requesting expedited shipping will be responsible for any additional expense of what it would cost for standard ground shipping.
5. **Printed Notes:** Course lecture notes can be provided in the form of a hardcopy binder, upon student request only, for a fee of \$50 per binder. Electronic PDF lecture notes will be automatically provided to all students free of charge.
6. **Return Fee:** If a student withdraws from a course during the drop/add period, the student is responsible for returning any course materials that were shipped (if applicable) within 3 weeks of the date of withdraw, otherwise a \$25 non-refundable fee will apply.
7. **Student Tuition Recovery Fund (STRF) (CA Residents ONLY):** Effective February 8, 2021: California Resident STRF assessment fee is \$0.50 per \$1000 of institutional charges. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. Chi University will collect this assessment from each eligible student at the time it collects the first payment at or after enrollment.

## PAYMENT

Tuition payments are due by the last day (Friday) of the first week of classes (also known as the drop/add period). If a student fails to pay tuition in full or fails to make satisfactory payment arrangements (approved by the University), the student will be automatically dropped from all courses with an unpaid balance.

Payments for tuition fees and other charges can be paid online via a credit or debit card. Students will be provided with a link to pay at the time of registration.

Checks or money orders are also accepted and should be made payable to Chi University.

Wire transfers are also accepted and subject to a \$25 processing fee.

## PAST DUE ACCOUNTS

All student accounts are due and payable prior to the commencement of the semester in which the student is enrolled. Chi University regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent. Students may be withdrawn from their courses for failure to meet financial obligations. Students who have not cleared all financial obligations with the university will not be considered in good standing. They will not be cleared for registration or graduation and will not receive grade reports, diplomas, or transcripts at the end of the semester.

## CANCELLATIONS

A student's notification of cancellation may be conveyed in any manner. A student has five (5) business days after signing an enrollment agreement or similar contractual document to cancel enrollment. Students who utilize the cancellation privilege will receive a full refund of all monies paid within 10 business days.

## REFUND POLICY

Students choosing to withdraw from their program of study must notify Chi University in any manner of their intent to withdraw. If the student withdraws **before** the end of the one week drop/add period, the student will be refunded all tuition for that semester. The drop/add period ends one week after the start of class. Any supplies or equipment, such as charts, needles and other educational supplies purchased from Chi University that are unused may be returned within 30 days of purchase for that semester and funds will be returned. If the student withdraws **after** the one week drop/add period, no refund will be issued.

Chi University permits its students to purchase textbooks directly from the publisher with the commensurate discount. The decision, therefore, as to whether a student can obtain refunds for books is dependent on arrangements made at the time of purchase between the student and publisher or book vendor.

Tuition refunds will be made within 30 days of the date of termination of a students' enrollment. In calculating the refund due to a student (the last date of actual attendance by the student) is used in the calculation unless earlier written notice is received.

A student will receive a total refund of tuition and fees if the student cancels his or her enrollment before beginning the semester or withdraws from a course prior to the end of the one week drop/add period. Furthermore, tuition and fees will also be refunded in full for the current term under the following circumstances:

1. Course(s) or Program(s) is cancelled by Chi University.
2. The student is called to military duty.
3. The documented death of the student or member of their immediate family (parent, child, spouse, or sibling).

4. Illness of the student of such severity or duration as documented in writing by a physician, where completion of the period of enrollment for which the student has been charged is precluded.
5. Exceptional circumstances with approval of the Chi University President or official designee.

All monies will be refunded if the school does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment. Following the five (5) business days for cancellation, all admissions and optional service fees are non-refundable.

A sample refund calculation can be found below:

Course tuition is based on the number of credit hours multiplied by the cost per credit hour (\$375) plus any applicable lab fees.

If a student registers for MTM4710 Veterinary Acupuncture Level 1 (3.5 credit hours), cost of tuition would be \$1,312.50 plus \$1467.50 in lab fees for a total of \$2,780. If the student withdraws from the course after paying tuition and prior to the end of the drop/add period, the student would be due a full refund. In all cases where a student is due a refund the following calculation is preformed:

(credit hour x cost per credit hour) + applicable lab fees = total refund amount.

Based on the provided example and calculations, the student would be refunded a total of \$2,780 and the university would retain \$0.

## CHI CE STUDENT TUITION DISCOUNT

Chi University offers a tuition discount to students who have completed a CE level course(s) at the university that correspond in content with a graduate level course(s). Students who enroll in a degree program will still be required to complete the course at the graduate level, however, the tuition will be discounted by the amount that the student previously paid for the CE level for up to 9 credit hours of graduate level coursework. The discount amount for each course will be applied at the time the course is charged and scheduled to be completed.

Courses eligible for the CE student tuition discount are listed below:

- Veterinary Acupuncture (MTM4710-MTM4712)
- Chinese Herbal Medicine (MTM4720-MTM4725)
- Food Therapy (MTM4730)
- Tui-na (MTM4740)
- Advanced Tui-na (MTM4741)
- TCVM Advanced Diagnostics, Classical Points and Advanced Acupuncture (MTM4715, MTM4716)
- Business Management (MTM4701)
- TCVM Ophthalmology (MTM4761)
- TCVM Palliative and End-of Life Care (MTM4762)

## U.S. DEPARTMENT OF VETERAN AFFAIRS (VA) BENEFITS

Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) (In accordance with Title 38 US Code 3679 subsection 9e), Chi University adopts the following provisions for any students using U.S. Department of Veterans Affairs Post 9/11 G.I. Bill or Vocational Rehabilitation & Employment benefits, while payment to the Institution is pending from the VA.

Chi University will not:

1. Prevent the student's enrollment.
2. Assess a late penalty fee to the student.

3. Require the student to secure alternative or additional funding.
4. Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the University.

However, to qualify for this provision, such students may be required to submit one of the following:

1. VA Certificate of Eligibility (COE) by the first day of class
2. Provide a written request to be certified.
3. Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### **CALIFORNIA RESIDENT STRF POLICY**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

### **IN RESIDENCE COSTS**

Classes that are listed as hybrids include an on-site component, also known as an “executive week.” Students must pay for and arrange their own travel and lodging during these on-campus sessions. Local lodging recommendations can be found on the Chi University website at [www.chiu.edu](http://www.chiu.edu).

### **UNIVERSITY POLICIES**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974, Chi University allows students access to their educational records. These records include all information maintained by the school, which is directly related to the student, with the exception of the financial records of their parents and educational records containing information about more than one student. Chi University permits access to that part of the record that pertains only to the inquiring student. Student records are confidential and other than to the student, only such agencies or individuals authorized by federal law in the Family Educational Rights and Privacy Act are allowed access without express permission by the student through a records release form. These records are left on file indefinitely. Directory information, however, may be released to valid inquiries unless the student specifically requests in writing that this information not be released.

In addition to complying with FERPA, Chi University does not allow faculty to discuss or post grades in the public areas of the LMS. Confidential information is only shared with students in areas that are password protected.

#### **STUDENT CODE OF CONDUCT & RESPONSIBILITIES**

Students must comply with the following obligations:

(only available to Windows 10 users). For Mac system, Google Chrome is suggested instead of Safari.

1. Attend classes regularly in accordance with the published attendance policy.
2. Prepare the work assigned to them as part of their courses.
3. Maintain a spirit of discipline and cooperation with Chi University staff, faculty and administration so that all activities may be carried out in a regular and orderly manner inside the university facilities, and treat Chi University staff, students, peers and colleagues with respect.
4. Look after Chi University's material assets and be the guardians and defenders of the propriety and dignity that must prevail as a rule in any institution of higher learning.
5. Comply with Chi University's rules and policies. Academic misconduct includes: (a) cheating (using unauthorized materials, information or study aides in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and all other actions that may improperly affect the evaluation of a student's academic performance or achievement); (b) assisting others in any such act; or (c) attempts to engage in such act. Misconduct warranting disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. Students who do not comply with Chi University's obligations established in the preceding will be penalized, in accordance with the severity of their offense, with a reprimand, a temporary suspension, failing grade in a course or courses or expulsion from Chi University. Students who violate local, state, or federal laws while enrolled in Chi University may be subject to immediate dismissal.

## STUDENT ATTIRE

For the safety of the students, Chi University requires all equine practitioners and those working with horses to wear sturdy, closed-toed shoes while with horses. Lectures are held inside our conference room. Small animal labs are held inside, while equine labs are held outside. Herbal and Mixed Animal labs are indoor/outdoor. It is suggested to protect yourself from the sun and frequent rainfall throughout the entire year with sunblock and umbrellas. For classes it is suggested to dress accordingly for the season.

Fall and winter: Weather in North Central Florida is generally mild. Mornings can begin in the 30s and increase to the 60s or 70s by noon. It is suggested to wear long pants and light winter attire. Leather boots are ideal for working around horses.

Spring and summer: Temperatures often reach the 90s with high humidity. It is suggested to wear shorts and cooler shirts for outdoor labs during this time. Barns are equipped with shade and fans.

