"A journey of a thousand miles begins with a single step." -Chinese Proverb

Congratulations! Whether you are taking your first step towards a career in Chinese medicine or continuing your education you are part of a journey that spans 3,000 years of history before you. Studying Chinese medicine is a pursuit to expand not only your knowledge of health and the human body, but of philosophy, intellect and spirit. Chinese medicine explores the idea that opposites are essential to the whole. This concept inevitably expands the learning experience outside of academic coursework. The study of Chinese medicine is deeply personal, and for some, a spiritual journey.

ACTCM has a reputation as one of the best acupuncture and Chinese medical schools in the United States. The faculty is dedicated to providing an excellent education. The clinic serves a large and diverse population. The student body is an active and supportive community of peers that interacts regularly with the administration. The library houses one of the largest Chinese medicine collections of books and periodicals in the country, including a robust collection in the Chinese language. The medicinal herb garden provides students the opportunity to engage with botanicals in living form and witness their growth processes. The academic program rigorously prepares students to enter the profession and continue their education. As an alumnus you will find that ACTCM provides a strong foundation for your work as a practitioner of Chinese medicine and opportunities to grow in the field.

This student handbook was compiled by graduates, current students and the administration for the new ACTCM student. We would like to pass along this information to help students gain the most from their experience at ACTCM. Navigating the policies and procedures at ACTCM is an important component to a successful student experience, so we have prepared this handbook as a guide to help you.

Please note, the Student Handbook is updated periodically. For the most current version of the handbook, visit the ACTCM website: www.actcm.edu/students/catalogs/

Welcome to your new community at ACTCM!
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Mission
ACTCM will provide an exemplary professional education and quality patient care in acupuncture and Chinese medicine and health care related fields.

Vision
ACTCM will be an international center of educational excellence that advances professional collaboration and ecologically sustainable medicine.

Core Values
ACTCM embraces the philosophy and spirit of Traditional Chinese Medicine and seek to embody the following values in every endeavor:
- Integrity & Intellectual Freedom
- Diversity & Respect
- Caring & Compassion
- Harmony & Balance
- Collaboration & Leadership

History
ACTCM is a private, independent graduate school founded in 1980 as a nonprofit benefit corporation. ACTCM is governed by a Board of Directors and is administered by officers appointed by the Board.

In January 1981 ACTCM enrolled its first class of students and opened its Acupuncture and Herbal Clinic to provide affordable care of Chinese medicine to the residents of San Francisco and the greater Bay Area. In the Clinic, students, under the supervision of licensed acupuncturists (LAc), gain practical experience in the application of acupuncture, Tui Na or Shiatsu and Chinese herbs for the treatment of various conditions and to promote wellness and health.

In 1986, ACTCM became the first college in the country to award a Master of Science degree in Traditional Chinese Medicine (MSTCM). In 1991, the College was granted accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), and was re-approved in 1996, 2001, 2006, and 2013.

In 1987, the College acquired its present campus at 455 Arkansas Street in the Potrero Hill district of San Francisco. In 2004, ACTCM acquired additional space at Pioneer Square (555 De Haro Street) to expand its number of classrooms and provide a larger library for both master and doctoral students.

The ACTCM clinical doctoral program, Doctor of Acupuncture and Oriental Medicine (DAOM) welcomed its first cohort in 2006. The DAOM program received a candidate for accreditation with ACAOM in 2010 and full accreditation in 2012. The DAOM program provides advanced education and research opportunities in TCM with an emphasis on integrative medicine and specialty training in women’s health and pain management.

ACTCM also offers innovative massage certificate programs in Tui Na and Shiatsu, which can be completed by students concurrently enrolled in the MSTCM program. Today, ACTCM is actively developing a new degree program, the First Professional Doctorate.
Use the links below to directly email any staff member. Staff emails follow this formula: FirstLast@actcm.edu (i.e. LenaLiu@actcm.edu).

### President's Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Lixin Huang</td>
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<tr>
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<td>415-282-7600×210</td>
<td><a href="mailto:Lena.Liu@actcm.edu">email</a></td>
</tr>
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### Admissions

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<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Director of Admissions</td>
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<td><a href="mailto:Yuwen.Chiu@actcm.edu">email</a></td>
</tr>
<tr>
<td>Admissions Advisor</td>
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</tr>
<tr>
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<td><a href="mailto:Megan.McDrew@actcm.edu">email</a></td>
</tr>
</tbody>
</table>

### Academics-MSTCM Program

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<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Assistant to the VPAA &amp; Dean of Faculty</td>
<td>Richard Alberta</td>
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<td><a href="mailto:Andrea.Natta@actcm.edu">email</a></td>
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### Academics-DAOM Program

<table>
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<tr>
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<tbody>
<tr>
<td>Dean of DAOM Program and Director of Research</td>
<td>Carla Wilson</td>
<td>415-229-7976</td>
<td><a href="mailto:Carla.Wilson@actcm.edu">email</a></td>
</tr>
<tr>
<td>Doctoral Academic Assistant</td>
<td>Chris Cannon</td>
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</tr>
<tr>
<td>DAOM Program Coordinator</td>
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<td>415-229-7981</td>
<td><a href="mailto:Laura.Portlock@actcm.edu">email</a></td>
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### Clinic

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<th>Position</th>
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<tbody>
<tr>
<td>Dean of Clinical Education and Director of Academic Assessment</td>
<td>Steve Given</td>
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<tr>
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</tr>
<tr>
<td>Clinic Administrator</td>
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</tr>
<tr>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Clinic Receptionist</td>
<td>Michelle Wu</td>
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</tr>
<tr>
<td>Clinic Receptionist</td>
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<td><a href="mailto:Alice.Yu@actcm.edu">email</a></td>
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### Communications and Marketing

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<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Communications Coordinator</td>
<td>Crystal Erlendson</td>
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<td><a href="mailto:Crystal.Erlendson@actcm.edu">email</a></td>
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### Continuing Education

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<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>CEU Coordinator</td>
<td>Chris Cannon</td>
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</tbody>
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### Development

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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Development Officer</td>
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</tr>
<tr>
<td><strong>Facilities</strong></td>
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</tr>
<tr>
<td>Facilities Manager</td>
<td>Michael Blossom</td>
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<tr>
<td>Financial Aid Director</td>
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<tr>
<td>Director of Finance &amp; Human Resources</td>
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</tr>
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<tr>
<td>Network Administrator</td>
<td>Yan Li</td>
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<td><a href="mailto:">email</a></td>
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<tr>
<td>Director of Library &amp; Learning Resource Center</td>
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<td><a href="mailto:">email</a></td>
<td></td>
</tr>
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<td><a href="mailto:">email</a></td>
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<tr>
<td>Registrar</td>
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<td>415-282-7600×217</td>
<td><a href="mailto:">email</a></td>
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<tr>
<td>Director of Student Affairs and Alumni Relations</td>
<td>Michael Sano</td>
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<td><a href="mailto:">email</a></td>
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General Info

The MSTCM curriculum offers you one of the most comprehensive educations in the field of Traditional Chinese Medicine. From the very beginning of the program, ACTCM emphasizes hands-on clinical training in conjunction with the study of theoretical material, allowing students to gain a strong foundation and knowledge base for their careers.

ACTCM Catalog

For a complete description of academic programs, courses and faculty see the current ACTCM Catalog. The Catalog is available on the ACTCM website, in the main administration office and a digital copy is provided to all new students.

Program of Study

• **Level I:** Study the main theories of TCM, the medicinal uses of Chinese herbs, acupuncture points and needling techniques, and diagnostic skills. Observe patient-practitioner interactions in our clinic, learn patient intake and treatment principles, and complete your general science requirements, as well as introductory courses in biomedicine, Qigong and Tai Ji Quan.

• **Level II:** Deepen your knowledge of advanced acupuncture technique, prepare herbal formulas, and begin to study western clinical medicine and TCM internal medicine. Work under faculty supervision in our clinic to assess patients’ health, develop diagnoses, recommend Chinese herbs, and apply TCM therapies including Tui Na and Shiatsu massage.

• **Level III:** Focus on specialized coursework, learn how to manage a TCM practice and collaborate with western medical practitioners, and develop fluency in research methodologies. Gain clinical autonomy in creating treatment plans and treating patients, and pursue your own interests on clinical rotations at our many internship sites. Prepare for your licensing and certification exams, develop your area of specialty, and build the professional relationships that will help you launch your practice.

Study Tracks

ACTCM offers various programs of study, or tracks, for pursuing your master’s degree. This allows students to choose a pace for the program that fits with their lifestyle. The nature of the track system ensures that all students are guaranteed the classes they need to take for any given quarter and that students can see in advance which classes they will enroll in for each quarter.

Each track differs in the number of quarters required to complete the master’s program and the number of days per week that a student can expect to attend classes. Those who need to complete general science requirements may need to add time onto their program of study.

Comprehensive Exams

In order to progress through the MSTCM program and graduate, students are required to pass three comprehensive exams: the first exam at the end of Level 1, the second exam at the end of Level 2, and a graduation exam given at the conclusion of the Master’s Program Review (GR700). Dates for each exam can be found on the Academic Calendar. Study guides and policies for Comprehensive Exams can be downloaded from the Catalogs & Forms page of the ACTCM website.
# 2014-2015 Academic Calendar

## FALL 2014
- **Instruction Period/Quarter Begins**: Mon 10/06/14
- **DAOAM Doctoral Program**: Fri 10/17/14 - Mon 10/20/14
- **Advising/Registration for WINTER 2015 Quarter**: Mon 11/03/14 - Fri 11/14/14
- **DAOAM Doctoral Program**: Fri 11/14/14 - Mon 11/17/14
- **Clinic Lottery**: Tue 11/18/14, Thu 11/20/14, Fri 11/21/14
- **Thanksgiving: Clinic and College Closed**: Thu 11/27/14 - Sun 11/30/14
- **MSTCM Admissions Application Deadline for Winter 2015 Quarter**: Mon 12/01/14
- **Completed Registration/Tuition for Winter Quarter Due**: Thu 12/09/14
- **Late Registration Fee Date**: Wed 12/10/14
- **DAOM Doctoral Program**: Fri 12/12/14 - Mon 12/15/14
- **Finals Week**: Mon 12/15/14 - Sat 12/20/14
- **Instructional Period/Quarter Ends**: Sat 12/20/14

## WINTER 2015
- **Instruction Period/Quarter Begins**: Mon 01/05/15
- **Advising/Registration for SPRING 2015 Quarter**: Mon 02/02/15 - Fri 02/13/15
- **DAOAM Doctoral Program**: Fri 02/06/15 - Mon 02/09/15
- **Clinic Lottery**: Tue 02/17/15, Thu 02/19/15
- **Chinese New Year: Clinic and College Closed**: Fri 02/20/15
- **MSTCM Admissions Application Deadline for Spring 2015 Quarter**: Sun 03/01/15
- **Completed Registration/Tuition Due for Spring Quarter**: Tue 03/10/15
- **Late Registration Fee Date**: Wed 03/11/15
- **DAOM Doctoral Program**: Fri 03/13/15 - Mon 03/16/15
- **Finals Week**: Mon 03/16/15 - Sat 03/20/15
- **Instructional Period/Quarter Ends**: Sat 03/21/15

