

Tai Sophia Institute

Standards and Practices

Academic Program Expectations and Requirements

MONITOR:

Provost/Executive Vice President for
Academic Affairs

AUTHORIZATION:

Council of Vice Presidents

PURPOSE:

Define for students various expectations and requirements of the academic programs that are essential and from which students may not be exempted. This S&P is not in lieu of, nor does it supersede the Institute's Disability Accommodation S&P.

REVIEWED BY:

Provost/Executive Vice President for Academic Affairs, Academic Program Directors, Director of Admissions, Academic and Student Affairs Advisors, Associate Vice President for Student Affairs/Registrar, Vice President for Administration & General Council.

AUTHORIZATION DATE: January 8, 2007

REVISION DATE(S): September 16, 2009

NEXT REVIEW DATE: September 30, 2010

STANDARD

Tai Sophia Institute graduate students are required to engage fully in both theoretical studies and the practical applications of those studies in both academic and clinical settings. Students must therefore be prepared for and willing to engage in the breadth and depth of study that awaits them. Should a student decide there are obstacles to his or her being able to fully engage in the program of his or her choice, the student is expected to take whatever actions are necessary to enable him or her to be engaged fully.

PRACTICE

Each Tai Sophia Institute student must maintain an openness to the philosophical roots and framework of Tai Sophia Institute's programs. He or she will be required to explore a variety of ideas and philosophies and cultural frameworks and may be called upon to engage in activities that demonstrate or include elements of different cultural traditions.

1. A student with religious or other beliefs that are in conflict with these requirements should consult with his or her religious advisor or whatever counselor or authority is in a position to grant permission to engage in this work or to assist the student in deciding whether or not this study will be possible for him or her.

2. Each student must be able to attend the scheduled classes of the program.
3. Specific requirements for selected academic programs include:
 - a. Each student in the Master of Acupuncture and Master of Science in Herbal Medicine programs will be required to treat patients or clients of each gender.
 - b. Each student in the Master of Science in Herbal Medicine program may be required to taste herbs.
 - c. Each student in the Master of Acupuncture program will be required to locate and palpate acupuncture points on classmates in numerous courses throughout the program and on patients in the student clinic.

4. Excused Absence Policy

Each faculty member will develop an attendance policy. The course syllabus should provide a clear statement of the instructor's expectations concerning absences, active student participation, assignments, examinations, make-up examinations or assignments, and other matters related to class attendance. A student is responsible for attending all classes during the allotted time period unless indicated to do otherwise by the faculty member of that class. After 10% of a class has met, a student will not be able to enroll for that class unless the Academic & Student Affairs advisor provides permission.

5. Excused Absences:

Documentation of personal, family illness and emergencies may be presented to each faculty member for consideration of an excused absence.

An excused absence DOES NOT excuse the student from learning course material, from submitting required assignments on time, or from fulfilling other course requirements.

Generally, students will not be penalized for excused absences and the student will be allowed to make up any assignments or exams. However, the specific nature of some classes or labs may make attendance and active student participation an absolute requirement. Examples include:

- Classes for which a state or accrediting agency requires a minimum number of hours of supervised instruction
- Seminars with frequent student discussions
- Labs with specific procedures or experiments that cannot be made up

A student with too many excused absences from this type of class may need to withdraw and retake the course at a later time as designated by the faculty member.

Note: In some cases faculty members may design alternate assignments to permit students to make up missed work from an excused absence.

6. Program Extension

Students must complete all course work in a master's degree program within five years, calculated from the start of the first course that counts toward the degree. Students who are not able to complete his or her program by the designated completion date may apply for an extension of one year.

Students who have not applied for or have been granted an extension may not be able to count courses older than five years toward their degree. Instead, they may be required to take additional program courses as deemed by the program director.

If a student fails to complete his or her program at the conclusion of the year extension, the student is considered to have exceeded the program length. At that time, the student must reapply, and be subject to the admission and program requirements in effect at the time of his/her new application. Acceptance is not guaranteed even for students previously admitted, and courses taken prior to the interruption of studies might not count toward degree requirements depending on the academic program.

Procedure:

1. A student must contact his or her Academic and Student Affairs Advisor and inquire about the extension process.
2. A student must submit a letter requesting a program extension.
The letter should include:
 - Reason for request of one year extension
 - Anticipated timeline for completion of remaining requirements
 - Supporting documentation for any extenuating circumstances that prevented timely completion of courses
 - Letter of support from a faculty member
3. A written decision will be provided within two-weeks of submittal by the academic program.