## TECHNOLOGY REQUIREMENTS

Students are required to have access to a computer (either a laptop or a desktop computer) and the Internet (wired Internet connection preferred) for all coursework. We do not suggest using iPhone/iPad or other mobile devices to watch the lecture videos. The computer must meet the following specifications:

1. Windows XP, Vista, 7, 8, 10 or a Mac with a currently supported operating system, at least 2.0 GB Memory.
2. Internet capability
3. Soundcard, microphone, speakers, and webcam
4. Current Internet web browser: Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, or Microsoft Edge

## STUDENT INTEGRITY AND ACADEMIC HONESTY POLICY

All students at Chi University are expected to meet the highest standards of integrity in the performance of their academic work. The Standards of Academic Integrity forbid such conduct as the giving or receiving of unauthorized help in examinations or assignments, plagiarism and other undocumented use of source material, copyright law violations, and forgery. Each student's work must be responsibly and honorably acquired, developed, and presented. Regardless of whether or not the attempt is successful, any effort to gain an advantage not given to all students is dishonest. Students are also expected to maintain a high level of respect toward the speakers and each other. In all courses, students must show respect for faculty and peers including writing discussion posts that are pertinent and not inflammatory, as well as responding professionally in their critiques of other students.

A violation of the Academic Integrity policy includes, but is not limited to:

- Cheating: using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit.
- Plagiarism: taking the work of another and offering it as one's own without proper acknowledgement of the true source, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- Unauthorized collaboration on a project, homework, or other assignment unless otherwise allowed by faculty.
- Sharing, selling, or buying information related to graded learning activities.
- Using faculty feedback for another student as the basis for an essay response.
- Resubmitting a paper that has already been submitted for another course.
- Falsifying information
- Accessing or using unauthorized materials (electronic or print) and/or websites.
- Use of an alternate, stand-in, or proxy during an examination.

The academic community regards breaches of academic integrity as extremely serious; students who do not comply with Chi University's academic integrity obligations will be penalized in accordance with the severity of their offense. Sanctions imposed may include, but not be limited to, any one of the following: an official reprimand; a requirement to repeat an assignment, an examination, or course; a failing grade for an assignment, examination, or course; suspension; or expulsion from Chi University.

In addition, violations that include acts of copyright infringement can include both civil and criminal penalties. Copyright infringement is defined as the act of Unauthorized reproduction and/or distribution of copyrighted material, including peer-to-peer file sharing and downloading. Students found guilty of infringements may be subject to damages or fines and/or imprisonment. For more information, please see the website of the US Copyright Office at [www.copyright.gov](http://www.copyright.gov). Chi University uses Unicheck (a plagiarism detector) if faculty suspect a student is not submitting original work. Students are encouraged to contact faculty for questions on proper citation.

Note: Chi University reserves the right to investigate alleged violations and enforce disciplinary action as it deems fit. Students that are not satisfied with the outcome of any school decision may file a student grievance.

## PLAGIARISM PREVENTION

All academic work submitted to the faculty is subject to checking through Unicheck. The decision whether or not to submit such work for checking is in the discretion of the individual faculty member, and some may elect not to submit such student work. Any student who objects to such submissions and is subsequently accused of plagiarism bears the responsibility for proposing an alternative means of verifying that their work is original work in a manner satisfactory to the faculty concerned.

## GRIEVANCE POLICY

School faculty and administration work with each student to resolve the issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts then the student may pursue a formal review by following the grievance procedure as follows:

1. Submit a formal complaint in writing (mailed to 9650 W. Highway 318, Reddick, FL 32686) or via email (master@chiu.edu) to a school official describing the basis of the complaint in sufficient detail to allow the Executive VP to begin an investigation.
2. The Executive VP, or a designee, will schedule an appointment with the student within three (3) working days to discuss the complaint.
3. The Executive VP will confirm the completion of the investigation with a written report of the disposition of the complaint emailed to the student within five (5) business days of meeting with the student.
4. If the student is not satisfied with the Executive VP's report as to the disposition of the complaint, the student may appeal the result in writing via email to the President within ten (10) working days. The appeal letter must include a copy of the disposition report and an explanation as to why the student is not satisfied with the outcome.
5. The President will review the disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student.
6. The President will provide both the student and the Executive VP with a written decision via email within ten (10) working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.

Students not satisfied with the final disposition of the grievance process may contact:

Florida Commission for Independent Education (FLCIE) 325 W Gaines St, Suite 1414 Tallahassee, Florida 32399. [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie), 850-245- 3200.

and/or

Distance Education Accrediting Commission (DEAC) 1101 17th Street NW, Suite 808 Washington, DC 20036. [www.deac.org](http://www.deac.org). 202-234-5100

Out-of-State Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal noninstructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint process webpage, [www.fldoe.org/sara/complaint-process.stml](http://www.fldoe.org/sara/complaint-process.stml)

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

## CAMPUS SECURITY POLICY

Providing a safe campus environment for students and employees is of utmost importance to Chi University. This is accomplished with the cooperation of the local authorities, administration, faculty, and student body. Administration, faculty and students are required to adhere to all local and state laws and ordinances, applicable federal laws and Chi University policy. All visitors to the campus must check in and sign in at the front desk. Security cameras are used and placed in strategic areas. Chi University cooperates with law enforcement agencies to enforce all laws and Chi University personnel will contact the appropriate law enforcement agencies as necessary. Chi University maintains an annual security report that contains information relating to campus security, crimes and emergencies. Campus crime statistics and a crime log are kept on file within the Administration Department and will be made available for review upon request. Further information about Chi University's emergency response and notification procedures, and other campus security information can be obtained from the Executive VP.

## ANTI-HAZING

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of Chi University. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, and branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical or mental health or safety of the students. Chi University's students and individuals representing Chi University who work with students are prohibited from engaging in hazing activities. Individuals found guilty of violating this hazing policy will be subject to suspension or dismissal from Chi University.

## SMOKING POLICY

It is the policy of Chi University to provide a smoke and tobacco free environment consistent with Chi University's efforts to promote a campus setting conducive to learning and studying. As such, smoking is prohibited in and around the campus and campus building. It is the responsibility of all members of Chi University staff and student body to observe this smoke free policy and to politely remind others of their equal responsibility with regard to this health, courtesy and fire safety issue.

## WEAPONS POLICY

Chi University takes threats of violence seriously. Any use or possession of weapons is prohibited on Chi University campus. This includes knives, guns, martial arts weapons, or any other object that may be used as a weapon. A student who brings a weapon on campus is in violation of Chi University's policy and will be immediately withdrawn from Chi University.

## NON-DISCRIMINATION POLICY

Chi University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name: Yanru Zhao, Vice President  
Address: Chi University  
9650 W Hwy 318, Reddick, FL 32686  
1-800-860-1543 ext. 104

## AMERICANS WITH DISABILITIES ACT (ADA)

This Act (ADA) was enacted to extend to otherwise qualified individuals full access to all aspects of public accommodation, including education. The ADA prohibits discrimination on the basis of disability. Chi University's facilities have been designed with accommodations for the physically disabled. The ADA is a positive piece of legislation and Chi University readily complies with all of its provisions. To prevent discrimination, educational services must:

1. Be provided in an "integrated setting" if possible.
2. Make "reasonable accommodations" unless a modification would result in an undue hardship to the institution, or a fundamental alteration of the services provided.
3. Furnish auxiliary aids and services when necessary.
4. Remove architectural & structural communication barriers in existing facilities when readily achievable;
5. Provide readers, note-takers and tutors as required.

Chi University is not required to provide:

1. Personal devices such as wheelchairs;
2. Individually prescribed devices (e.g., glasses, hearing aids);
3. Services of a personal nature (e.g., assistance in eating, dressing or toileting).

Extra charges to cover accommodation may not be made. All individuals involved in recruiting, training, and serving students must ensure that students be admitted, trained, and serviced equally with no discrimination for disabilities. All efforts should be made to find cost effective ways of accommodating students with disabilities. Applicants and students who are disabled should contact the Student Administration Office for a request for accommodations form. All completed forms should be returned directly to Lisa Trevisanello, Provost, by mail (9650 W. Highway 318, Reddick, FL 32686) or email ([Lisa@chiu.edu](mailto:Lisa@chiu.edu)). In addition to submitting a request for accommodation form, students will also be required to submit appropriate supporting documentation so that Chi University can determine suitable and reasonable on-site and online accommodations to fit their needs.

## SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes as sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Chi University does not tolerate sexual harassment of its students from any member of Chi University's community including faculty, staff, and other students. A student who feels he or she has been sexually harassed should immediately notify the Vice President who has been designated to handle this sensitive matter:

Name: Yanru Zhao  
Address: Chi University  
9650 W Hwy 318, Reddick, FL 32686  
1-800-860-1543 ext. 104

## DRUG & ALCOHOL ABUSE PREVENTION STATEMENT

It is the policy of Chi University that the unlawful possession, use, or distribution of illicit drugs by students on campus property, or in conjunction with any Chi University, or Chi University-related activities, is prohibited. Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved. In the event that a student is suspended or is arrested for a drug related offense, he or she will not be allowed back into school until presentation of written

documentation indicating that the matter has been resolved to the satisfaction of Chi University. Only at this point will reinstatement of the student's enrollment status be considered. It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Chi University prohibits the unlawful manufacturing, possession, use, sale, or distribution of controlled substances on its campus or at any school activity. Any person violating the provisions of federal law, and Florida law in this regard may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in Florida law or municipal codes. This punishment can include imprisonment, fines, and forfeiture of property. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations. Students may also be referred to help centers. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program. Additional information on Chi University's drug and alcohol abuse prevention policy can be obtained from the Executive VP.