## SPRING 2015
- **Instruction Period/Quarter Begins**: Mon 04/06/15
- **DAOM Doctoral Program**: Fri 04/10/15 - Mon 04/13/15
- **Advising/Registration for SUMMER 2015 Quarter**: Mon 05/04/15 - Fri 05/15/15
- **DAOAM Doctoral Program**: Fri 05/15/15 - Mon 05/18/15
- **Clinic Lottery**: Tue 05/19/15, Thu 05/21/15
- **MSTCM/DAOAM China Study Abroad Program**: Sat 03/21/15 - Fri 04/03/15

## SUMMER 2015
- **MSTCM Comprehensive Exams**: Fri 06/26/15 & Sun 06/28/15
- **Independence Day: Clinic and College Closed**: Fri 07/03/15 & Sat 07/04/15
- **Instruction Period/Quarter Begins**: Mon 07/06/15
- **DAOAM Doctoral Program**: Fri 07/10/15 - Mon 07/13/15
- **Advising/Registration for FALL 2015 Quarter**: Mon 08/03/15 - Fri 08/14/15
- **DAOAM Doctoral Program**: Fri 08/07/15 - Mon 08/10/15
- **Clinic Lottery**: Tue 08/18/15, Thu 08/20/15, Fri 08/21/15
- **MSTCM Admissions Application Deadline for Fall 2015 Quarter**: Tue 09/01/15
- **Labor Day: Clinic and College Closed**: Mon 09/07/15
- **Completed Registration/Tuition for Fall Quarter Due**: Tue 09/08/15
- **Late Registration Fee Date**: Wed 09/09/15
- **DAOAM Doctoral Program**: Fri 09/11/15 - Mon 09/14/15
- **Finals Week**: Mon 09/14/15 - Sat 09/19/15
- **Instructional Period/Quarter Ends**: Sat 09/19/15
Advising & Registration

Advising
ACTCM provides individualized support for students as they plan a course of study and progress through the program. Each quarter, the Academic Advisor is available to assist students in planning their schedules for the next quarter. The main role of the Academic Advisor is to support students with academic questions and to assist students to progress through the curriculum in an orderly manner. The Advisor assists students in creating and altering plans of study throughout the program. Students should meet with the Academic Advisor if they are considering changing program of study, dropping or adding a class, taking a leave of absence or withdrawing from the program. Students who are changing pace, taking a leave or withdraw also meet with the Director of Student Affairs to discuss how this will affect their overall student experience and career development. Students are also welcome and encouraged to discuss academic or professional issues at any time with the Academic Advisor, Academic Support Administrator, the Dean of Clinical Education, or the Director of Student Affairs—all of whom maintain an “open door” policy.

Registration
The Registration Packet is distributed by the Registrar during the 4th week of the quarter once the schedule is announced.

The Advising Appointment Sign Up Sheet: All first quarter students are required to make an advising appointment. Appointments are optional for other students. Make an appointment with an advisor on the sign-up sheets posted outside the Student Services office.

Academic Advising: Advising and Registration occur simultaneously and registration is on a first-come, first-served basis. If you know what to register for and don’t need an appointment just submit completed Registration Packet to the inbox in the Student Services office. A complete Reg. Packet includes: (a) Class Registration Form, signed by you and your Advisor; (b) Quarterly Agreement; and (c) Promissory Note for Financial Aid or payment plan.

Registration: For those of you who make an appointment, you may register with the Registrar immediately following your appointment with the Advisor. Registration must occur during the registration period or you will be charged a late fee. For students on financial aid, you will sign a promissory note that guarantees payment by federal financial aid at the beginning of the next quarter.

Academic Policies
For information on Add/Drop, Withdraw, Leave of Absence, Audit, Incompletes, Attendance and other policies, please refer to the Policies and Procedures section of the Handbook.

Academic Support Services
Each quarter the Academic Support Administrator offers open tutoring hours on a weekly basis and coordinates review sessions for students on different topics. Students can also make individual appointments with the Academic Support Administrator.

Study Review Classes
ACTCM offers study review sessions for some classes. Formal study review sessions are offered free of charge with most classes that have a teacher’s assistant (i.e. herbs, formulas, and points courses). The schedule for these review sessions is coordinated between the teacher’s assistant and the students during the first week of the quarter.
**Academic Skills Counseling**

Students can meet with the Academic Support Administrator to address study skills and to learn how they can improve their study habits. A list of study strategies is provided to the student along with examples to help them in this process. To address study skills before the student is having trouble academically the Academic Support Administrator gives an hour-long presentation on study techniques during the Program Orientation class.

**Tutors**

Should a student encounter academic challenges with a particular course, tutors are available to provide assistance for a nominal fee. Students who are required by the college to seek tutoring will receive this assistance at no charge. The Academic Support Administrator hires tutors and pairs them with students and evaluates the services each quarter.

**Comprehensive Exam Review**

Review sessions for Comprehensive Exams are offered free of charge. The review sessions meet at various times throughout the quarter to accommodate different student schedules. Students are also provided with an exam preparation outline designed to assist students in organizing, studying and reviewing for the exams.

**Tips from Students: Studying**

Here are some commonly agreed upon study techniques that can help you be a successful student. Take clear notes in class and review them that day. Rewriting notes is also helpful for memorization. Find a study partner or create study groups of no more than four students. Studying with other people breaks up the monotony and encourages creative problem solving. Not only will you have fun, but also you will find that your classmates have different insights and helpful memorization techniques. This program works best in a social setting. You will find fellow students students are non-competitive and supportive.

Study daily and avoid cramming. If your schedule involves studying for more than three hours at a time, change subjects every hour and take at least a 5 or 10 minute break between subjects. Make or buy study cards and carry some herb samples with you. Review them at the gym, waiting for the bus, while taking a walk, at the coffee shop, or between classes.
The ACTCM Acupuncture & Herbal Clinic serves as the program’s centerpiece. The clinic provides more than 17,000 treatments a year. Serving a diverse client population, the clinic offers a variety of clinical opportunities for students and practitioners alike.

Clinical services include acupuncture, moxibustion, cupping, Shiatsu, Tui Na, Qigong, nutritional counseling, and a full-service Chinese herbal pharmacy that carries an extensive selection of high-quality raw herbs, powdered herbs and patent medicines. The Acupuncture & Herbal Clinic operates weekdays, evenings and Saturdays, by appointment or on a drop-in basis.

Patient care and student instruction is under direct supervision of Clinical Faculty. Clinic supervisors have a minimum of five years of experience practicing acupuncture and many have areas of specialization. Clinic shifts have four students per supervisor, allowing ample time for instruction.

There are drop-in auricular acupuncture clinics, providing students with the opportunity to practice community medicine. The drop-in auricular acupuncture clinic is located at Pioneer Square. ACTCM runs several external clinic programs including at the California Pacific Medical Center, HealthRight 360 and Lifelong Berkeley Primary Care.

**Clinic Sequence**
After completion of the Clinic Orientation, Clinic Theatre Observation and Asepsis, you are eligible to enter the clinic as an Observer. There are three levels of clinical training: Observer, Trainee and Intern with sublevels in each level. Please see the Catalog for description and responsibilities of these courses.

As the student progresses through the program, he/she will increase their clinic courses from one course per quarter to two courses per quarter. Students are not allowed to enroll in more than the maximum number of clinic shifts permitted as indicated in the Program of Study in the Catalog.

Make up shifts are also an option if you will be out of town or if you are sick and miss a shift. See the clinic front desk staff to follow the procedures for missing and making up a shift.

**Clinic Lottery**
The clinic lottery is a means for students to sign up for the clinic shifts. The lottery takes place during the end of the 7th week and beginning of the 8th week each quarter. Lottery date, time and place are announced each quarter and published in the Academic Calendar. If you cannot attend the lottery, ask a fellow student to participate for you and inform the Assistant Dean of Clinical Education.

**Clinic Policies and Procedures**
All students must review and read the Clinic Manual for a comprehensive description of clinic policies and procedures including student responsibilities and requirements. For detailed information about the college requirements for annual TB Test & CPR Certification as well as the Use of Acupuncture Needles, please review the policies in the ACTCM Catalog.
ACTCM is proud to have a vibrant, extraordinary community of students from all over the world. Our students serve as a resource within the program; they bring with them a rich variety of educational, professional and life experience to the classroom and clinical training experience. The ACTCM student body is diverse, composed of both adult learners with varied professional experience and individuals who have recently graduated from colleges and universities.

The office of Student Affairs at ACTCM is committed through the support services we provide to assist students in achieving their educational goals and enhancing their personal, intellectual and professional development.

Director of Student Affairs and Alumni Relations
455 Arkansas Campus
Administration Office
(415) 282-7600 x216
students@actcm.edu

New Student Orientation and Mentors

Students are orientated to services and resources at the college before their first day of classes. During their first quarter students attend a Program Orientation Course that introduces students to the ACTCM community and their academic and student experience at the College. The course covers information that enhances students’ understanding of higher education in Traditional Chinese Medicine. The course creates connections with peers, faculty and staff that support student academic success. Special emphasis is placed on the knowledge, skills and literacies students will utilize as students and future practitioners of Traditional Chinese Medicine.

Each new student is assigned a peer mentor before matriculating into the program. This mentor is available to answer questions and share their own experiences as a student at MSTCM with the new students. Mentors check in with their mentees regularly during their first few quarters at ACTCM.

Student ID Cards

Every new student should to receive an ACTCM student id on the day of new student orientation (or on the first day of the first quarter in the school) from the admissions office. The first one is free, if loss, damaged or misplaced, any replacement of student id will have $10 charge (please refer to college catalog, tuition and fees section for more details). Please come to admissions office for any student is issue. Once having your ACTCM student id, it also used as library card, and clinic name badge. Please see Liberian to active your id, so you can check out books. While in your clinical training, you will wear it as name badge. It is important to have your student id with while coming to ACTCM campus.

Student Events & Activities

Each term the office of Student Affairs works with the Student Council and other student groups to plan Brown Bag lunchtime presentation, workshops and community events. Visit the event calendar for a full list of what’s happening at ACTCM this term: www.actcm.edu/events
Student Council

The Student Council provides a ready forum for students to give input on a wide range of issues, and to interact with faculty and administration in ways that help shape the learning experience. The Student Council is an invaluable resource to ACTCM, and is often a catalyst for creating new endeavors. Annual elections are held to fill Student Council positions.

You can contact the student council by e-mailing actcmstudentcouncil@gmail.com or by reaching out to one of the current Student Council members. You can view the current members on the Student Council web page.

