

# Tai Sophia Institute

## Standards and Practices

### Assessing Fees for Auditing

**MONITOR:**

Provost/Executive Vice President for Academic Affairs

**AUTHORIZATION:**

Vice President for Business and Financial Services, and Provost/Executive Vice President for Academic Affairs

**PURPOSE:**

To clarify which courses may be taken for audit and what charges will be assessed.

**REVIEWED BY:**

Provost/Executive Vice President for Academic Affairs, Vice President for Business and Financial Services, Vice President for Administration and General Counsel, Associate Vice-President for Student Affairs/Registrar

**AUTHORIZATION DATE:** September 2005

**REVISION DATE(S):** March 24, 2010

**NEXT REVIEW DATE:** March 30, 2011

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### **STANDARD**

Students at Tai Sophia Institute may have either the need or desire to audit courses that the Institute offers but that they are not required to take for a grade. These practices clarify which courses may be taken and what charges will be assessed in order to ensure that students auditing courses are fairly assessed and that the Institute receives appropriate compensation for these offerings.

### **PRACTICE**

1. There are a number of circumstances under which a student may wish or need to audit a course, including the desire to take advantage of the offerings of the degree program in which he or she is not enrolled, the desire to refresh learning that had been acquired in the past, or a contract requirement that a student sit in again on a class or classes previously completed.

2. No matter what the reason for the audit, students must:

- Be enrolled as a master's degree student at Tai Sophia
- Be in good academic standing and have no outstanding financial balance to the institution
- Be familiar with the regulations governing an audited class in the student handbook which include a full commitment to the class by attending regularly
- Check that the audited class does not conflict with the required course load
- Verify that the audited class is approved by the academic program faculty (see #4)

- Obtain an audit form from the Registrar's Office
- Be familiar with the following aspects of auditing:
  - The conditions of the audited class are set by the instructor
  - After the first major assignment/exam or if the class has met for 50% or more of the allotted timeframe, students cannot change from audit to credit
  - **Note: Fees for audits within the students' current academic program are waived. Audits within a different program are charged at one half the tuition of the course. Audits are limited based on available space.**
  - This audit policy does not apply to the NCCAOM Review class and other courses not included on the approved course listing for audits.

3. Exceptions to this policy may be made with a recommendation from the Academic & Student Affairs Advisor(s).

4. Below is a list of classes by program that may be audited:

### **TRANSFORMATIVE LEADERSHIP & SOCIAL CHANGE (TLSC)**

#### **Intra-Program Audit (Within same program)**

*Students within the Transformative Leadership & Social Change program may audit any course.*

#### **Inter-Program Audit (Between Programs)**

TLSC 500 SOPHIA

TLSC 510 Calling and Commitment

TLSC 515-Practicing Leadership

### **HERBAL MEDICINE**

#### **Intra-Program Audit (Within same program)**

*Students within the Herbal Medicine program may audit any course except H503, H603, H715, H720, H721 or H740.*

#### **Inter-Program Audit (Between Programs)**

*Note: These courses may be audited by non-herbal medicine students, however no course maybe audited unless the previous courses in that series have been taken (examples: H505b may be taken only upon successful completion of H505A; H608 may be taken only upon successful completion of H508).*

#### **Level I**

##### **Trimester 1**

**H505a** Materia Medica I 1.0

**H508a** Herbal Preparations I 1.0

**H509a** Applied Biomed in Herbal Therapeutics I 1.5

**H532** Literature Research & Writing 1.5

**H534a** People, Plants and Seasons I 1.5

**H550** Clinical Foundations 1.0

##### **Trimester 2**

**H505b** Materia Medica I 1.5

**H508b** Herbal Preparations I 1.0

**H509b** Applied Biomed in Herbal Therapeutics I 1.5

**H533a** Medicinal Plants & Culture 1.5

**H534b** People, Plants and Seasons I 0.5

**H554a** Herbal Pharmacology & Phytochemistry I 2.0

### Trimester 3

**H505c** Materia Medica I 1.5  
**H508c** Herbal Preparations I 0.5  
**H509c** Applied Biomed in Herbal Therapeutics I 2.0  
**H533b** Medicinal Plants & Culture 1.0

**H534c** People, Plants & Seasons I 1.0  
**H511** Nourishment I 1.0  
**H554b** Herbal Pharmacology & Phytochemistry I 1.0

### Level II

#### Trimester 4

**H605a** Materia Medica II 2.0  
**H609a** Applied Biomed in Herbal Therapeutics II 2.0  
**H611a** Nourishment II 1.0

**H634a** People, Plants and Seasons II 0.5  
**H654** Herbal Pharmacology & Phytochemistry II 1.0

#### Trimester 5

**H605b** Materia Medica II 2.0  
**H608** Herbal Preparations II 1.0

**H609b** Applied Biomed in Herbal Therapeutics II 2.0  
**H611b** Nourishment II 1.0

## ACUPUNCTURE

### Intra-Program Audit (Within same program)

*M.Ac. students may audit all courses in the program and they may not enroll in courses that are offered to students who are further along in the program.*

### Inter-Program Audit (Between Programs)

**ACU 501** SOPHIA: Intensive/Skills  
**ACU 502** Clinical Observation  
**ACU 505** Embodying Qi Gong  
**ACU 506** Touching Energy & Structure I  
**ACU 508** Acupuncture Theory: Elements  
**ACU 511** Sensory Skills  
**ACU 512** Officials Intensive  
**ACU 537** Ethics I  
**ACU 606** T'ai Chi  
**ACU 607** Fall Symposium  
**ACU 614** Intro to Chinese Lang & Classical Lit  
**ACU 615** Classical Chinese Medical Literature  
**ACU 618** Partnership with Nature  
**ACU 619** History of Chinese Medicine & Philosophy  
**ACU 623** Diagnosis and Treatment—Observation

**ACU 624** Interpersonal Skills/Rapport  
**ACU 630** SOPHIA: Theory I  
**ACU 631** SOPHIA: Theory II  
**ACU 633** Academic Book Discussion (Su Wen: Chapter 2)  
**ACU 637** Ethics II  
**ACU 638** Ethics III  
**ACU 715** Building & Maintaining a Successful Practice  
**ACU 717** Engaging the Emotions  
**ACU 727** Insurance I  
**ACU 728** Insurance II  
**ACU 729** The Tao of taxes  
**ACU 737** Ethics IV  
**ACU 738** Ethics V

## CHINESE HERB PROGRAM

*These courses may be audited only by graduates of the Chinese Herb Program offered at Tai Sophia or by graduates of other ACAOM Accredited or Candidate institution.*

Internal Medicine 1 Dermatology  
Internal Medicine 2 SHANG Han Lun  
Internal Medicine 3 Infertility  
Internal Medicine 4 Traumatology

## CERTIFICATE PROGRAMS

Courses in the certificate programs may not be audited.