## INTELLECTUAL PROPERTY POLICY

A central mission of Chi University is to create, preserve, and disseminate knowledge through teaching and research. The creation and dissemination of knowledge is a collective enterprise at Chi University. When Chi University makes an enterprise possible or when it provides extra or special support, either with money, facilities, equipment, or staff, for the development of ideas or the production of works, it is reasonable for Chi University to participate in the fruits of the enterprise and/or to be reimbursed for Chi University's extra or special costs, if such ideas or works are introduced commercially. With respect to works in which Chi University has ownership or any form of control, the person(s) who created the intellectual property shall be consulted in the determination of how it is to be made public, developed, modified and/or commercialized. The President will be responsible for interpreting these policies, resolving disputes concerning the interpretation and application of these policies, and making any necessary changes. Inventors or creators may submit appeals to the President regarding Chi University's handling of any inventions, patentable ideas, patents or copyrights assigned to Chi University under this policy.

## FAMILIARITY WITH REGULATIONS

Before enrolling, each student is given a current Chi University catalog or access to the current catalog via the internet and various brochures and other publications that set forth the policies and regulations under which Chi University operates. The student's Enrollment Agreement with Chi University acknowledges the student's responsibility to become familiar with the contents of this catalog. The student is responsible for becoming familiar with these policies and regulations and compliance with the published policies, and for knowing and meeting all degree requirements and academic regulations listed in the catalog. Ignorance or lack of familiarity with the information provided within Chi University's publications does not serve as an excuse for non-compliance for infractions.

## ACADEMIC POLICIES

### DEFINITIONS OF UNITS OF CREDITS

Chi University awards credit on a semester credit hour system. A semester credit hour is equivalent to approximately no less than 15 class hours of lecture or direct faculty instruction with appropriate out-of-class study and preparation; 30 hours of lab with appropriate out-of-class study; or a minimum of 45 hours of practicum. Appropriate out-of-class study and preparation is



generally defined as a minimum of two hours of out-of-class student work for each hour of lecture or direct faculty instruction each week for sixteen weeks.

## HYBRID AND ONLINE LEARNING

Chi University graduate programs are taught in a hybrid format. This means that some courses can be taken online only, some courses may be taken partially online and on-site, and some courses require both online work and participation on-site. For details related to each course, please refer to the program curriculum.

## TRANSFERABILITY OF CREDITS

The transferability of credits earned at the school is at the complete discretion of a school to which you may seek to transfer. Acceptance of the degree you earn is also at the complete discretion of the school to which you may seek to transfer. If the credits and/or certificate you earn at Chi University are not accepted by the school to which you seek to transfer, you may be required to repeat some or all of your coursework at that school. For this reason, you should make certain that your attendance at this school will meet your educational goals. This may include contacting a school to which you may seek to transfer before attending to determine if your credits/certificate will transfer. Students can transfer in up to 50% of MS-TCVM program credits through a combination of credits earned at outside institutions, credit earned through non-degree seeking (NDS) status, or experiential learning credit. Transfer credits are not accepted for the Graduate Certificate program. Students requesting transfer credits to be evaluated from an outside institution must submit a Request for Transfer Credit Approval form to the Admissions Office prior to the start of the first semester. Transfer credits will be evaluated upon the receipt of official transcripts, and only transfer credit evaluations performed by Chi University and approved by the President are final. Students will be notified of the credits accepted for transfer prior to the end of their first semester. A student may receive transfer credits, provided:

- The student earned a “B” or higher in the course from an accredited institution, within the past 5 years.
- The course is determined equivalent in both content and degree level to a required Chi course within the student’s program of study.
- The total of all credits awarded for transfer/NDS is not more than 50% of the total program credits.

A student may appeal the credits accepted for transfer through the grievance procedure.

## EXPERIENTIAL LEARNING TRANSFER CREDIT POLICY

A maximum of 9 credit hours (25% of total credits) can be awarded to the MS-TCVM for prior experiential learning at time of admission, for well-documented learning. Recognized learning experiences include:

- 9 credit hours towards MTM4710-MTM4712 if an applicant has obtained a CVA certificate from Chi University, IVAS, or equivalent (copy of certificate and transcripts required)
- Up to 9 credit hours towards MTM4720-MTM4725 (Your choice of 4 from MTM4721-MTM4725) if an applicant has obtained a CVCH certificate from Chi University, or equivalent (copy of certificate and transcripts required)
- 1.5 credit hours towards MTM4730 if an applicant has obtained a CVFT certificate from Chi University (copy of certificate and transcripts required)

- 2.5 credit hours towards MTM4740 and MTM4741 if an applicant has obtained a CVTP certificate from Chi University (copy of certificate and transcripts required)
- 3 credit hours towards MTM4762 if an applicant has obtained a CTPEP certificate from Chi University (copy of certificate and transcripts required).

## GRADING SYSTEM & PROGRESS REPORTS

Final grades are reported at the completion of each grading period. At the conclusion of each semester Chi University reports final grades to each student. The following grading system is used, and final grades are calculated from the percentages earned in each course in accordance with the following chart provided.

Grade	Percentage or Description	GPA	Evaluation
A	90 - 100%	4.0	Outstanding
B+	86 - 89%	3.5	Very Good
B	80 - 85%	3.0	Very Good
C+	76 - 79%	2.5	Satisfactory
C	70 - 75%	2.0	Satisfactory
D+	66 - 69 %	1.5	Deficient
D	60 - 65%	1.0	Deficient
F	0 - 59%	0.0	Failure
I	Incomplete	N/A	Not Calculated
W	Withdraw*	N/A	Tuition Charged
TC	Transfer Credit	N/A	Accepted for Credit
AU	Audited Class**	N/A	No Evaluation
R	Repeated Course***	N/A	No Evaluation

*\*Withdraw after drop/add but before 50% or more of the course has elapsed. Withdraw requests will not be accepted after 50% (eight weeks) or more of a course has elapsed.*

*\*\*No credit earned for audited courses.*

*\*\*\*Assigned for a course that has been successfully repeated.*

## PROCTORED EXAMS

All exams given at Chi University are either completed during an on-site executive week or through the online learning portal. A proctor will monitor the student while he or she is taking an exam on campus and students will be required to show a valid ID (Student ID Card or Government Issued Photo ID Card) if the student is unknown to the proctor. Online exams can only be accessed in the online learning portal, which requires the student to login with a unique login and password combination, thereby verifying the student’s identity. Specific online exams are proctored by Proctorio, an automated online service. Proctorio also validates students’ identities throughout enrollment. Students are directed to complete the exam from the LMS portal. More information and technical support can be found at <https://proctorio.com/support>.

## COURSE REPETITIONS

Grades earned, as a regular student or during the continuation period as a non-regular student, for courses originally failed, will be substituted for the previous course failures in the calculation of the student’s GPA. Credit is given for the last grade earned for repeating the course. Repeated courses will appear on the student’s transcript. The first attempt will also be shown, but the student’s CGPA will be recomputed to count the last attempt only. Students are charged tuition at the same rate as the other courses in their current program for repeated courses.

## INCOMPLETES & FAILURES

An Incomplete or an "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" (Incomplete) if the student successfully completes the unfinished work prior to 1) the end of the sixth week after the start of the semester following the receipt of the incomplete grade; 2) the last possible submission date within the following semester set by the faculty member teaching the course. Permission must be obtained from the President for any incomplete grade to be extended past the end of the sixth week after the start of the semester following the receipt of the incomplete grade. Failure to complete the work required for a course in the period stated above will result in the student receiving a letter grade of "F" for the course in question.

## ACADEMIC YEAR

An academic year is defined as 3 semesters. Each semester consists of 16 weeks of instruction.

## CLASS SCHEDULES

Executive weeks are scheduled at various times throughout the week and include daytime, night and weekend schedules. The online portion of classes are accessible in the portal 24 hours a day during the applicable semester. To permit students the opportunity to complete their programs in a timely manner; however, the actual length of time required to complete a program may vary from student to student because of individual circumstances and course load in any given semester. Transfer credits, changes to part-time status, academic difficulty, dropping a class or taking an LOA are examples of situations that may affect the amount of time needed to complete a program.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must achieve a 3.0 cumulative grade point average and a 67% completion rate.

To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end every semester after grades are posted, approximately 10 days after the end of the semester. The completion rate is determined by dividing the number of credits earned by the number of credits attempted. To satisfy SAP requirements, the MS-TCVM program is to be completed within a 5 year time frame, not to exceed 1.5 times the program length (7.5 years). The Graduate Certified Veterinary Acupuncture Certificate program is to be completed within 1 year, not to exceed 1.5 years. Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the credits required to complete the program.

At the end of each semester if the student has less than a 3.0 cumulative grade point average and/or has not earned at least 67% of the credits attempted (required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the next semester. If a student fails to achieve satisfactory progress by the end of the semester in which they are on Academic Warning, the student will be withdrawn from the program (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the semester, they will be removed from Academic Warning. All periods of enrollment count toward Satisfactory Academic Progress, including periods when a student does not receive financial aid.

## SAP APPEALS, PROBATION AND ACADEMIC PLANS

A student may appeal the determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Provost based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first day of the first week of the new semester for the student to be eligible to register for the following semester. If it is determined that a student should have been withdrawn at the end of the prior semester for failure to maintain or regain SAP, he or she will not be charged for the new semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Provost will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the semester, and the Provost's notice to the student will outline the requirements of the academic plan. The student must meet the terms of the academic plan to ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required 3.0 CGPA for graduation.