Student Council Grants

The mission of the Student Council Grant Program is to provide financial assistance to ACTCM students in pursuit professional development in Chinese medicine and other health care through seminars, conferences, research and other activities. In addition to currently enrolled students, grants are available to alumni within 3 months of graduation.

Those awarded a grant will be required to sign a letter of agreement for use and provide receipts. Grant awardees will also be asked to report back to the school on what was learned from the class, seminar, symposium or conference. Applications periods are at the beginning of the Fall and Spring quarters for events occurring within 8 months. The committee will award up to $600 per award cycle. The awards will be tiered at $300, $200 and $100. In addition, an extra $200 ($500 total) is available for students interested in attending the AAAOM Conference or Pacific Symposium. Grant recipients are limited to receiving one grant per year. Applications should be submitted to the Director of Student Affairs.

Student Groups

Students at ACTCM are committed to supporting one another. Student groups are supported by the Student Council and the administration whenever possible. Currently there are two such student groups: the 4S Club and the Queer Collective. The 4S Club meets at least monthly to discuss issues pertaining to how students can plan to Start, Sustain, Support and Succeed in their practice as licensed acupuncturists. The Queer Collective is a new group formed by and for students at ACTCM who identify as queer. For more information about student groups, contact the office of Student Affairs.

Career Services

ACTCM recognizes that learning how to diagnose and treat patients is only one part of being a successful practitioner. ACTCM graduates must also excel in planning, building, operating, and maintaining a successful business. In most cases, these skills must also be learned and developed over time. To that end, ACTCM has developed resources to support such skill development and ultimately, the success of our graduates in establishing their practice.

Career Readiness Project

ACTCM has developed this project as a graduation requirement to support the development of skills in preparing for a career as a Chinese medicine practitioner. The project totals 30 hours to complete over the course of a student’s enrollment at ACTCM. The project is made up of the 4 components: observation of clinic operations, marketing and outreach, networking and professional development. It is recommended that the project be completed by the end of the second level, but completion is required before a student may graduate. The project is made up of the 4 components listed below with examples of how to fulfill each component.
1. **Observation of clinic operations (minimum 10 hours)**
   - Volunteer or work in a clinic office

2. **Marketing /outreach (minimum 10 hours)**
   - Volunteer at an ACTCM outreach event
   - Volunteer at a TCM-related public event
   - Assist with marketing efforts for the ACTCM or other clinic
   - Attend a course/seminar on marketing

3. **Networking (recommended)**
   - Volunteer with CEU or DAOM program
   - Volunteer with other TCM organization

4. **Professional development (recommended)**
   - Write an article or conduct research
   - Attend a conference or seminar (TCM or business topics)
   - Present to peers on a co-curricular topic

Students should verify activities outside of these examples in advance with the Director of Student Affairs. Completed hours will also be verified by the Director of Student Affairs.

**Preceptorship Program**

Students have the option of completing one of their [Clinic Observation II (CT 580/581)](#) courses by participating in the ACTCM Preceptorship Program. Students who choose this option will complete all aspects of the Clinic Observation II course under the supervision of licensed practitioner who has been approved by the administration as an ACTCM Preceptor. Students may encourage licensed practitioners who meet the minimum requirements to apply for participation in the program. These preceptors may work in various clinics and settings in California. Students must complete the 44 hours of course work and submit the appropriate documentation verifying their participation by the end of the second week of the subsequent quarter in which they are registered for the Clinic Observation II course.

**Business Courses**

The [Practice Management (WM609)](#) and [Business Practices & Marketing (WM610)](#) courses teach students how to successfully establish, manage and market an acupuncture practice, and inform students about legal issues related to the practice of acupuncture.

**Workshops & Presentations**

Each quarter ACTCM hosts lunchtime presentations, workshops and/or ongoing series for students and alumni to enhance the development of entrepreneurial skills, including the capability to plan, build, operate, and maintain a successful, independent business. Students also have access to support organizations for entrepreneurial skills and coaching from their very first quarter at ACTCM. For a list of events happening this quarter visit our [Events Calendar](#).
Student Employment

The office of Student Affairs regularly announces job openings on and off campus. These job opportunities are listed in the Classifieds section of the On Point Weekly newsletter delivered to your student email address.

Many students hold part-time jobs during the program. We recommend that students do not work more than 15 hours per week if they are carrying a full load.

The Federal Work Study Program (FWS) subsidizes employment for students with financial need. The program encourages community service and work related to your course of study. Your hourly wage is set by ACTCM as your employer and may vary depending on the responsibilities of your position. Your total work-study award is based on financial need and available funding.

All jobs are located on the ACTCM campus. Students will apply and be interviewed directly by the department hiring for the position. No student may be hired into any job until all required documents are submitted and all required approvals granted.

Student employees are paid by the college with a monthly payroll check and are not permitted to work more than 20 hours per week during periods of enrollment. All FWS funds are subject to I.R.S. tax rules and regulations. Further details will be supplied with your award letter. If you have not received a Federal Work Study award and wish to be considered, please contact the Financial Aid Office.

Health & Wellness

As healthcare providers, it is very important that our students take care of their own health first. ACTCM offers a variety of health and wellness resources. Students receive discounted treatments and services at our clinics, including acupuncture, herbs and massage. Qigong classes and workshops are also held regularly and are open to both students and the public. The office of Student Affairs will also help students identify other health resources in the Bay Area.

Student Health Insurance
ACTCM and Kaiser Permanente have teamed up to offer all ACTCM students a comprehensive health plan at an affordable price. Under this plan students will have flexible coverage year round. Visit our the ACTCM/Kaiser student web page for plan details and benefits. Open enrollment periods are every quarter. If you have questions about the plan, please contact the Director of Student Affairs.

Online Health Resources
Free Medical Clinics (in San Francisco)
Covered California (information about the Affordable Care Act)
Healthy San Francisco – San Francisco Health Access Program
Online Dental Insurance Search

Mental Health
Our colleagues at the CIIS Center for Somatic Psychotherapy offer appointments for ACTCM students for $25 per session. To make an appointment call 415-217-8895 or visit their webpage for more information. The following mental health resources may also be helpful to ACTCM students:

CIIS Sliding Scale Counseling Centers
Free Mental Health Services
Nutrition and Fitness Discounts
Students can become members of the Eatwell Farms CSA program and get locally grown, organic produce delivered weekly or bi-weekly to school so they can be sure to eat healthy, nutritious meals. Students can also check out our full list of Student Discounts for information about student rates for gym membership, yoga and other fitness activities.

Tips from Students: Taking Care of Yourself

Exercise
Exercise is one of the most important study tools you will use! Work exercise into your daily routine, even if it’s taking a walk around the block for 20 minutes between classes. These programs are very intensive: you will be cramming a lot of information into your brain in a relatively short amount of time. Balance is essential for health and well-being. The best way to balance using your brain, is to use your body! Move, dance, run, walk and shake. Establishing an exercise routine now and sticking to it, will serve you well in the program and beyond.

Nutrition
Eating well is another important study tool that cannot be over emphasized. Proper nutrition will help you feel good and keep your brain working for you, rather than against you. Many students find that eliminating or cutting down on coffee and sugar greatly improves their ability to focus and function smoothly and calmly. Try green tea and naturally sweet foods instead.

Acupuncture
Get treatments in the clinic! This will allow you to see how the clinic operates, provide you with a practical understanding of your didactic classes, and give you an inside view of where you are going with all this academia. Most importantly, receiving regular treatments will keep your body in balance through all the stress of studying and test taking. In addition, personal experience with acupuncture will enhance your skills as an acupuncturist. The school offers substantial acupuncture treatment and herb discounts to students and their immediate families.

Qigong and Tai Ji
Take advantage of some of the many opportunities to practice Qigong and Tai Ji at the school. There are often drop-in groups as well as more structured public classes that are free or deeply discounted for students. Practicing these forms regularly will help reduce your stress and keep you healthy.

Students with Disabilities
ACTCM is committed to equal access for students with disabilities studying at the College. The office of Student Affairs strives to create a welcoming, accessible, and supportive environment in order to promote the academic independence and success of students with disabilities. Our role with students is one of partnership and advocacy.

Students with disabilities should register with the Director of Student Affairs to discuss and arrange accommodations. Students will be asked to provide information about their disabilities, documentation from an appropriate healthcare provider, and any history of previous accommodations with the Director of Student Affairs. This information and documentation will remain confidential and only the students’ accommodations will be shared with faculty and staff with students’ permission and notice.

For questions or to set up an appointment regarding accommodations for students with disabilities please contact the Director of Student Affairs.

For information about service animals, please read the ACTCM Pet Animal Policy.
Student Housing

The Monastery
These single rooms with private bathrooms are located only a 15 minute bus or bike ride from the campus along the Valencia Corridor. Each room’s main space is about 9.5 x 13 feet. This does not include the bathroom, closet or entryway. Each room is a little different as this is an older building that has been reconfigured for our use. Each room will be furnished with a full-size bed, armoire, desk, chair and mini-fridge. This furniture cannot be moved from the room. There is no parking at the building – only on the street or off-site.

- Single rooms with private bathrooms.
- Kitchens and other common spaces are shared with other student residents.
- The building is located at 1731 15th St. (cross street is Albion).
- Rent includes utilities (electricity, heat, water and internet).
- Common spaces include: lounge, roof deck, kitchens, laundry facilities and bike storage.
- You can start the application process by filling out our online Student Housing Application.

If you have any questions please contact Michael Sano, Director of Student Affairs and Alumni Relations or 415-282-7600 x216.

Housing Search Resources
We’ve also compiled informational PDFs especially made for students relocating to the Bay Area to attend ACTCM. Here, you can learn about short and long-term housing, different neighborhoods in San Francisco, county statistics, transportation information and more! Be sure to check out our Student Housing page for updated resources.

- Short Term Housing
- Resources for Finding Long Term Housing
- Descriptions of San Francisco Neighborhoods
- Descriptions of San Francisco Bay Area Counties

Graduation
The College formally acknowledges the graduating classes of each year at the ACTCM Commencement Ceremony & Celebration. Student graduating at any time in 2015 will be invited to attend the ceremony on Sunday, June 21. The event will be held in downtown San Francisco. The Registrar will be in touch with all pending graduated before the ceremony to fill out a graduation application. The office of Student Affairs will also contact pending graduates with details about the ceremony.

Alumni Services
Our Alumni Affairs Office strives to provide ACTCM graduates with valuable information and services, as well as worthwhile events and opportunities. Services available to our alumni include:

- The Alumni Practitioners Map & Directory – A world-wide online directory that allows business referrals and networking for graduates.
- The Annual Report – An annual publication that keeps alumni and the campus community up-to-date on developments at their alma mater.
- The Pulse – A monthly electronic newsletter that lists job openings, events, seminars, classified ads and other items of interest to ACTCM graduates.
• **Continuing Education** – Every year ACTCM offers a number of continuing education seminars featuring well known guest speakers at a special rate for ACTCM alumni. Alumni may also audit didactic classes in the MSTCM program for 25% of the regular tuition.

