To: MSTCM Students  
From: Academic Council  
Date: December 22, 2014  
RE: June 2015 and January 2016 comprehensive exam scheduling

Dear ACTCM students:

We would like to thank Courtney Clouse and the members of the Student Council and Michael Sano, the Director of Student and Alumni Affairs for collecting data on student preferences for June 2015 and January 2016 comprehensive exam schedules. We take such input very seriously and appreciate the time and effort that all respondents put into keeping the Student Council and administration informed regarding your concerns and preferences. The comments below cover the level 1 and level 2 comprehensive examinations.

As you all know we are in the process of merging with the California Institute of Integral Studies (CIIS). This merger will strengthen our programs, bring new resources for academic excellence and help us provide financial aid for new programs. Paramount for us has been making sure that we maintain financial aid availability without a break during this process and ensuring that you all are able to graduate according to the study plan you have on file. We are also working to make this transition as smoothly as possible. Such an endeavor is complex. One of the most challenging issues has been synchronizing the academic calendars of ACTCM and CIIS. You were informed previously about the calendar transition, please see attachment.

We have considered carefully the proposal sent to us by the Student Council and based on student input as well as the calendar conversation. In order to mesh with the accompanying calendar conversation and not interfere with the June 2015 graduation ceremony on June 21, 2015, comprehensive examinations will be administered on the following dates.

1. June 2015
   a. Written Exams: Friday, June 19, 2015
   b. Point Location Practical Exams: Saturday, June 20, 2015

2. January 2016
   a. Written Exams: Friday, January 8, 2016
   b. Point Location Practical Exams: Sunday, January 10, 2016

You must sign up to take the comprehensive exams and fill out “Request to Sit for Comprehensive Exams” form. Please see Andrea Natta, the Academic Advisor for more detail. The sign up deadline will be:

1. Friday, March 20, 2015 for taking June 2015 exams
2. Friday, August 28, 2015 for taking January 2016 exams

For students who are ready to take level 1 or level 2 comprehensive exams during the spring 2015 term you have the option of taking these exams either during the June 2015 or January 2016 exam administrations. You must take all sections of your comprehensive exam during one of these two scheduled examinations. You may not split your exam up between the two dates, taking part in June and part in January.
If you are scheduled to enter the clinic as an intern during the summer or fall term of 2015, you must complete your 2nd level point location practical exam in June 2015 as this is a prerequisite for entering the clinic at intern level I, even if you choose to take the rest of your level 2 comprehensive exams at the January 2016 exam administration. This will allow you to enter the clinic as an intern on schedule.

We understand this is a time of change. Please contact Andrea Natta if you have specific questions regarding your schedule. For more general questions please contact Michael Sano. If you have questions regarding this transition please contact a member of the Academic Council. As stated previously staff are working hard to make this a smooth transition.

Sincerely,

The Academic Council
Denise Hsu, MB/BS, Lac, Chinese Medicine Department Chair
Daniel Jiao, DAOM, MSTCM, Lac, Herbal Medicine Department Chair
Pam Olton, MT (ASCP), LAc, Acupuncture Department Chair
Devin Wu, DAOM, MSTCM, PT, Lac, Western Sciences Department Chair
Jung Kim, DAOM, MSTCM, LAc, Assistant Dean of Clinical Education
Carla Wilson, DAOM, MA, LAc, Dean of the DAOM Program/Research Director
Steve Given, DAOM, LAc Dean of Clinical Education/Director of Academic Assessment
Bingzeng Zou, PhD, DC, LAc Vice President for Academic Affairs/Dean of Faculty
## Semester System in Three 15-week Terms (Converting into Semester in Summer 2015)

<table>
<thead>
<tr>
<th></th>
<th>Quarter System</th>
<th>3-Term Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Winter 15</td>
<td>Spring 15</td>
</tr>
<tr>
<td><strong>Term Begins</strong></td>
<td>1/5/15, Mon</td>
<td>4/6/15, Mon</td>
</tr>
<tr>
<td><strong>Term Ends</strong></td>
<td>3/21/15, Sat</td>
<td>6/13/15, Sat</td>
</tr>
<tr>
<td><strong>Total weeks of a term</strong></td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total weeks of break between terms</strong></td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Notes:**

1. There is only one time of 10-week semester in summer 2015 for this transition. Students will take less credits for that specific term since one credit hour requires students to meet 1.5 hours per week. On credit hour = 15 hours of instruction time.
2. There are some impacts for clinic shifts scheduling with the hour conversion in summer 2015 semester.
3. It is least impact for financial aid and students to get financial aids.
4. Fall semester starts on a Thursday to make up for being closed on Thanksgiving; and ends on a Monday to make up for being closed on Labor Day.
5. Spring semester ends on a Monday to make up for being closed on Martin Luther King Day.
6. Summer semester ends on a Monday to make up for being closed on Memorial Day.