At the end of the probationary semester, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible to remain in school. In all subsequent semesters the student must again meet the SAP standards or the terms of the academic plan. If the student fails to meet the terms of the academic plan at the end of the probationary semester, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the President and based upon very exceptional circumstances.

### *Procedure for Re-establishing Satisfactory Academic Progress (SAP)*

A student who is placed on Academic Warning and reestablishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

### *The Effect on SAP for repeated Course*

The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

### *The Effect on SAP when Student Changes Programs or is Re-admitted to the Same Program*

If a student is re-admitted into the program, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and in credits attempted for determining the student's satisfactory academic progress.

### *The Effect on SAP for Transfer Credits*

Credits accepted for transfer are counted as credits attempted for purposes of the completion rate but have no impact in the calculation of CGPA.

### *Re-entry for Students Dismissed Due to Failure to Meet SAP*

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary semester upon reentry. This procedure applies

only to dismissals caused by lack of satisfactory progress. It does not apply to voluntary withdrawals. The below chart identifies how each potential grade assignment affects SAP.

Grade	Included in CGPA	Included as Credits Attempted	Included as Credits Earned
A	Yes	Yes	Yes
B+	Yes	Yes	Yes
B	Yes	Yes	Yes
C+	Yes	Yes	Yes
C	Yes	Yes	Yes
D+	Yes	Yes	Yes
D	Yes	Yes	Yes
F	Yes	Yes	Yes
I	No	Yes	No
W	No	Yes	No
TC	No	Yes	Yes
AU	No	No	No
R	No	Yes	No

### APPEAL OF GRADES

Grades issued which are either part of a course or issued at the close of a semester, may be appealed in writing. Chi University students will report issues in writing to the Provost, who will forward the appeal to the appropriate Program Committee. Any grade entered will remain in effect during the process of the appeal, and SAP status imposed during the appeal process will also remain in effect until the conclusion of the appeal. The Program Committee will meet with the student and make a recommendation to the Academic Director regarding the appeal. The decision of the Chi University Provost will be final.

### CANCELLATION OF COURSES AND PROGRAMS

Chi University reserves the right to cancel courses if enrollment for the course is not sufficient to support the resources allocated to the offering of the particular course. In this event, the student will be refunded all tuition and fees paid for enrollment in the individual course. Chi University will not cancel a program while students are still enrolled.

### DISMISSAL POLICY

Students may be dismissed from Chi University for any of the following reasons:

- Student's unexcused absences exceed two consecutive days during an executive week in any enrolled class.
- Failure to make satisfactory arrangements for payment of tuition.
- Violations of the student code of conduct.
- Failure to make satisfactory progress.

### ATTENDANCE POLICY

Class attendance is an integral part of successful completion of Chi University's graduate level coursework. Students are expected to be present for all class meetings of the course(s) in which they are enrolled to the degree required in order to sufficiently and successfully complete all requirements of their classes. Attendance for online courses or the online portions of hybrid classes will be tracked based on the submission of assignments by their due dates. Chi University considers it the student's duty to keep up with all assignments and coursework as needed within the time allotted. However, daily attendance of executive (on-site) weeks for hybrid classes is required and tracked by Chi University administrative personnel. Students are responsible for notifying his or her faculty member in writing regarding an impending absence during an executive week with

as much advance notice as possible. Students may be considered justifiably absent due to religious observances, illness documented by a physician or other appropriate health care professionals, documented personal or family emergencies, or other documented extenuating circumstances as determined from review of the situation by Chi University administration. When a student cannot attend every day of an executive week, it is the student's responsibility to contact his or her instructor and make arrangements to complete any missed assignments or other work. If a student's unexcused absences exceed 2 consecutive days during an executive week in any enrolled class, the student may be dropped from the course.

### AUDITING OF COURSES

Students wishing to audit a class may do so on a "space available basis" and only with the permission of the University Provost. Tuition is discounted 20-50% off the full amount and a grade of AU is posted to the student's transcript at the end of the semester. Audited classes are "non-credit" and are not calculated into the standards of satisfactory academic progress in the student's cumulative grade point average. Students who are approved to audit a class are expected to be diligent with their attendance but are exempt from any homework, examination, or other term project requirements.

### ACADEMIC RECORDS

Chi University's Registrar maintains a permanent academic record for all students enrolled at Chi University. The academic record contains, among other things, transcripts, degree audits, scheduling information and application for admission. Changes to a student's contact information are to be reported to the Registrar's Office. Student attendance and financial records are electronically maintained for a minimum of 6 years beyond the students last day of attendance.

### TRANSCRIPTS

Students will be provided one official copy of their transcript after graduation free of charge. Students requiring additional copies can request them through the Registrar's office by submitting a written request. For official printed copies, a \$10 fee will be assessed. Digital unofficial copies will be provided free of charge (upon request). All written requests must be 1) delivered in person or 2) sent via email to master@chiu.edu or 3) faxed to 1-844-273-3868 or 4) mailed to 9650 W. Hwy 318, Reddick, FL 32686. Official Transcripts will be printed and shipped in a sealed envelope with the school's seal within 5 business days after the request has been received. For expedited services, additional shipping fees may be charged.

Note: Chi University does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to Chi University.

### PRESIDENT'S LIST

Students who achieve a grade of 4.0 in an individual course, who exceed the requirements and performance expectations in completing a course, and have shown exceptional academic effort, support and inspiration to the other students enrolled in the course may be considered for the President's Recognition Award at the conclusion of a semester. The nominations for this award will be provided by the faculty member teaching the course. The required information is in turn assembled by the Registrar and reviewed by the President of Chi University. The President makes a final determination of the student or students to be recognized and a letter confirming inclusion on the list is provided to the student and made part of the student's academic records.

### REGISTRATION POLICIES

## COURSE REGISTRATION

Students are required to submit a formal course registration form, found on Chi University website ([www.chiu.edu](http://www.chiu.edu)), for a minimum of one course each semester. If a student fails to register for a course(s) by the last day of the registration period, the student will be administratively withdrawn from the program unless they apply for and are approved for a Leave of Absence.

## LEAVE OF ABSENCE

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing from school or affecting the student's satisfactory progress calculations. The Provost may authorize a leave of absence under the following circumstances:

1. The student must provide a signed, written request for the leave of absence containing an explanation of the reason for the requested leave. The last date of attendance and return date must be clearly identified on the written request and must correspond to the start and end dates of a semester.
2. The LOA cannot be extended beyond 2 consecutive academic semesters. Multiple leaves of absence may be granted, as long as the total leave does not exceed 2 consecutive academic semesters with in a single 12-month period.
3. The student will not incur any additional tuition charges during an approved leave of absence.
4. The reasons for granting a leave of absence may include but are not limited to documented: serious student medical problems, pregnancy, call to military duty, and death of an immediate family member.
5. If a student does not resume classes on or before the approved return date from the LOA, the student will be withdrawn from the program, and any applicable refund calculations will be applied in accordance with Chi University's published policies. The student's withdrawal date will be considered the date the student began the LOA.

## INACTIVE STATUS POLICY

Because Chi University students may experience extenuating personal or professional interferences with completing the MS program in the allotted time and for which a Leave of Absence does not grant enough time to resolve the issues, Chi University has instituted a policy that allows students who have completed at least one semester and have earned credits at Chi University to apply for a temporary "Inactive" status. A request for inactive status includes the following:

- Students must submit an application form and documentation substantiating the reasons for requesting inactive status. Students must be in good academic standing.
- Chi University Inactive Status Review Committee (3 members) reviews the reason for requesting inactive status. The request is either approved or denied. The panel members will consist of the President, the Executive VP, and a faculty member. The documentation for approval or denial is retained in the students' academic file.
- The inactive status may not exceed 24 months. If students do not return within 24 months, they will be administratively withdrawn from the program and will need to reapply.
- The circumstances in which students would be eligible for inactive status include, but are not limited to serious medical problems, pregnancy, military duty, or death of

an immediate family member. Exceptions to these circumstances are made at the discretion of the Inactive Status Review Committee.

- Students may only request and be approved for inactive status once during their enrollment.
- Students placed on inactive status will be counted as "still studying" for the duration of the period.
- Students must indicate their interest and intent to return once per year during the inactive status period.
- While students are in inactive status, the duration of the inactive status does not count toward the 5 years that students have to complete all requirements of the MSTCVM program.

## WITHDRAWAL

Students withdrawing from a graduate level program and/ or graduate level course(s) may notify Chi University of their intent to withdraw in any manner. This is considered an Official Withdrawal. The Withdrawal Date is the date the student provides official notification to the Student Services Department of the intent to withdraw; or, if the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the withdrawal date will be the last date of attendance, further explained below. If Chi University determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, Chi University may determine the appropriate withdrawal date. This is considered an Unofficial Withdrawal. In these instances, Chi University may use as the student's withdrawal date a student's last day of attendance at an academically related activity, such as attendance in class, taking an exam, attending a tutorial, engaging in computer-assisted instruction, or turning in a class assignment. Course withdrawals are only permitted before 50% of the course has elapsed. Tuition for courses withdrawn from during the drop/add period will be refunded (less nonrefundable fees), while tuition for courses withdrawn from after the drop/add period are non-refundable. If a student withdraws from a course during the drop/add period, the student is responsible for returning any class material that was shipped to them within 3 weeks from the withdrawal date. If the materials are not received by Chi University within 3 weeks, a \$25 fee will apply.