• **Alumni Survey** – ACTCM surveys its alumni periodically to get suggestions regarding the College and to find out how alumni are faring professionally; results of the survey are published in the Annual Report.

• **Special Events** – Alumni are active in special events throughout the year.

• **Alumni Yahoo! Group** – The official group page of the ACTCM Alumni Association offers a message board for alumni to communicate with one another, ask questions on professional issues, make referrals, and more.

• **Annual Alumni Symposium & Reunion** – This annual event allows ACTCM alumni to socialize and reconnect while participating in complimentary CEU courses.
Staying Informed

Staying informed of new developments, policies, deadlines, opportunities and events at ACTCM is your responsibility. The College uses various modes of communication to keep students informed and encourages students to contact a staff member if they have any trouble identifying the information they need.

**Student E-mail**
All students have ACTCM e-mail addresses. This e-mail system will be the primary means of communication with students at ACTCM; students should check their school e-mail system at least once weekly.

**On Point Weekly**
This weekly email informs students, faculty and staff about ACTCM news, job opportunities, scholarships, and upcoming events.

**Wednesday Words**
This weekly email provides students, faculty and staff with a talking point for dialogue around campus through articles and videos about areas of interest to our community.

**Town Halls**
At least once per quarter, a Town Hall meeting is held at which the college leadership shares the latest news and updates with the college community and addresses questions. The college also provides bulletin boards on both campuses for various student announcements, including housing ads, job opportunities, upcoming events, activities, and so forth.

**ACTCM Website**
This is your main source for the most up to date information on the school. In the Students section, you will find almost all the relevant information you need to know regarding academics, student life, important dates, and upcoming events. You can also download forms you need, schedules, and academic calendars. The information on the website supersedes any printed information that may be out of date.

**Mailboxes**
Student mailboxes are located across from Classroom C at the Arkansas St. campus. Personal letters and general school information will be put in your mailbox periodically. Please check and empty your mailbox frequently. Please clean it out before leaving on quarter break.

**Bulletin Boards**
Bulletin Boards located around campus also post important information for students including job opportunities, workshops, events, Student Council announcements and more.

**Student Yahoo! Group and Dropbox**
ACTCM students collaborate and support each other. A Yahoo group and Dropbox for students to communicate with one another and share documents have been set up. All new students should receive an invitation to join these groups. If you have not, please contact the Student Council to get in touch with the current student administrator of the groups.
ACTCM believes that the cost of a high-quality education should not be a deterrent to prospective applicants. In recognition of the concern students and families have with finding adequate resources to meet these costs, our financial aid program is designed to make ACTCM affordable to those students we admit. Approximately 80 percent of our students receive some form of aid from federal, state, and institutional sources including:

- Scholarships
- Grants
- Loans
- Student employment in work-study programs
- Other employment opportunities
- Educational benefits for veterans

Financial Aid Programs

In addition to their own contribution and that of their families, many students rely on student financial aid to help fund their educational expenses. These expenses include tuition, fees, books and materials, and living expenses. As an accredited institution of higher education, ACTCM is approved to participate in the following federal financial aid programs: Federal Stafford Loan Program, Federal Grad Plus Loan Program, and the Federal Work-Study Program. Some financial aid programs are need-based and offer loans at below-market-rate interest, while others are open to all students regardless of financial need. ACTCM students are also eligible for Veteran’s educational benefits.

For complete information about Financial Aid at ACTCM including eligibility criteria, types of aid, how to apply and the current cost of tuition please visit the Financial Aid & Tuition page of the ACTCM website or contact the Financial Aid office.

Scholarships

ACTCM provides a variety of institutional scholarships each year to students in all levels of study. For details about current offerings, and for information about outside scholarship collected by the College please visit the Types of Aid page of the ACTCM website.

Federal Work Study

The Federal Work Study Program (FWS) subsidizes employment for students with financial need. The program encourages community service and work related to your course of study. Your hourly wage is set by ACTCM as your employer and may vary depending on the responsibilities of your position. Your total work-study award is based on financial need and available funding.

Student employees are paid by the college with a monthly payroll check and are not permitted to work more than 20 hours per week during periods of enrollment. All FWS funds are subject to I.R.S. tax rules and regulations. Further details will be supplied with your award letter. If you have not received a Federal Work Study award and wish to be considered, please contact the Financial Aid Office.

Online Resources

There are numerous sites discussing the topic of financing school:

- [www.FinAid.com](http://www.FinAid.com) - is a comprehensive, user-friendly site that explains different types of loans, and provides information on grants and other federal aid available.
- [www.csac.ca.gov](http://www.csac.ca.gov) - The California Student Aid Commission’s web site contains a wealth of information on State, federal, and institutional financial aid programs.
- [www.fastweb.com](http://www.fastweb.com) - a free scholarship search website
Maintaining your Student Status
The following is a list of things you must do to remain in legal student status:

- **Pay the I-901 SEVIS fee.** New F-1 students who were issued an I-20 after September 1, 2004 are required to pay $100 fee to SEVIS. Information on how to pay the fee can be found at [http://www.ice.gov/graphics/sevis/i901/faq.htm](http://www.ice.gov/graphics/sevis/i901/faq.htm). You may not have to pay a fee if you are a spouse or a dependent of an F-1 student, an F-1 student who fell out of status but are applying for reinstatement within 5 months of the violation, or were issued an F-1 prior to September 1, 2004.

- **Maintain full-time student status.** Students in F-1 student status must register for and complete a minimum of 12 units each quarter. Your enrollment is automatically monitored on SEVIS so it is very important that you register and stay enrolled full-time throughout the quarter.

- **Do not work without authorization.** An F-1 student may accept employment on campus. Employment is limited to 20 hours per week while school is in session. For any other type of employment, you must get special authorization from the Department of Homeland Security (DHS). Working off-campus without authorization from immigration is a serious violation of your student visa status and could put you at risk for deportation.

- **Keep your passport valid.** The U.S. government requires that you keep your passport valid at all times. Your passport must be extended or renewed by your government. If your passport is going to expire in less than 6 months, contact your home country’s local embassy or consulate to find out how to renew. For a list of addresses and phone numbers of foreign consular offices in the United States, go to [http://www.embassy.org](http://www.embassy.org)

- **Keep your I-20 valid at all times.** Check the “completion of studies date” on your I-20. If your I-20 expires soon, come to the student affairs office. If you plan to continue studying, we may issue another I-20 with a later completion date. Failure to extend your I-20 before expiration will cause you to fall out of status with DHS.

- **Plan ahead for overseas travel.** If you plan to travel outside the U.S., we require that you come to Student Services at least 2 weeks prior to your departure date to get your I-20 and other travel documents checked as well as signed by a designated school official authorizing the travel. You will need a valid passport, a valid I-20, and a valid F-1 visa in your passport in order to travel.

- **Maintain adequate health care insurance.** ACTCM requires that all F-1 students maintain adequate health care insurance. This is to protect you from the unexpected costs of an accident or illness. Insurance information can be found in student services.

**Important:** For your protection, always make and keep copies of important documents that are sent to the Department of Homeland Security or other U.S. government offices. When mailing documents or payments, send them via certified/registered mail or FedEx and always keep the receipts on file. If you need assistance, have questions or require additional information, please contact the Admissions Office.

**Benefits of Maintaining Status**
F-1 students who remain in status at ACTCM (completing 12 units per quarter) are entitled to certain benefits. These include the ability to:

- Change to another immigration status
- Change degree level
- Change program of study
- Transfer to another College or University
- Extend your duration of stay, if more time is needed to complete your degree
- Request dependents to join or accompany you
• Obtain employment (under restricted conditions, and only with specific approval)
• Travel outside the U.S. and reenter to continue study

Reinstatement
If a student falls out of status, he or she may apply for reinstatement with the San Francisco District Office of United States Citizenship & Immigration Services (USCIS). The student must demonstrate to the USCIS that the status violation is excusable. As a practical matter, it is very difficult to get applications for reinstatement granted. There is no appeal for reinstatement decisions. A student whose reinstatement application is denied will begin to accrue unlawful presence and will need to depart the U.S. so as not to trigger the three-year or ten-year bans. Traveling to regain F-1 status has become increasingly difficult.

To avoid falling out of status, remember:
• NEVER allow your I-20 or passport to expire
• NEVER drop below full-time enrollment or change a grading option without first consulting an advisor
• NEVER work without student affairs and INS authorization

Optional Practical Training
Practical training is defined as work experience in the student’s major field of study. Post Completion Optional Practical Training (OPT) offers students in F-1 status, who are also in good standing with the college, the opportunity to work in the United States for a period of twelve (12) months immediately after completing their program of study. The employment can be paid employment. This employment, however, must be directly related to the students’ major field of study. Talk to an advisor and get prior authorization before beginning your OPT.

Specific Deadlines for F-1 Students
The following deadlines apply specifically to F-1 international students and should be dealt with in the time permitted.
• A student can remain in the U.S. for up to 60 days beyond the completion date of the program.
• A student can remain in the U.S. for 15 days beyond the date they withdraw from the program.
• A student must notify student affairs within 21 days of a change of name or address.

Important Travel and International Documents
• Passport: The expiration date in your passport should always be valid at least 6 months into the future. To extend your passport expiration date, please contact your country’s nearest consulate or embassy or come to the Admissions Office for the address.
• Visa: This is the stamp put in your passport by the United States consul in your home country. You need this visa only to ENTER the U.S. The date on the visa shows the latest date you can enter the United States, not how long you can stay here. If it is expired, OR if you change your visa status while in the US, you must reapply for a new visa only if you plan to leave the United States and re-enter. It isn’t necessary to extend your visa if you aren’t planning a trip outside of the US.
• I-94: This is your Arrival/Departure Record. It is the small white paper usually stapled to the page next to your visa stamp in your passport. The date written on the lower right hand corner is the date by which you must leave the United States. For F-1 students, duration of status (D/S) is the notation on the I-94. This means that you can legally remain in the United States until you finish your degree program. For exceptions, please consult the admissions office.
• Official acceptance document: When you entered the U.S., the immigration inspector at your port of entry returned page 3-4 of your official acceptance document. This form (or a copy) should be kept with you at all times and NOT be
given up when you leave the United States as it will be needed to re-enter the United States after a temporary absence. All records of school transfers, work permission, etc will be recorded on this form. The official acceptance document ID will also have an 11-digit admission number that you will be permanently assigned. This admission number must be used in all correspondence and transactions with DHS.

Exceptions to Full Time Status

There are specific instances when F-1 students may drop below a full course of study and not be considered out of status. In all cases, student services must be notified prior to the student dropping below a full course of study. Current regulations allow the Designated School Official (DSO) to approve a “Reduced Course Load” only under the following circumstances:

- **Academic Difficulties** (Form A)
  - Initial difficulty with the English Language
  - Unfamiliarity with American Teaching Methods
  - Improper course level placement
  - *Issues related to Academic Difficulties can be approved only once
  - *The student must still be enrolled in at least half-time study

- **Illness/Medical Condition** (Form B)
  - Documentation is required from a “licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.” The duration of a Reduced Course Load related Illness/Medical Condition cannot exceed a total of 12 months for the entire time you are in the United States.

- **Completion of Study** (Form C)
  - A student may take less than 12-quarter units in their last quarter before graduation as long as they successfully satisfy all requirements.

- **Extension of Stay** (Form D)
  - F-1 students are admitted to the U.S. for a period of stay that is noted as, “duration of status” or “D/S” on the I-94 card. Duration of status is defined as the period during which you, as a student, are pursuing a full course of study in any educational program and any periods of authorized practical training. Following completion of your Optional Practical Training, you are entitled to a 60-day grace period during which you must depart the United States.

  If you fail to complete your educational program within the time period indicated on your I-20 form, you will be required to file a program extension. You will need to demonstrate that you are currently full-time and have legitimate academic or medical reasons for the delay, such as a change in major or research topic, unexpected research problems, or documented illness.

  You must apply to the DSO for a program extension 30 days before the expected completion date indicated on your I-20 form. If approved, student services will prepare a new I-20 form for you and notify DHS of your new graduation date.

  If you cannot demonstrate valid academic or medical reasons for your delay, you are considered in violation of your immigration status and will have to apply for reinstatement to your F-1 student status. Please see the admissions office if you think you may be out of status or have questions regarding your status.

Transferring to Another School (Form E)

F-1 regulations permit a student to transfer from one SEVIS-approved school to another. To do this, the DSOs from both schools must update the student’s record in SEVIS.
To begin the process, the student must notify ACTCM about the intent to transfer, the desired transfer school, and the transfer release date. The student must complete the Transfer Out Form available in the Admissions Office.

**Important:** Unlawful presence of 180 days triggers a three-year ban making a student inadmissible to the U.S. for three years. Unlawful presence of 365 days or more would trigger a ten-year ban against that student.

**Useful Websites for International Students**
- Social Security Administration: [www.ssa.gov](http://www.ssa.gov)
- Immigration and Naturalization Service: [www.ins.usdoj.gov](http://www.ins.usdoj.gov)
- United States Information Agency: [www.usia.gov](http://www.usia.gov)
- Embassies: [embassy.org](http://embassy.org)
- United States Department of State (foreign affairs): [www.state.gov](http://www.state.gov)
- U.S. visas: [travel.state.gov/visa_services.html](http://travel.state.gov/visa_services.html)
- Currency Converter: [www.oanda.com/converter/classic](http://www.oanda.com/converter/classic)
- Cultural Information: [www.webofculture.com/ref](http://www.webofculture.com/ref)
- Department of Motor Vehicles: [www.dmv.ca.gov](http://www.dmv.ca.gov)
Herbal Garden
ACTCM’s herbal garden is recognized as one of the most inclusive Chinese medical gardens in the western United States. Started in 1991 by Robert Newman, the garden now thrives under the stewardship of ACTCM students. Working in the garden can bring great tranquility to the student’s worried and overworked mind, while at the same time providing an opportunity to become familiar with herbs growing in the garden. Working with growing herbs offers a nice balance to the didactic learning and identification of the dried herb samples. Students can volunteer to water once per week, or meet regularly with a garden coordinator to do various tasks such as weeding, building new beds, fertilizing, starting new seedlings, working at the annual ACTCM herb sale, fundraising, and other plant care projects. Contact the Director of Student Affairs if you are interested in working or volunteering in the Garden.

Student Lockers
The Student Council has provided lockers available to students at both Arkansas and De Haro campuses. Priority is given to students who use public transportation, walk or bike to campus. Contact Director of Student Affairs for an application.

Student Lounge and Kitchen
Each campus has a kitchen and eating area. A refrigerator, a several microwaves, a sink and tables are there for your use. Please don’t leave old food in the refrigerators and wash your own dishes.

Computer Facilities
Students have access to a printer and computers in the Pioneer Square library and in the Arkansas student lounge. Wireless internet access is available on both campuses. Please check the signs posted throughout the campus for the passwords.

Copying and Duplicating Services
Coin operated public-use copy machines are available at both campuses.

Campus Locations & Hours

**ACTCM Main Campus**
455 Arkansas Street
San Francisco 94107
(415) 282-7600 Phone
(415) 282-0856 Fax

**Acupuncture & Herbal Clinic**
450 Connecticut Street
San Francisco 94107
(415) 282-9603 Phone
(415) 282-9037 Fax

**Clinic Hours**
Mon-Thurs: 8:30am–9:00pm
Fri & Sat: 8:30am-5:30 pm
Sun: Closed

**Pioneer Square & Shuji Goto Library**
555 De Haro Street
San Francisco, California 94107
(413) 355-1601 Phone

**Library Hours**
Mon & Fri: 9:00am-6:00pm
Tue to Thur: 9:00am-8:00pm
Sat: 10:00am–6:00pm
Sun: Closed

**Front Desk Hours**
Mon-Thurs: 8:30am–9:00pm
Friday: 8:30am-4:30pm
Sat: Closed
Sun: Closed
Our Neighborhood

Arkansas Campus
The Arkansas campus is located on Potrero Hill, fondly called “Goat Hill” by residents, as this very old neighborhood of the city used to graze goats. It is one of the sunniest areas in SF and offers beautiful vistas in all directions. ACTCM has inhabited the buildings in the Potrero Hill neighborhood for over 20 years. It is home to classrooms and administrative offices, as well as the ACTCM community clinic and ACTCM’s Medicinal Herb Garden, which is tended by students. The entrance to the campus and administrative offices is on Arkansas Street, between 19th and 20th Streets. The clinic entrance is on Connecticut Street between 19th and 20th Streets.

Pioneer Square Campus
The Pioneer Square campus is located within walking distance from the Arkansas Campus on the corner of 18th and De Haro. We are on the first floor of the Pioneer Square Building. This historic building houses five classrooms, a kitchen, a conference room, study areas, library, a faculty office and an outdoor patio.

Parking
There is all-day parking on most neighboring streets. Some areas have a 2-hour time limit and street cleaning occurs once a week so you are encouraged to read posted parking signs. Unfortunately, there is no designated student parking at either the Arkansas Campus or the Pioneer Square Campus. If you park in those lots your car may be towed!

Restaurants & Shopping
You will find shops, cafes, boutiques, restaurants, a Laundromat and more on 18th St. between Arkansas and Texas Streets. There are two delis, a Laundromat, a cafe, beauty salon and two natural food stores on 20th Street, between Wisconsin and Texas Street. Close to the Pioneer Square campus, there are many restaurants in the area around 16th and De Haro, which is also to a Whole Foods Market.

Student Discounts
Many of the local restaurants and businesses offer discounts to students at ACTCM including Rocketfish, JB’s, Market & Rye, Kitchen Mojo, Roll and Ruby Wine. For details and the most up-to-date list of discounts visit the Student Resources web page.

Directions to ACTCM

Driving
- **From the Peninsula on Highway 101 North**: Take Highway 101 North and exit on Vermont Street. Continue straight for a few blocks on Vermont Street—which becomes Mariposa Street—and then make a right on Connecticut Street.
- **From the Peninsula on Highway 280 North**: Take Highway 280 North to the Mariposa Street exit. Turn left on Mariposa and continue straight for a few blocks and then make a left on Connecticut Street.
- **From the East Bay on Highway 80 West**: Take Highway 80 West toward San Francisco. Take the Ninth Street/Civic Center exit 1C, and then bear slightly left onto 8th Street. At the next roundabout, take the fourth exit onto De Haro Street. Turn left onto 16th Street, and then turn right onto Connecticut Street.
- **From Marin County on Highway 101 South**: Cross the Golden Gate Bridge to San Francisco. Continue on Highway 101 South, which becomes Lombard St. At the end of Lombard Street (when only a left or right turn can be made), make a right on Van Ness Avenue, which becomes South Van Ness Avenue after crossing Market Street. Take a left on 17th Street, and then a right on Connecticut Street.
Public Transit

- **BART** Take BART to the **16th and Mission station**, and then take the #22 MUNI bus (see below) OR take BART to the Montgomery station and take the #10 MUNI bus (see below).

- **MUNI 22 Fillmore**
  - **Arkansas Campus** - Get off at the 18th and Connecticut Stop; walk uphill 1½ blocks. You will see us on the right.
  - **Pioneer Square** – Get off at De Haro and 17th. Head south on De Haro toward 18th. We’re on the left at 555 De Haro.

- **MUNI 19 Polk/Navy Yard**
  - **Arkansas Campus** – Get off at the 20th and Rhode Island Stop; Go east down the steep hill to Arkansas. Take a left on Arkansas. We are on the right.
  - **Pioneer Square** – Get off at the Mariposa and Rhode Island Stop. Walk down Mariposa to De Haro St. Take a right on De Haro St. We are on the left.

- **MUNI 10 Townsend**
  - **Arkansas Campus** - Get off at the 19th and Connecticut Stop; walk uphill ½ block. You will see us on the right.
  - **Pioneer Square** – Get off at De Haro and 17th. Head south on De Haro toward 18th. We’re on the left at 555 De Haro.

The San Francisco Bay Area

**Tips from Students: Things to Do**

The Bay Area is a cultural hub. Although school will consume much of your time, it is essential to take a break occasionally and have some fun. Dance, opera, theatre, music, movies, clubs, and sightseeing are just some of the many activities the area offers.

For local listings of what’s happening around town, pick up one of many free weekly newspapers. The Bay Guardian, SF Weekly, Bay Area Reporter, Bay Area Express, among others, are available at most corners hosting newspaper machines, or at your local cafe. The newspapers feature movie, theatre, and club listings, restaurant guides, classifieds, and local news. There are also many websites and blogs dedicated to guide you around the area, specific cities and neighborhoods. One recommendation is [www.funcheapsf.com](http://www.funcheapsf.com) but be sure to look for sites specific to your area and interests.

**Museums**

Most local museums offer free days once a month:

- **SF MOMA (San Francisco Museum of Modern Art)** The first Tuesday of each month is Free. Thursday night 6-9 pm is ½ price
- **Yerba Buena Center for the Arts** Features theatre, dance, film and art by local, national and international artists, www.yerbabuenaarts.org, 1/2 price for students. The first Thursday of every month the Galleries are free to all from 5–8 pm
- **Legion of Honor /DeYoung Museums** Free admission on the first Tuesday of each month.
- **Asian Art Museum** Free for museum members; First Wednesday of every month is free.

**Theatre**

Tix Bay Area, the Union Square half-price ticket booth, is one of the city’s best secrets. Tix Bay Area's booth, in the middle of Union Square, is open at 11am, Tuesday-Saturday and offers same-day half-price tickets for
theatre, dance, opera and some music events. You can also buy advance tickets at full price for most cultural events in the city.