## STUDENT SERVICES

### ACADEMIC ADVISING

Academic advisors are available to meet with students regarding their academic progress, available tutoring, arrangements for referral to faculty for additional assistance, and for attendance counseling and registration for classes. The Academic Director's office is open by appointment for meetings for academic support. Online students seeking guidance or other support services should contact the Graduate Program Registrar for arrangements or for a referral for the appropriate assistance.

### ONLINE ACADEMIC SUPPORT

The students can receive academic support by emailing [tutor@chiu.edu](mailto:tutor@chiu.edu) or submit an academic support ticket at <http://tcvm.freshdesk.com/>. Students' emails or academic support tickets will be answered by a Teaching Assistant who holds a DVM degree and TCVM certifications within approximately two business days. The students can also submit questions or start a discussion on the online class discussion group with peers and the class moderator, a Teaching Assistant who holds a DVM degree and TCVM certifications. The President supervises the academic support. Students may file complaints to the Executive VP if needed.

## TUTORING SERVICES

Faculty members are available during scheduled office hours and through scheduled appointments for assisting students with questions regarding their studies. Students enrolled in online courses have access to an online tutor to assist with progression through the program. Online tutoring should be set up through an email to the student's faculty member teaching the course where the student may be experiencing difficulties.

## ONLINE PLATFORM

Chi University students will use the remote learning website, [learn.chiu.edu](http://learn.chiu.edu) to take courses online (some courses are online only or contain on-site portions that require classroom attendance). These platforms are asynchronous systems. Lectures and lab demonstrations are recorded (both PowerPoint presentation with audio and speaker's instructional video) and edited for online students 24/7 on-demand streaming for 8 to 16 weeks (depending on the course) during each semester. The students may also download the class handouts and related materials, complete homework and quizzes, and submit course evaluations on the remote learning website. Students will have weekly assignments for each class in which they are enrolled. The faculty and Graduate Program Registrar will monitor each student's learning progress (e.g., hours watched).

All online and hybrid courses provide the video lectures, course notes, and interactions between the instructors and students. Students are encouraged to participate in the online tutoring. Any questions and concerns will be addressed by an instructor within two business days. Students are monitored by the time spent watching lectures online, which is recorded in Chi University distance learning platform, [learn.chiu.edu](http://learn.chiu.edu). The students may also download the class handouts and related materials, complete homework and quizzes, and submit course evaluations on the remote learning website. Chi University provides students with a downloadable PDF manual for how to use the remote learning website and all other related resources, such as online library, and online discussion group. The orientation will also address issues including passwords and security, academic dishonesty, online participation requirements, and student identification verification.

## LEARNING RESOURCES

Students at Chi University have access to physical library reference material on the campus as well as online library resources through Library Information Resource Network (LIRN). Faculty and students are encouraged to recommend additions to the physical and electronic holdings to grow the collection. As Chi University grows, it will continue to expand its library and information literacy resources.

## ONLINE TECHNICAL SUPPORT

Students may receive technical support by emailing [support@chiu.edu](mailto:support@chiu.edu) or [IT@chiu.edu](mailto:IT@chiu.edu) or calling 800-860-1543 x. 110. The students' email will be answered in approximately two business days. The Executive VP supervises the technical support. Students may file complaints to the Executive VP if needed.

## COURSE MATERIALS

The class lab kit (for some courses) will be mailed to the student. Students are responsible for keeping their current and up-to-date address on file with Chi University. In the event that materials are sent to an incorrect address as a result of a student failing to provide an accurate address, the student will be charged for the additional shipping costs. If the student withdraws from a course during the drop/add period, the student

is responsible for returning the lab kit, if applicable, that was shipped to them within 3 weeks from the withdrawal date. If the materials are not received by Chi University within 3 weeks, a \$25 fee will apply. Class notes/handouts are available for students to download on the remote learning website.

## CAREER PLACEMENT ASSISTANCE

Chi University maintains a placement department within the Student Services Department. Graduates are urged to keep in touch with the Student Services Department in order to take advantage of tracked openings that are available. Graduates are entitled to placement assistance throughout their careers at no charge. Chi University's placement staff uses resources to guide students through self-assessment, career exploration and the job search process. Students enrolled in an online educational program are also entitled to full use of Chi University's placement office's services. Communication with the placement office for online students should be initiated through email correspondence directed to Chi University's Student Services Department, [master@chiu.edu](mailto:master@chiu.edu). The placement of graduates as a percentage of total graduates and retention rates are available in the Student Services Department of Chi University and may be examined by applicants, students and parents upon request. Chi University does not guarantee that a graduate will obtain employment (full or part time) upon completion of the program. Placement services provided by the school is offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibility for finding the student a job.

## ACADEMIC PROGRAMS

### MASTER OF SCIENCE IN TRADITIONAL CHINESE VETERINARY MEDICINE (MS-TCVM)

#### PROGRAM COMMITTEE

Program Director: Huisheng Xie, DVM, PhD

*The program director is responsible for forming an MS-TCVM program committee, which consists of one member of Chi University administration and three faculty members.*

Deng-Shan Shiau, PhD (Chairman)  
Huisheng Xie, DVM, PhD  
Greg Todd, DVM, CVA  
Lisa Trevisanello, Dr. Med.Vet, CVA

#### PROGRAM DESCRIPTION

The main courses of the MS-TCVM program include studies in fundamental principles of TCVM, acupuncture points and techniques, Chinese herbal materia medica and formulations, food therapy, and *Tui-na* (Chinese medical manipulation). The courses are designed to give the student the opportunity to master unique diagnostic skills. These include tongue and pulse diagnosis, the ability to integrate the conventional tests and to acquire the in-depth knowledge required to successfully and efficiently apply acupuncture, herbal medicine, *Tui-na*, and/or food therapy in daily clinical cases in dogs, cats, horses and exotic animals.

MS-TCVM students are encouraged to complete the program within 5 years (students can expect to complete the program in 2 years with full time study). The degree requires the completion of all core courses including the Master's Thesis courses (31 semester credit hours) and the completion of a minimum of 5 credit hours of electives courses, totaling 36 semester credit hours. Students may choose any elective courses. All students will be required to maintain a cumulative grade point average (CGPA) of no less than 3.0 to earn a master's degree. Classes will take place either on-site at the campus in Reddick, FL, online

or both. All courses in the MS-TCVM program will require students to complete weekly assignments.

## PROGRAM OUTCOMES

The MS-TCVM program is designed for veterinarians and veterinary students with a bachelor's degree who would like to pursue an integrative diagnostic and treatment approach to enhance the medical care of animals. The outcomes of the MS-TCVM are to:

- Create and apply a veterinary acupuncture treatment plan for individual animals.
- Develop a Traditional Chinese Veterinary Medicine diagnosis and herbal treatment for individual animals.
- Develop a Traditional Chinese Veterinary food therapy plan for individual animals.
- Develop a Traditional Chinese Veterinary *Tui-na* therapy plan for individual animals.
- Master Traditional Chinese Veterinary Medicine through research.

In the state of Florida, only licensed veterinarians can perform acupuncture on animals. The Traditional Chinese Veterinary Medicine Program (Masters) does not qualify a graduate of the program to perform veterinary acupuncture without the appropriate licensure to engage in the practice of veterinary medicine in Florida.

## MS-TCVM ACADEMICS

Satisfactory completion of all required core courses, including 6 credit hours of thesis coursework, plus satisfactory completion of 4.5\* credit hours of elective coursework (for a program total of 36 credit hours) is required for successful completion of the MS-TCVM Program.

*\*students that completed MTM4730 prior to Fall 2021 are required to complete 5 credit hours of elective credits for a program total of 36 credit hours.*

Please refer to [www.chiu.edu](http://www.chiu.edu) for scheduled time and location of each course.

Course Code	Course Title	Credit Hour	Tuition & Fees
<b>Required Core Courses</b>			
MTM4710	Veterinary Acupuncture Level 1*	3.5	\$2780
MTM4711	Veterinary Acupuncture Level 2	2	\$1000
MTM4712	Veterinary Acupuncture Level 3*	3.5	\$3100
MTM4750	Research Methods in TCVM	2	\$750
MTM4720	Chinese Herbal Fundamental Knowledge	1	\$375
MTM4721	TCVM for Respiratory and Cardiovascular Disease	2	\$795
MTM4722	TCVM for Gastrointestinal Disease	2	\$795
MTM4723	TCVM for Hepatic and Endocrine Disease	2	\$795
MTM4724	TCVM for Geriatric, Urinary and Reproductive Disease	2	\$795
MTM4725	TCVM for Dermatological, Immune-mediated and Neoplastic Disease	2	\$795
MTM4730	Veterinary Food Therapy	2	\$1500
MTM4740	Veterinary <i>Tui-na</i> *	1.5	\$1400
MTM4751	Master Thesis Part I	3	\$1125
MTM4752	Master Thesis Part II	3	\$1125
<b>Elective Courses</b>			
MTM4762	TCVM Palliative and End-of-Life Care	3	\$1725
MTM4741	Advanced Veterinary <i>Tui-na</i> Refinement	1	\$1100
MTM4715	TCVM Diagnostics, Classical Points and Advanced Techniques: Canine*	1.5	\$1300

MTM4716	TCVM Diagnostics, Classical Points and Advanced Techniques: Equine*	1.5	\$1300
MTM4761	TCVM Ophthalmology	1	\$550
MTM4760	TCVM Clerkship (45-hr Internship)	1	\$375
MTM4701	Business Management for an Integrative Veterinary Clinic	1	\$400
MIV4001	Overview of Integrative Veterinary Medicine	1	\$400

\*Hybrid Course- Requires both online and onsite coursework. Onsite coursework to be completed on the Chi University campus located in Reddick, FL.