Food/Groceries

- **Rainbow Grocery & General Store.** 1745 Folsom St. at Division, San Francisco (415) 863-0621. A worker-owned cooperative natural food store. Quite possibly the best natural food store in the country! Get everything from incense and pottery to vitamins, herbs, bulk salsa and tofu. They also have a HUGE bulletin board with 100’s of local listings as well as an indexing of items for sale, places to rent, items wanted and rentals wanted.
- **Trader Joe’s.** Check the yellow pages for the store closest to you. This food store has great prices and carries a wonderful selection of natural foods.

Bookstores

- **Green Apple Books:** 506 Clement St San Francisco, CA (415) 387-2272. One of the best used book stores in the city. Large Alternative Health section.
- **Eastwind Books & Arts Inc:** 1435 Stockton St San Francisco, CA (415) 772-5877. Distributor of TCM books and art. 10% discount to students enrolled at a TCM graduate school.
- **Discount Medical Books:** 345 Judah, San Francisco (415) 664-5555. Used and new medical books.

Public Libraries

- **San Francisco Public Library:** 100 Larkin Street (at Grove), (415)557-4400; The San Francisco Public Library has 27 branch sites, including one a block from campus. Visit the website at: www.sfpl.org
- **UCSF Library:** 530 Parnassus (at 3rd Ave), (415) 476 - 9000; www.ucsf.edu/
  Hours: Sunday through Thursday open till midnight; Friday and Saturday till 8pm. This is a great place to study, with beautiful views of the bay and city skyline.
Academic Policies

Quarter System
The College operates on the quarter system with each quarter containing 11 weeks of class. One quarter credit for didactic courses represents 11 hours of class time. Students are expected to spend at least two hours of time outside of class for each hour of work in class. One quarter credit for a practicum class represents 22 hours of class time. Depending on the particular clinic course, one quarter credit for a clinic course represents 22 or 24 hours of class time.

No more than fifteen (15) percent of the credits required for graduate degree programs may be awarded for a final product such as a capstone project, thesis, dissertation, or product.

Letter and Pass/Fail Grades
ACTCM utilizes both letter grades and Pass/Fail grades. Clinical courses, as well as Tai Ji Quan, Qi Gong, and Master’s Program Review, are graded with a Pass/Fail.

Grading Scale
The following is the grading scale used by ACTCM. The grade score ranges and grade point average (GPA) corresponding to the equivalent letter grades are included.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>69 and Below</td>
<td>0</td>
</tr>
</tbody>
</table>

Required Grade Point Average
A minimum grade of “C” or a grade of “Pass” must be achieved in each class in order to graduate. In order to graduate, students must achieve an overall cumulative GPA of 3.0 or better in all coursework undertaken.

The grades A, B, C and F are used in determining the grade point average (GPA). The grade of “P” carries no grade points and is not used in grade point computations. The grade point average is calculated by multiplying each grade point value by the number of quarter credits assigned to the course, then adding these figures or “grade point credits” for all courses taken, and finally dividing the sum by the total number of quarter credits for which letter grades were reported.

Program of Study
The program of study is a quarter-by-quarter outline of course sequencing that was designed to ensure the student’s smooth, timely and academically optimal progress through the MSTCM program. Students are expected to follow the program of study. All modifications to the program of study must be approved by the Vice President for Academic Affairs.
Class Enrollment
ACTCM reserves the right to cancel any class that does not meet the minimum enrollment requirements of the equivalent of eight (8) full-tuition students.

Audit Policy
An ACTCM student may audit any didactic course without charge that he/she has successfully completed. A student may audit for 50% of the tuition cost a practical course that he/she successfully completed. The practical courses eligible for this audit policy include: Points Review Lab, Needle Lab, Acupuncture Technique I-III, Qi Gong, Tai Ji Quan, Introduction to Tui Na, Advanced Tui Na, Advanced Tui Na Practicum, Introduction to Shiatsu, Shiatsu Guided Practice, Shiatsu Therapeutics I-II. Once a student has fulfilled the elective course requirement, additional elective courses may be audited for 50% of the tuition cost.

Auditors are required to comply with class attendance rules. Academic credit is not awarded for audits, and a notation of “AU” is noted on the transcript. Classes are available for auditing on a space available basis.

Attendance Policy
One unexcused absence is allowed for every 11 class meetings in a given quarter. If a student misses, for legitimate reasons, additional classes beyond the one allowed absence, the student must arrange with the instructor to make-up missed material. Instructors have the authority to require appropriate remedial work for students, including additional projects, examinations, and/or meetings with tutors, teaching assistants, or the instructors themselves. Instructors may issue grades of “I” (Incomplete) or “F” to students who fail to complete assigned remedial work or those who miss more than three class sessions (for classes that meet at least 10 sessions) or a proportional amount for classes with fewer meetings per quarter. Instructors may set their own attendance requirements relating to late arrival and early departure from classes. Attendance requirements for individual courses are stated in the course syllabi.

If an instructor determines that a student did not have legitimate reasons for missing classes, the instructor has the option of recommending that the student withdraw from the class. If the student chooses not to withdraw from the class, the faculty member may give the student an “F” (Failure) in lieu of requiring the student to make up missed work. Due to the critical nature of the material covered during the first class of any course, all students are required to attend the first class of all their courses. Students who have an unexcused absence from the first class of any course will have their final class grade reduced by 10 points.

Students may be excused for reasons which include, but are not limited to:

- Serious illness of self or a family member
- Death of a family member
- Observance of a major religious holiday

Absences due to travel are not considered excused absences. All requests to excuse an absence during the first week of classes must be in writing and submitted to the Deans Committee.

Make-Up Examinations
Students must have prior approval from an instructor to miss any examination. Make-up examinations must be completed within two weeks of the missed examination, unless the student has approval in writing by the faculty member and the Vice President for Academic Affairs to take a make-up examination at a later time. There is a $50 charge for making up a missed practical examination.

Incompletes (Didactic and Practicum Courses)
Incompletes (I) require the prior approval of the faculty member, and must be filed with the Registrar prior to the conclusion of the quarter during which the course was taken. An Incomplete indicates that further work in a course
must be completed before a grade is given. An Incomplete in any series class must be converted to a passing grade no later than two weeks after the start of the next term if a student wishes to continue in that series.

If the student decides not to continue in the series course in which an Incomplete was received, the student has the subsequent quarter to remedy the Incomplete. An Incomplete in all non-series courses must be made up and converted to a grade no later than the end of the quarter following the course in which the Incomplete was received. If the required coursework is not completed and a grade is not received by the end of this quarter, the “I” will become a permanent part of the student’s record, and the student will have to retake and pay full tuition for the class.

**Incomplete (Clinic Courses)**
For clinic courses, an Incomplete is allowed only if a student does not complete a case study or case review, and not for a deficiency in required clinic hours. The Incomplete must be remedied no later than the second Friday of the next quarter in order for the student intern to continue his or her clinical training. If the Incomplete is not remedied, the student will not be permitted to continue with clinical training. Requests for an Incomplete must be approved by the faculty member and filed with the Registrar prior to the conclusion of the quarter during which the course was taken.

**Academic Support Process**
If an instructor has a serious concern about a student’s performance, either because of academic progress, attendance or participation, the instructor will complete a “Recommendation for Academic Support Form” and submit it to the Academic Advisor no later than the seventh week of the quarter. The Academic Advisor will contact the student directly to address the situation. The student may be assigned a tutor, requested to reduce his/her workload or take fewer courses, or be placed in a review group or in a class. The College may recommend that the student withdraw from the class. If appropriate, the student may be referred to the Director of Student Affairs for a further level of support.

**Academic Warning**
If a student receives a GPA of less than 2.5 for a given quarter, he or she will be given an academic warning and be required to meet with the Academic Advisor to work out a program of study or a plan to address academic deficiencies.

**Academic Probation Policy**
Promotion to each successive quarter of the ACTCM program is based on a student’s satisfactory academic performance. Students are placed on probation if a student is not maintaining a cumulative GPA of 2.5. A GPA of less than 2.5 in the first term will be grounds for Academic Warning and not Academic Probation. Notice of probation status is sent to the student and noted on the student’s transcript. While a student is on probation, he/she is required to earn at least a “B” (or a Pass) in each class in which he/she is enrolled. While a student is on probation, the Deans Committee will work with the student to develop a plan to address the areas of difficulty.

In general, a student has two quarters to remedy the probationary status. If, after two quarters, the student has not remedied his/her situation and has a cumulative GPA of less than 2.5, the student is subject to academic suspension. In addition, a student who has two or more Incompletes in a given term while on probation is also subject to academic suspension. Under special circumstances, the Deans Committee may continue a student on probation for more than two quarters.

**Academic Suspension**
Academic suspension is a required leave of absence from the College for up to one year. At the end of the suspension period, the student may petition the Deans Committee for permission to resume study. Such petitions must document a student’s plan to remedy the conditions that resulted in academic probation and suspension. The Deans Committee will discuss and approve a petition only if the full committee believes that academic success
can be anticipated. If the student is allowed to resume studies, he/she will be placed on academic probation for two quarters.

**Academic Dismissal**

Students are subject to academic dismissal if they violate any of the conditions of their probation status upon readmission following suspension, or if they fail any portion of their third retake of the first- or second-level comprehensive examinations. A student on academic dismissal may apply for reinstatement after a period of one year. To be considered for reinstatement, the student must demonstrate to the Deans Committee that he/she has remedied the situation that caused the academic dismissal. Academic dismissal is noted on the student’s transcript.

**Comprehensive Examinations**

In order to progress through the MSTCM program and graduate, students are required to pass three comprehensive examinations: the first examination at the end of Level 1, the second examination at the end of Level 2, and a graduation examination given at the conclusion of the Program Review. The First Level and Second Level Comprehensive Examination will be scheduled during the quarter break. Students who fail a comprehensive examination will be given an opportunity to retake the examination. Failure of the retake examination may interrupt a student’s progression through the program. Please refer to the Student Handbook for the Comprehensive Examination Policy.

**Graduation Requirements for MSTCM Program**

To graduate from the MSTCM program, students must fulfill the following requirements:

1. Complete the required 237.5 credits as described in the MSTCM Curriculum Outline
2. Complete all clinical training requirements
3. Complete the ACTCM Career Readiness Project
4. Receive a passing grade on the Graduation Examination

Students have a maximum of eight years from the time of their enrollment in which to complete the MSTCM program.

Should a student switch between program of study tracks, the College may require the student to fulfill any new curriculum requirements that were put into effect during the five years prior to the student’s graduation.

**Registration**

Students are required to register for classes and pay tuition each quarter in order to attend classes and receive grades. In order to register, a student must submit a signed Registration Form and Quarterly Enrollment Agreement. A student may not carry more than 24 credits per quarter, including general science courses, coursework taken through a study abroad program, and courses taken concurrently at another institution.

Students may complete general science courses at another U.S. institution accredited by a U.S. Department of Education-recognized accrediting agency, or at a foreign institution evaluated by an agency approved by ACTCM and determined to be equivalent to a U.S. accredited institution. Unless the Deans Committee grants prior approval to take a class at another ACAOM-approved college, a student must complete all other required coursework at ACTCM.

**Add/Drop/Withdraw from Classes**

Students wishing to add, drop or withdraw from a class must first meet with the Academic Advisor and fill out the appropriate form. Students may not add a course without receiving prior approval. Students may add a class within the first week of the quarter, drop a class within the first two weeks of the quarter, and withdraw from a class through the tenth week of the quarter. However, dropping a class may result in delays in eligibility for comprehensive examinations, the graduation examination and/or graduation. Add/drop/withdrawal forms must be signed by the Academic Advisor in order to be effective.
Required Review
In certain cases, ACTCM students may be required by the College to refresh their knowledge in a particular subject, either because they are transfer students needing to synchronize their education with ACTCM’s program, or because they are regular ACTCM students with a specific academic need. Students needing to refresh their knowledge must complete a Required Review (RR) in which they participate fully in a given course (including taking tests, completing assignments, attending classes, etc.), but are not required to pay tuition.

Although a 70% grade is required for successful completion of the RR, the RR carries no credit. An “RR” designation will be placed on the student’s transcript upon successful completion of a Required Review. If the student does not receive a grade of 70% or higher, he/she will be required to enroll in the course for credit and will also be placed on probation. If the student fails the class a second time, the student will be dismissed from the program.

Grade Appeal
Students have the right to appeal grades. The initial appeal must be directed to the faculty member of record. If a resolution is not reached through face-to-face discussions, the student may submit an appeal in writing to the faculty member. If the student is not satisfied with the results of the appeal, another appeal may be made to the Deans Committee who will consult with the faculty member. The grade issued as a result of this appeal will remain on the student’s academic record.

If a student wants to appeal this decision, he/she may make a formal request to the Deans Committee for a review of the grade. If a grade is modified, the Deans Committee will submit a Change of Grade form with the faculty signature. In all situations, the faculty member will make the final decision regarding the student’s grade. If the student still disagrees with the faculty member’s grade, the student has the right to enter a written objection or explanatory statement into his/her student file. The grade assigned by the faculty member will remain on the student’s permanent academic record.

Transcripts
A student’s academic file is the property of the College; however, official transcripts are furnished for a fee upon request by the student. An official transcript is a copy of the student’s permanent academic record, and lists in chronological order all courses taken at ACTCM and grades received. The transcript is official only if signed by the Registrar and embossed with the seal of the College. Requests for transcripts must be submitted in writing. Upon graduation a student may request two unofficial transcripts free of charge.

If an encumbrance is applied against a student’s file for owing debts to the College, outstanding library books, etc., no official transcripts or other documents will be released until the encumbrances are removed. Please allow one week for transcripts to be sent from the Student Records Office. The Student Records Office will not provide students with or release copies of documents of coursework completed at other institutions they have attended.

Leave of Absence and Withdrawal
Any student in good standing (i.e., without unresolved academic, financial or disciplinary issues or commitments) may apply for a formal leave of absence for up to four quarters. During this time the student is entitled to return to the College without reapplying. If a student is on a leave of absence for longer than four quarters and wishes to return to the ACTCM program, the student may be asked to re-apply to ACTCM. Students returning from a leave of absence may be required to pass a placement examination or take a Required Review of courses already completed at ACTCM. Leave of Absence forms must be filed with the Academic Advisor and approved by the Director of Student Affairs and Alumni Relations. Any tuition refunds or remaining financial obligations to the College will be determined based on the date of application for a leave of absence. It must be understood that ACTCM has the right to alter its educational programs; therefore, a student returning from a leave of absence may incur different requirements.
Students on a formal leave of absence retain “student” status and therefore remain on our internal email communication lists. Students on a formal leave of absence may also access the following resources and services without restriction:

- Clinic treatments at the student rate with herbal discount
- Student health insurance plan enrollment (for first six months of LOA status)
- Brown Bag lunchtime presentations and workshops
- Communication platforms
- ACTCM herbal garden, study areas and computer labs

Students with a leave of absence status may utilize the library space, computers and collections, however, they are not allowed to check out materials or utilize the printer. In addition, while on leave of absence, students may not apply for internal ACTCM scholarships or Student Council grants and funding.

Students may formally withdraw from ACTCM after meeting with the Director of Student Affairs. Any student who fails to register for any term will be considered by the College to have withdrawn. Students who have withdrawn from the College must reapply for admission.
Student Rights & Responsibilities

ACTCM students have the right to:

• Receive an appropriate and thorough educational experience
• Be informed about all ACTCM polices that pertain to students
• Receive fair and reasonable treatment from ACTCM staff and faculty
• Be a part of an academic and social environment that is conducive to learning and free from discrimination, fear, violence, or intimidation
• File a grievance should there be a violation of the student’s rights

ACTCM students are expected to:

• Be on time to each class and be prepared to work and contribute to the learning environment
• Understand and abide by all ACTCM policies, and follow the directions of and the requests from ACTCM personnel
• Be courteous and respectful to all members of the ACTCM community
• Behave in a mature fashion that does not interfere with or disrupt the education of themselves or others
• Report to appropriate ACTCM personnel any behavior from any other student, staff member, or clinic patient that is a policy violation or generally inappropriate and unwelcome
• Read their student e-mail accounts, check their mailboxes and any other student notices so they are aware and up to date on any important information including, but not limited to, changes to school policies

Statement of Non-Discrimination

ACTCM strives to be an open and welcoming community. We value the diversity inherent in all members of our society. ACTCM is an equal opportunity institution and does not discriminate on the basis of age, education, race, religion, national origin, gender or sexual orientation. Should students encounter issues of bias or discrimination, they should report them to the Director of Student Affairs and/or the Vice President of Academic Affairs who will address them in a timely and appropriate manner.

Student Code of Conduct

ACTCM strives to be a community of educators and learners with shared values, based on the principles of justice and personal responsibility inherent in the College’s mission statement and core values. Accordingly, ACTCM expects the highest standards of honesty and integrity from all members of the academic community. The College seeks students who are knowledgeable, forthright and honest; to that end, this policy and these procedures are addressed. At the discretion of the College, a student may be sanctioned (including expelled) for behavior disruptive of the educational mission, for academic dishonesty, and for acts or omissions that violate professional ethics in patient care.

The following is a partial list of the potential grounds for sanction:

• Cheating or plagiarism in connection with an academic program.
• Needling any person without being under the direct supervision of a licensed acupuncturist/ ACTCM faculty member in an ACTCM class, Community Clinic or off-site clinics.
• Forgery, alteration or misuse of College documents, records or identification, or knowingly furnishing false information to the College.
• Misrepresentation of oneself or of an organization to be an agent of the College.
• Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
• Threatened or actual physical abuse, on or off campus, of the person or property of any member of the campus community, or of members of his/her family.
• Theft of, or intended damage to, College property or property in the possession of or owned by a member of the College community.
• Unauthorized entry into, unauthorized use of, or misuse of College property.
• While on campus property, the unlawful possession, use or sale of alcohol, sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
• Being under the influence of alcohol or drugs which impair judgment, performance or behavior while on campus.
• Engaging in lewd, indecent, or obscene behavior on College property or a College function.
• Abusive behavior directed toward a member of the College community.
• Violation of any order of the College President, notice of which has been given prior to such violation and during the academic term in which the violation occurs. Notice may be given by either by publication or by posting on an official bulletin board designed for this purpose.
• Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.
• Violating parking lot restrictions at campus facilities.

The President’s Council may place on probation, suspend or expel a student for one or more of the causes enumerated above. No fees or tuition paid by or for such student for the term in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the term in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

The President, or his/her designated representative, may immediately impose an interim suspension in any case in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten days of the imposition of interim suspension.

During the period of interim suspension, the student shall not, without prior written permission of the President or a designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Prevention of Sexual and Other Unlawful Harassment Policy
ACTCM is committed to a workplace and educational environment that is free of sexual and other unlawful harassment. Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. As a matter of College policy, sexual or other unlawful harassment occurring in the course of any ACTCM activity is prohibited. Harassment on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the College, is a violation of this policy. Any such harassment of any individual in the course of any College-administered program, job or activity is prohibited and shall not be tolerated. The College shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to ACTCM students, faculty, staff, administrators, independent contractors and all other individuals engaged in College activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described below and are encouraged to utilize these complaint procedures. College officials are empowered and required to address harassing behavior promptly and thoroughly. An individual’s filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the College concerning the individual student, faculty or staff member’s position or status. Retaliation is prohibited.

Prohibited conduct which violates State and Federal Law related to sexual harassment includes:
• Unwelcome sexual advances
• Unwelcome requests for sexual favors
• Other unwelcome verbal, physical, or visual behavior of a sexual nature
• Harassment or discrimination based on gender

Such conduct is a violation of this policy and of law when:
• Submission to such behavior is made explicitly or implicitly a term or condition of an individual’s education or employment
• Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions
• Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment

**Title VII and Title IX of the Civil Rights Act of 1964; 29 CFR §1604.11(a).**
Other harassing behavior may take a variety of forms including, but not limited to, the following:
• Verbal conduct such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments
• Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
• Physical conduct such as unwanted touching, blocking normal movement, or interfering with work
• Threats and demands, such as those which seek submission to sexual requests, in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors.
• Retaliation, in the form of adverse employment or educational actions, opposing, reporting or threatening to report harassment or for participating in a good faith investigation proceedings or hearings related to this policy
• Harassing behavior includes conduct directed towards persons of the same or opposite sex.

ACTCM encourages all individuals engaged in College activities that know of harassment, or believe that they have been harassed in violation of this policy to utilize the following complaint procedures. A complaint should be filed promptly if an instance of harassment has occurred or is expected to occur. Unless good cause exists, complaints must be filed no later than one year after the harassment occurs.

The individual making the complaint (“complainant”) should contact one of the following intake officers to submit an oral or written complaint:
• Director of Student Affairs and Alumni Relations: (415) 282-7600 x216
• Director of Finance and Human Resources: (415) 282-7600 x222
• Academic Advisor: (415) 282-7600 x229

Should a complainant choose not to file a complaint using one of the intake options set forth above, she/he may bring the matter to the attention of any appropriate administrator or designee. In addition, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

The College’s inquiry into the complaint will be timely and thorough. The College will take prompt and effective corrective action for any unlawful conduct. Every reasonable effort shall be made to protect the privacy of the complainant, the accused, and witnesses in the investigation and resolution process, subject to the need to conduct a full and impartial investigation, remedy violations, monitor compliance and administer this policy.

**Students with Disabilities**
ACTCM complies with the provisions of the American with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973.
ACTCM is committed to equal access for students with disabilities studying at the College. The office of Student Affairs strives to create a welcoming, accessible, and supportive environment in order to promote the academic independence and success of students with disabilities. Our role with students is one of partnership and advocacy.