*Estimated Program Cost\*:*

<i>Application and Registration Fee (one-time)</i>	<i>\$120.00</i>
<i>Tuition and Fees</i>	<i>\$19,805.00</i>
<i>Books and Supplies</i>	<i>\$2,195.25</i>
<i>Graduation Fee</i>	<i>\$300.00</i>
<b><i>Total Estimated Cost</i></b>	<b><i>\$22,420.25</i></b>

*\*Tuition estimates based on MTM4762, MTM4761, and MTM4701 elective choices. Actual total program cost may vary depending on transfer credit accepted, actual elective course selection, etc.*

## COURSE DESCRIPTIONS

### MTM4710 Veterinary Acupuncture Level 1 (3.5 credit hours), hybrid

This course discusses the fundamental principles of TCVM including *Yin-Yang*, Eight Principles, Five Elements and *Zang-fu* physiology and pathology. Scientific basis of acupuncture and research data are discussed as well as real-world implementation of acupuncture clinical usage including pain management, lameness, musculoskeletal disorders and osteoarthritis. Acupuncture points and techniques including dry-needling and aquapuncture are also discussed. A hands-on wet lab will be provided during the on-site portion of the class in Reddick, FL.

### MTM4711 Veterinary Acupuncture Level 2 (2 credit hours), online

This course discusses in-depth traditional Chinese veterinary medical theories including *Jing, Qi, Shen*, Body Fluids and Blood. The unique TCVM diagnosis including tongue and pulse, Eight Extraordinary Channels and etiology and pathology are also discussed. The course provides tools and techniques on how to make a sound TCM diagnosis. (*Prerequisite or co-requisite: MTM4710*)

### MTM4712 Veterinary Acupuncture Level 3 (4.5 credit hours), hybrid

This course reviews not only the advanced acupuncture techniques including electro-acupuncture and moxibustion, but also how to approach internal medical diseases using the traditional Chinese medical modality. The material in the class introduces case examples showing how to put everything together in order to diagnose and treat liver and renal diseases, behavior and skin problems, as well as gastrointestinal, cardiovascular, and respiratory disorders. Students learn a systematic approach to the principles and practices of TCVM. Emphasis is placed on clinical application in all aspects of Five Element disorders and reproductive and endocrine diseases. Students are taught management of real-world clinical cases, tools and methods of how to promote TCVM and integrate it into daily practice. (*Prerequisite or co-requisite: MTM4710, MTM4711*)

### MTM4750 Research Methods in TCVM (2 credit hours), online

This course is designed to enhance a student's ability to design and conduct research. A research project can be an experimental study or an observational study that requires a hypothesis, an objective, a research plan, data collection, analysis and interpretation, and preparation of a manuscript for publication in a scientific journal. In this class, students should identify a research question of interest and design an appropriate study, prepare and submit a research protocol for evaluation and feedback and prepare a manuscript suitable for peer review and publication in a scientific journal.

**MTM4720 Chinese Herbal Fundamental Knowledge  
(1 credit hour), online**

This course discusses the history, origin, development, safety, toxicity and quality control of Chinese herbal medicine. Students will learn the scientific basis of Chinese herbal medicine and research data, as well as general indications and contraindications of Chinese herbal medicines.

**MTM4721 TCVM for Respiratory and Cardiovascular Diseases  
(2 credit hours), hybrid or online**

This course reviews not only the individual Chinese herbals and formulas, but also the in-depth knowledge of the TCM Lung and Heart physiology and pathology. The material in this class introduces how to use TCVM to diagnose and treat respiratory diseases including rhinitis, sinusitis, nasal bleeding, congestion and discharge, laryngitis, bronchitis, pneumonia, asthma, and cardiovascular diseases. Congestive heart failure, hypertension and cardiac arrhythmia are also covered. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (*Prerequisite or co-requisite: MTM4720*)

**MTM4722 TCVM for Gastrointestinal Diseases  
(2 credit hours) hybrid or online**

This course provides an overview of Spleen physiology, pathology, and the importance of the Earth Element to the Chinese herbal medical practice, as well as an overview of the top 30 individual Chinese herbals and formulas. Topics include the TCVM approach to gastrointestinal diseases including stomatitis, gingivitis, gastric ulcer, inflammatory bowel disease, anorexia, vomiting, diarrhea, abdominal pain and colic, constipation and impaction, and obesity. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (*Prerequisite or co-requisite: MTM4720*)

**MTM4723 TCVM for Hepatic and Endocrine Diseases  
(2 credit hours) hybrid or online**

This course reviews not only the individual Chinese herbals and formulas, but also the in-depth knowledge of the traditional Chinese medical Liver physiology and pathology. The course provides a systematic approach to endocrine diseases including diabetes mellitus, Cushing's disease, hypo- and hyperthyroidism, cholangitis, jaundice, ascites, hepatitis, hepatomegaly, liver abscesses, ophthalmic disease, and seizure disorders. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (*Prerequisite or co-requisite: MTM4720*)

**MTM4724 TCVM for Geriatric, Urinary and Reproductive Diseases  
(2 credit hours) hybrid or online**

In this course, students learn to identify, detect, investigate, and prevent Water Element Disorders including *Bi*, *Lin* and *Wei* Syndromes. Other topics include how to use the TCVM approach to geriatric diseases, osteoarthritis, disc disease, nephritis, cystitis, renal failure, ear problems, urinary and reproductive disorders. Case examples are provided to ensure an understanding of TCVM Kidney physiology and pathology. This course includes TCVM sports medicine discussions.

Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (*Prerequisite or co-requisite: MTM4720*)

**MTM4725 TCVM for Dermatological, Immune-mediated and Neoplastic Diseases  
(2 credit hours) hybrid or online**

This course provides students with an opportunity to review the TCVM perspective of dermatology, immunology and oncology. In this class, students should learn both oral medication and topical application of individual herbals and formulations and how to use TCVM to diagnose and treat these disorders including hypersensitivity, pruritus, eruptions, eczema, allergic dermatitis, pemphigus and lupus, autoimmune diseases, immunodeficiency diseases, and cancers/tumors in dogs, cats and horses. Tongue and pulse demos with diagnosis instruction in dogs and horses are included as well. (*Prerequisite or co-requisite: MTM4720*)

**MTM4730 Veterinary Food Therapy  
(2 credit hours) hybrid or online**

Food therapy is the practice of healing using natural foods along with or instead of herbal medications. This course focuses on the most relevant facets of how to use TCVM to understand and use foods in the treatment of animals. Hands-on labs are provided for hybrid students in Reddick, FI and video recordings of labs are provided for online students, the students gain additional practice in preparation and cooking of each recipe that is designed for a specific medical condition. Clinical case studies help students see the impact of food therapy on skin diseases and cancer. In this course, students should learn and master the basic theory and principles of food therapy, learn and grasp the simple recipes for veterinarians and their patients and be able to assign "homework" to the pet owners to implement food therapy on their pets.

**MTM4740 Veterinary *Tui-na*  
(1.5 credit hours) hybrid**

*Tui-na* is Chinese manual therapy used for preventing and treating disease. With the intensive hands-on labs (on-site in Reddick, FI), students are provided with an opportunity to train their hands to effectively manipulate using over 30 techniques. The focus is on both quality (evenness and softness) and quantity (duration and force) of each *Tui-na* technique. The ability to use hands to diagnose and treat clinical conditions is emphasized in order to accommodate an animal that may have an acupuncture needle phobia. The practice of *Tui-na* enhances the students TCVM diagnostic skills which is an added benefit. Simple, daily take-home techniques for the caregivers are also discussed. (*Prerequisites MTM4710 and MTM4711*)

**MTM4751-MTM4752 Master's Thesis part 1 and part 2  
(6 credit hours total) online**

This course provides students with an overview of practical and concrete information about preparing the master's thesis and manuscript for publication taught over two semesters. In this class students should identify the research area that students are interested in, learn how to use the library and other necessary resources to search for relevant research papers, learn data analysis and interpretation, and learn how to write the thesis and a peer-review publication. (*Prerequisite: MTM4750, Part 1 must be taken before part 2.*)

The MS-TCVM Program Committee will coordinate with enrolled students on forming a Supervisory Committee, which will consist of three members. The first two members must be Chi University Faculty. The third member can be Chi University Faculty or external expert on the Thesis topic of the students choosing. A

student's Thesis must be approved by all three supervisory committee members before she or he graduates.

**MTM4762 TCVM Palliative and End-of-Life  
(3 credit hour) online**

The TCVM Palliative and End-of-Life Course introduces palliative and end-of-life care as a recognized field of veterinary medicine. Integration of palliative and end-of-life care with TCVM will give the veterinary professional more options to treat the clinical signs of disease to preserve a longer and better quality of life in pets struggling with aging, chronic and life limiting illnesses. (*Pre-requisite: MTM4710 or MTM4720 or MTM4730*)

**MTM4741 Advanced Veterinary Tui-na: Refinement  
(1 credit hour) hybrid**

The Advanced *Tui-na*: Refinement course builds on the foundation laid down during the Veterinary *Tui-na* course (MTM4740). Whereas in the Veterinary *Tui-na* course the emphasis was placed on developing one's basic skills and practicing all of the 21 fundamental *Tui-na* techniques, the focus of this advanced course is for the student to be able to hone his/her technique. The Veterinary *Tui-na* course focused on acquiring a fundamental skill set and knowledge base mainly focusing on understanding quantity, (duration and force) of the techniques. This Advanced *Tui-na*: Refinement course has a different focus. Because the student has already learned the basics and about quantity, this course is able to apply its focus to quality; the ability to diagnose and treat with touch. Quality also implies evenness and softness of technique, as well as the ability to seamlessly integrate the 21 otherwise separate *Tui-na* techniques. These refined skills are what help to separate novices from experts in the field of veterinary *Tui-na*. (*Prerequisite: MTM4740*)

**MTM4715 TCVM Diagnostics, Classical Points and Advanced Techniques: Canine  
(1.5 credit hours) hybrid**

This course covers three of the most important TCVM studies: TCVM Diagnosis, Classical Acupoints and Advanced Acupuncture Techniques. This course focuses on the canine species and provides advanced acupuncture methods including auricular and scalp acupuncture and gold implantation. In any medical system, effective treatment of disease hinges upon an accurate and complete diagnosis. With real clinical cases, the students are provided with intensive hands-on experience on-site in Reddick, FI and therefore, gain full confidence in making a sound TCVM diagnosis. Locations and usage of additional classical canine acupuncture points are also discussed. (*Prerequisite or co-requisite: MTM4710, MTM4711, MTM4712*)

**MTM4716 TCVM Diagnostics, Classical Points and Advanced Techniques: Equine  
(1.5 credit hours) hybrid**

This course is similar to MTM4715, which covers three of the most important TCVM studies: TCVM Diagnosis, Classical Acupoints and Advanced Acupuncture Techniques; however, this course focuses on equine species. The class provides advanced acupuncture methods including auricular acupuncture, scalp acupuncture and gold implantation. In any medical system, effective treatment of disease hinges upon an accurate and complete diagnosis. With real clinical cases, the students are provided with intensive hands-on experience on-site in Reddick, FI and therefore, gain full confidence to make a sound TCVM diagnosis. Locations and usage of additional classical equine acupuncture points are also discussed. (*Prerequisite or co-requisite: MTM4710, MTM4711, MTM4712*)

**MTM4761 TCVM Ophthalmology**

**(1 credit hour) online**

This course discusses the TCVM fundamental principles of eyes, and etiology and pathology of ocular diseases. Students will learn the pattern diagnosis, acupuncture and herbal medicine of corneal diseases, uveitis, conjunctivitis, glaucoma, cataracts and other eye disorders. (*Prerequisite: MTM4710, MTM4720*)

**MTM4760 TCVM Clerkship  
(1 credit hours)**

Students gain practical knowledge in real-world application through this 45-hour internship. Students may choose any certified veterinary acupuncturist to shadow for 45 documented hours. CVAs can be found by consulting Chi University practitioner directory. Students may choose any willing faculty member to complete their hours with. (*Prerequisite or co-requisite: MTM4710, MTM4711, MTM4712*)

**MTM4701 Business Management for an Integrative Veterinary Clinic  
(1 credit hour), online Only**

This course will cover basic business and management practices in operating an integrative veterinary practice. The goal is to prepare students to understand the products and services that his or her practice produces, how to manage client relationships, finances, employee management, marketing, organization and other key concepts in operating an integrative practice.

**MIV4001 Overview on Integrative Veterinary Medicine  
(1 credit hour) online**

This course addresses the fundamental principles and indications of a variety of integrative veterinary medical modalities including acupuncture, botanical, and herbal medicine, chiropractic/manipulation/*Tui-na*, nutrition and food therapy, physical therapy and rehabilitation, homeopathy, and homotoxicology. The general concepts of integrative veterinary medicine, including history, definitions, context, and evidence-based application are also discussed.

**GRADUATE CERTIFICATE IN VETERINARY ACUPUNCTURE:  
CERTIFIED VETERINARY ACUPUNCTURE (gCVA)**

**ENTRANCE AND ADMISSIONS**

Veterinarians and current veterinary students, who have completed at least a minimum of 10 credit hours at a college of veterinary medicine, are eligible to enroll in the Veterinary Acupuncture Graduate Certificate Program. Eligible students must provide the following documents:

1. Official transcripts of your earned Doctor of Veterinary Medicine (DVM) or equivalent, or official transcripts of your earned bachelor's degree and a copy of your current veterinary school identification; Veterinary students must also submit their veterinary school official transcripts as proof of enrollment.
2. Copy of your driver's license (or passport).
3. A completed application form.
4. Program Application/Registration Fee (\$120 total)

Once all documents have been received, students will be required to sign and execute an Enrollment Agreement (EA) for the duration of the certificate program.

International applicants for whom English is a secondary language must demonstrate competency in written and spoken English. A minimum total score of **60** on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or **71** on the Internet Based Test (iBT); **6.5** on the International English Language Test



(IELTS); **50** on the Pearson Test of English Academic Score Report; **100** on the Duolingo English Test; or **55** on the 4-skill Michigan English Test (MET), or **650/LP** on the Michigan Examination for the Certificate of Competency in English (ECCE), or **650/LP** on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

An international applicant may be exempt if:

- Applicant earned a bachelor’s degree or higher from an institution where the primary language for learning was English, or
- Applicant is a citizen of an English-speaking country.

International students, whose transcripts are not in English, are also required to have their transcripts translated and evaluated by an NACES recognized organization prior to submission. Official transcripts and the original evaluation documents must be mailed directly to Chi University for review.

**PROGRAM DESCRIPTION**

The Veterinary Acupuncture Graduate Certificate is a 10-credit hour graduate level program that certifies\* students in veterinary acupuncture with an emphasis on small animal, equine and/or mixed practices. The program begins with an overview of fundamental aspects of Chinese Medicine, including *Yin-Yang* and Five Elements theory, which serve as a foundation for case diagnoses and treatment presented later in the program. A variety of acupuncture techniques are taught, including electroacupuncture and moxibustion, in addition to conventional “dry” needling. The program is presented over four graduate level courses over a period of six to twelve months (not to exceed 1.5 years) , depending on program start date. Online sessions are composed of lectures/lab demos that students can stream at their own convenience 24/7. Wet labs of on-site sessions give students the opportunity to learn acupuncture points on live animals in small lab groups of five to six students per instructor.

*\*Please note that Chi University cannot issue any certification to DVM students until their DVM has been obtained.*

**PROGRAM OBJECTIVE**

The objective of the graduate certificate in veterinary acupuncture is for students to create and apply a veterinary acupuncture treatment plan for individual animals.

**GRADUATE LEVEL gCVA ACADEMICS**

Please refer to [www.chiu.edu](http://www.chiu.edu) for scheduled time and location of each course.

Course Code	Course Title	Credit Hour	Tuition & Fees
<b>Required Courses</b>			
MTM4710	Veterinary Acupuncture Level 1*	3.5	\$2780
MTM4711	Veterinary Acupuncture Level 2	2	\$1000
MTM4712	Veterinary Acupuncture Level 3*	3.5	\$3100
MTM4760	TCVM Clerkship (45-hr Internship)	1	\$375

\*Hybrid Course- Requires both online and onsite coursework. Onsite coursework to be completed on the Chi University campus located in Reddick, FL.

*Estimated Program Cost:*

<i>Application and Registration Fee (one-time)</i>	<i>\$120.00</i>
<i>Tuition and Fees</i>	<i>\$7,255.00</i>
<i>Certification Fee</i>	<i>\$350.00</i>
<b><i>Total Estimated Cost</i></b>	<b><i>\$7,725.00</i></b>

**COURSE DESCRIPTIONS**

**MTM4710 Veterinary Acupuncture Level 1 (3.5 credit hours), hybrid**

This course discusses the fundamental principles of TCVM including *Yin-Yang*, Eight Principles, Five Elements and *Zang-fu* physiology and pathology. Scientific basis of acupuncture and research data are discussed as well as real-world implementation of acupuncture clinical usage including pain management, lameness, musculoskeletal disorders and osteoarthritis. Acupuncture points and techniques including dry-needling and aquapuncture are also discussed. A hands-on wet lab will be provided during the on-site portion of the class in Reddick, FL.

**MTM4711 Veterinary Acupuncture Level 2 (2 credit hours), online**

This course discusses in-depth traditional Chinese veterinary medical theories including *Jing, Qi, Shen*, Body Fluids and Blood. The unique TCVM diagnosis including tongue and pulse, Eight Extraordinary Channels and etiology and pathology are also discussed. The course provides tools and techniques on how to make a sound TCM diagnosis. *(Prerequisite or co-requisite: MTM4710)*

**MTM4712 Veterinary Acupuncture Level 3 (3.5 credit hours), hybrid**

This course reviews not only the advanced acupuncture techniques including electro-acupuncture and moxibustion, but also how to approach internal medical diseases using the traditional Chinese medical modality. The material in the class introduces case examples showing how to put everything together in order to diagnose and treat liver and renal diseases, behavior and skin problems, as well as gastrointestinal, cardiovascular, and respiratory disorders. Students learn a systematic approach to the principles and practices of TCVM. Emphasis is placed on clinical application in all aspects of Five Element disorders and reproductive and endocrine diseases. Students are taught management of real-world clinical cases, tools and methods of how to promote TCVM and integrate it into daily practice. *(Prerequisite or co-requisite: MTM4710, MTM4711)*

**MTM4760 TCVM Clerkship (1 credit hours)**

Students gain practical knowledge in real-world application through this 45-hour internship. Students may choose any certified veterinary acupuncturist to shadow for 45 documented hours. CVAs can be found by consulting Chi University practitioner directory. Students may choose any willing faculty member to complete their hours with. *(Prerequisite or co-requisite: MTM4710, MTM4711, MTM4712)*

**CERTIFICATION REQUIREMENTS**

Satisfactory completion of all required courses is required for completion of the Graduate Level CVA Certificate Program. Additionally, all the following criteria must be satisfactorily met in order to qualify for certification\*:

- Score at least a 75% or higher on the Clinical Acupoint Exam (completed during MTM4712)
- Score at least a 75% or higher on the Acupuncture written final exam (completed during MTM4712)
- Score at least a 75% or higher on the case report assignment (completed during MTM4712)
- Payment of optional \$350 certification fee (which includes formal certificate and listing in the TCVM practitioner guide as a Certified Veterinary Acupuncturist)

*\*Please note that Chi University cannot issue any certification to DVM students until their DVM has been obtained.*

## DESCRIPTION OF PHYSICAL FACILITIES

Chi University seeks to create and maintain a physical environment conducive to the learning process. Chi University campus is located on a sprawling farm in the heart of North Central Florida. It's quiet, pastoral setting is a home away from home for students who use the space to center themselves as they open their minds to a new approach to life in general. The campus is generally open and in operation from 7:30 a.m. to 7:30 p.m. on in-residence class days, and 9:00 a.m. through 5:30 p.m. on days when no classes are in session. The building and its facilities are handicapped accessible. The campus can be found two miles west of I-75 on highway 318 near Ocala.

Chi University has a serene campus. You will find horses, chickens, and cows on the property. The manicured landscape is filled with a variety of trees, flowers, and plants. There is ample shaded, outdoor seating for students to enjoy the beautiful Florida nature and weather during lunch and snack breaks.

There are 3 classrooms with a combined capacity for 310 students per class period. The facility can host up to 26 canine wet lab groups with 5 students, 1 dog and 1 instructor in each group. Two of these classrooms are used for the lectures while the rest are for lab use. Up to 12 equine wet lab groups can be hosted on campus in our Equine Acupuncture Center. The Equine Acupuncture Center features 12 stalls, a treatment area and a 12,500-sqft arena. The facility also boasts an outdoor terrace beside the student lounge for the student to enjoy fresh air. Within Chi University a close-knit, comfortable learning environment is provided.

Chi University offers a wireless network. Free access to Wi-Fi is available on campus with student's own personal computers and mobile devices. Ten table computers with full internet connections are also available for student use in the library. Chi University's library also provides extensive resources to students through our collection of books, journals, diagrams and other educational materials.

## GRADUATE FACULTY

Huisheng Xie, DVM, PhD	<b>Faculty Status:</b> Full Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, Herbal Medicine, Food Therapy, <i>Tui-na</i> , Neurological Disorders, Business Management
Michael Bartholomew, DVM, MS-TCVM	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, Herbal Medicine, <i>Tui-na</i> , Neurological Disorders
Suzanne Brannan, DVM, CVA	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, TCVM Ophthalmology
Connie Clemons-Chevis, DVM, MS, CVA	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture
Roger Clemmons, PhD, DVM, MS	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, Neurological Disorders
Margaret Fowler, DVM, MS-TCVM	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, Herbal Medicine, Food Therapy

John Langlois, DVM, MS-TCVM	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture
Mushtaq Memon, DVM, PhD, CVA	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Integrative Veterinary Medicine
Tamara Shearer, DVM, MS-TCVM	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, Palliative Care
Deng-Shan Shiau, PhD	<b>Faculty Status:</b> Full Time <b>Subject Matter Expertise:</b> Research, Statistics
Greg Todd, DVM, CVA	<b>Faculty Status:</b> Part Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture, Herbal Medicine, Business Management
Shu Dai, DVM, CVA, CVCH, CVFT, CVTP	<b>Faculty Status:</b> Full Time <b>Subject Matter Expertise:</b> Veterinary Acupuncture
Jianliang Zhang, PhD	<b>Faculty Status:</b> Full Time <b>Subject Matter Expertise:</b> Biomedical Research

## CONTACT INFORMATION

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Email:	<a href="mailto:master@chiu.edu">master@chiu.edu</a>
Address:	9650 West Highway 318 Reddick, FL 32686
Phone:	(800) 860 - 1543
Fax:	(844) 273 - 3868
Facebook:	Facebook.com/ChiUniv

## 2021 ACADEMIC CALENDAR

SPRING SEMESTER: JANUARY 4 - APRIL 23		
January 4: First Day of Class	January 8: Spring Tuition Due	February 26: Last Day to Withdraw**
January 4 - 8: Drop/Add Period	February 12: Incomplete Deadline*	April 23: Last Day of Class
SUMMER SEMESTER: MAY 3 - AUGUST 20		
May 3: First Day of Class	May 7: Summer Tuition Due	June 25: Last Day to Withdraw**
May 3 - 7: Drop/Add Period	June 11: Incomplete Deadline*	August 20: Last Day of Class
FALL SEMESTER: AUGUST 30 - DECEMBER 17		
August 30: First Day of Class	September 3: Summer Tuition Due	October 22: Last Day to Withdraw**
Aug 30 - Sept 3: Drop/Add Period	October 8: Incomplete Deadline*	December 17: Last Day of Class
HOLIDAYS		
<i>Chi University will be closed on all the following holidays in 2021</i>		
January 1: New Year's Day	July 5: 4 <sup>th</sup> of July Observed	November 25: Thanksgiving holiday
May 31: Memorial Day	September 6: Labor Day	December 24: Christmas Holiday

## 2021 COURSE AVAILABILITY

Course Code	Course Title	Credit Hour	Semester		
			Spring	Summer	Fall
MTM4710	Veterinary Acupuncture Level 1*	3.2	X	X	
MTM4711	Veterinary Acupuncture Level 2	2	X	X	X
MTM4712	Veterinary Acupuncture Level 3*	3.5		X	X
MTM4750	Research Methods in TCVM	2	X	X	X
MTM4720	Chinese Herbal Fundamental Knowledge	1	X	X	X
MTM4721	TCVM for Respiratory and Cardiovascular Disease	2	X		
MTM4722	TCVM for Gastrointestinal Disease	2		X	
MTM4723	TCVM for Hepatic and Endocrine Disease	2			X
MTM4724	TCVM for Geriatric, Urinary and Reproductive Disease	2	X		
MTM4725	TCVM for Dermatological, Immune-mediated Disease	2		X	
MTM4730	Veterinary Food Therapy	2	X		X
MTM4740	Veterinary Tui-na*	1.5			X
MTM4751	Master Thesis part I	3	X	X	X
MTM4752	Master Thesis part II	3	X	X	X
MTM4762	TCVM Palliative and End-of-Life Care	3	X		X
MTM4741	Advanced Veterinary Tui-na: Refinement	1	X		
MTM4715	TCVM Diagnostics, Classical Points and Advanced Techniques: Canine*	1.5		X	
MTM4716	TCVM Diagnostics, Classical Points and Advanced Techniques: Equine*	1.5	X		
MTM4761	TCVM Ophthalmology	1			X
MTM4760	TCVM Clerkship	1	X	X	X
MTM4701	Business Management	1		X	
MIV4001	Overview on Integrative Veterinary Medicine	1		X	X
<i>* Hybrid Course- Requires on-site coursework in Reddick, FL. See In-residence Class Schedule for Onsite Dates.</i>					

**2021 IN-RESIDENCE CLASS SCHEDULE**

*MSTCVM hybrid courses require onsite coursework to be completed at the Chi University Campus located in Reddick, FL. Below are onsite dates for the corresponding courses listed in the MS-TCVM course availability.*

**January 21 -23:** MTM4716 TCVM Diagnostics, Classical Points, Advanced Techniques: *Equine*

**July 22 - 24:** MTM4715 TCVM Diagnostics, Classical Points, Advanced Techniques: *Canine*

**February 11 - 14:** MTM4710 Veterinary Acupuncture Level 1

**August 5 - 8:** MTM4710 Veterinary Acupuncture Level 1

**March 26 - 27:** MTM4730 Food Therapy (*optional*)

**October 22 - 23:** MTM4740 Veterinary Tui-na

**June 3 - 6:** MTM4712 Veterinary Acupuncture Level 3

**December 9 - 12:** MTM4712 Veterinary Acupuncture Level 3

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

SEPTEMBER 2021						
S	M	T	W	T	F	S
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	