Students with disabilities should register with the Director of Student Affairs to discuss and arrange accommodations. Students will be asked to provide information about their disabilities, documentation from an appropriate healthcare provider, and any history of previous accommodations with the Director of Student Affairs. This information and documentation will remain confidential and only the students’ accommodations will be shared with faculty and staff with students’ permission and notice.

For questions or to set up an appointment regarding accommodations for students with disabilities please contact the Director of Student Affairs.

For information about service animals, please read the ACTCM Pet Animal Policy.

**Intellectual Property and Copyright**

All materials presented in ACTCM classes are the intellectual property of and copyrighted by the instructor. This includes all materials that the instructor creates, (e.g., PowerPoints, slides, handouts, etc.) Therefore, these materials cannot be reproduced or duplicated without the written permission of the instructor. Additionally, students and teaching assistants cannot sell class notes and class notes can be shared only with ACTCM students and teaching assistants. Please see the complete ACTCM Copyright Policy on the ACTCM website and on the flash drive received by all new students.

**Student Records**

Student academic records are maintained in permanent files in the Student Records Office. A student record contains all documents relating to a student’s activities at ACTCM including, but not limited to: admissions, grade reports and transcripts, quarterly registration, tuition payments, correspondence, comprehensive examination scores, tuition agreement form, and health documents. ACTCM protects student records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

A student may examine his or her records during regular business hours by appointment only. The College does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. The College permanently maintains records of academic progress.

**Privacy of Student Records Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

2) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Vice President for Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

3) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. FERPA also permits disclosure of directory information without consent unless the student has filed a Request for Non-Disclosure of Directory Information with the Registrar. Directory information at ACTCM includes: student’s name, address, e-mail address, telephone number, gender, date and place of birth, enrollment status, major field of study, dates of attendance, degrees, awards received, previous educational institutions attended, past and present academic activities, and academic status.

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACTCM to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920; 1-800-872-5327.

Student Grievance Procedure
A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education other than a grade appeal. If a student wishes to have a faculty member reconsider a grade assigned for coursework or a final grade, he or she should first contact the instructor directly. In the event the grade-related issue is unresolved in this manner, the student should follow the grade appeal procedure as described in the ACTCM Catalog and Student Handbook.

Students expressing a concern about the application of college policy, academic or non-academic, should first attempt to seek informal resolution of the matter directly with the faculty or staff member involved.

If the concern is not resolved in this manner, the student can discuss the concern with a member of the Student Success and Retention Committee (SSRC) or a staff member of the Doctorate in Acupuncture and Oriental Medicine (DAOM) program. The staff member will discuss the matter with his/her colleagues, take appropriate action, and respond to the student about the concern within 15 days. The staff members of the SSRC include the Director of Student Affairs, the Academic Advisor, and the Academic Support Administrator. The staff members of the DAOM program include the Dean of DAOM program and the DAOM Program Assistant.

If such informal procedures do not result in an equitable resolution of the matter, the student may submit a formal grievance form. A formal grievance must be submitted to the Director of Student Affairs or the Dean of DAOM program, who will treat the matter as high priority. The Director/Dean will contact the supervisors of the staff or faculty members directly involved to reach a resolution. The Director/Dean and the supervisor will take appropriate action and the Director/Dean will respond to the student with 15 days of submission of the formal grievance. The grievance form must be completed within 6 months of the incident(s) related to the grievance.

If a suitable remedy for the grievance cannot be reached through the submission of the grievance form, the Director of Student Affairs or Dean of DAOM program will submit the grievance form with all other relevant documents to the Vice President for Academic Affairs or the Director of Human Resources. The matter will be presented to the President’s Council to arrive at a successful resolution.
A student who feels a situation was not resolved satisfactorily by ACTCM’s internal grievance procedure may file for an external appeal by contacting either the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at 8941 Aztec Drive, Eden Prairie, MN 55347, Phone (952) 212-2434.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau’s website www.bppe.ca.gov.

**Drug Free Campus Policy**
It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various deleterious physical and mental consequences including addiction, severe disability, and death. In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, ACTCM has enacted the following policy applicable to all students and employees.

**Policy**
It is the policy of ACTCM to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited in ACTCM facilities, in the workplace, or as part of any of the College’s activities. The workplace and campus are presumed to include all premises where activities of the College are conducted. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. This policy will be reviewed biennially.

**Student Employees and Drug-Free Campus Policy**
As a condition of employment, all employees are required to follow this policy.
Employees who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the workplace, on the campus, or as part of any College activity shall be subject to discipline up to and including discharge from employment and, where appropriate, may be referred for prosecution.

An employee who is convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace must, within five days thereafter, notify ACTCM of such conviction by informing the employee’s supervisor (for staff) or the Academic Vice President.

Individuals who are not ACTCM employees, but who perform work at ACTCM for its benefit (e.g., independent contractors, temporary employees provided by agencies, visitors engaged in joint projects at ACTCM, volunteers and so forth) are required to comply with this policy. Such individuals who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the ACTCM workplace may be barred from further work.

**Rehabilitation - Students and Student Employees**
Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered as evidence which ACTCM will consider for an application of an individual for reinstatement to future employment or for reinstatement to future student status.

**Communication**
A copy of the Drug-Free Campus Policy is distributed to each new employee and the Drug-Free Campus Policy is published in the Faculty, Staff, and Student Handbooks. At the American College of Traditional Chinese Medicine, the unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful use, possession, or distribution of alcohol on the ACTCM campus, in the workplace, or as part of any of...
the College’s activities is prohibited. This includes the unlawful use of controlled substances or alcohol in the workplace, even if it does not result in impaired job performance or in unacceptable conduct. The unlawful presence of any controlled substance or alcohol in the workplace itself is prohibited.

If and when an employee is suspected of violating this policy, the supervisor should consult with his or her immediate manager (or the President if the case involves the manager) to plan and carry out an appropriate investigation and resolution of the situation.

Impaired Performance: Unlawful Use of Controlled Substances or Alcohol in the Workplace

Performance problems on the job can have many causes. In discussions with an employee concerning any performance problem, the supervisor should offer to help the employee determine the source of the problems and offer guidance on appropriate assistance, counseling, or other resources.

When job performance has become impaired, the supervisor should take normal corrective action, beginning with discussion with the employee. When the behavior of an employee on the job raises safety concerns for the employee and/or others in the workplace, the supervisor must take immediate action to assess the situation; in such cases employees must not be allowed to continue on the job.

Specific actions to be taken depend upon the facts of the particular situation. In a situation in which an employee acknowledges to the supervisor that poor performance or unacceptable conduct results from substance abuse, the supervisor should urge the employee to seek help from a qualified substance abuse treatment resource. If the employee chooses to seek help, he or she should be referred to appropriate sources. If the employee requests a leave of absence for a rehabilitation program, the supervisor should take normal steps to review the request for such a leave. Supervisors should make reasonable accommodation consistent with operational requirements.

If the employee demonstrating poor performance or unacceptable conduct claims causes other than substance abuse are causing the problem, or does not elect to seek help for whatever is the cause of the problem, the supervisor first should counsel the employee in the ways his or her actions on the job need improvement or are unacceptable. If improvement does not take place, the employee should be warned that the poor performance can result in discipline, including termination of employment. Managers should consult with their supervisors to decide upon an appropriate form of action.

Getting Help

Employees and students who are concerned about substance use, abuse, and rehabilitation are strongly urged to contact their family physicians who can refer them to appropriate resources (community or private agencies) that provide complete, confidential substance abuse counseling.

Legal Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol is regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

Some of the laws pertaining to the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol appear on the following page. Because the laws change from time to time, the information provided here is illustrative, not exhaustive. More detailed and current information is available in the public library.

- It is the policy of ACTCM to maintain a drug-free workplace and campus.
- The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited in ACTCM facilities, in the workplace, or as part of any of the College’s activities.
• Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students.
• Violations may also be referred to the appropriate authorities for prosecution.

Use of Acupuncture Needles
All students, faculty and clinic supervisors must abide by ACTCM policies and California State laws and regulations regarding the use of acupuncture needles:

All students in the MSTCM program, and students in the DAOM program who are not California licensed acupuncturists, may not needle any other person except during the following two circumstances: (1) when under the direct supervision of a California licensed acupuncturist who is an ACTCM faculty member in an ACTCM class that includes needling, or (2) when under the direct supervision of an ACTCM clinic supervisor in an ACTCM acupuncture and herbal clinic or off-site clinics. Students who are not California licensed acupuncturists must limit their unsupervised needling both on and off-campus to non-live subjects (e.g. oranges, bars of soap). Violation of this policy will result in disciplinary action. Such action may include suspension or expulsion from ACTCM.

All ACTCM students, faculty members and clinic supervisors must follow Clean Needle Technique protocols and OSHA standards concerning bloodborne pathogens any time there is needling in an ACTCM classroom or clinic.

For safety reasons, students and clinic patients must not leave the needling classroom or clinic treatment room with needles still inserted.

If any loose needle is found at ACTCM, the needle is to be disposed of immediately and safely into a biohazard container. An incident report must then be filed with the Dean of Clinical Education.

Smoking Control Policy
It is the policy of the College that the ACTCM campuses shall remain tobacco-free. The campuses include the college and clinic areas, all surrounding grounds and all ACTCM designated parking areas. It is the responsibility of each ACTCM employee, faculty member and student to ensure that his/her visitor(s) comply with all the provisions of this policy.

Pet/Animal Policy
ACTCM does not allow animals in any campus buildings with the exception of service animals trained to perform tasks for people with disabilities, or animals being trained by service animal trainers. Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. Patients and service animals are not allowed in the Dispensary or behind the front desk at any time.

This policy applies to students, staff, faculty, clinic patients, and other visitors. ACTCM students with disabilities can make inquiries and register for accommodations with the Director of Student Affairs. Faculty and staff with disabilities can make inquiries and register for accommodations with the Director of Human Resources.

The service animal's partner is at all times solely responsible for the cost of care, arrangements and responsibilities for the well-being of a service animal as well as any property damage. A service animal may be asked to leave the campus if the handler does not take effective action to control it or the animal is not house broken.

Fragrance-Free Policy
ACTCM is a fragrance-free campus. Some people are highly allergic or chemically sensitive to various fragrances, perfumes, cleaning products, etc. Knowing that the use of these substances can significantly compromise indoor air quality and prevent access for some individuals, it is the policy of ACTCM to restrict the use of fragrance and
fragrance products. This policy applies to all who use this facility including faculty, staff, students, patients, and visitors.
Campus Safety and Security

Campus Security Report
The Federal Campus Security Act of 1990 requires that all colleges and universities receiving federal funds provide annual statistics on several specific categories of crime to the government and to the members of the College community by October 1st of each year. Any crime occurring on campus or on the streets and sidewalks directly adjacent to campus must be reported to the Director of Student and Alumni Affairs, (415) 282-7600 x216 or the Facilities Manager, (415) 282-7600 x215. The College’s Annual Security Report can be found on the College’s website at: www.actcm.edu

Evacuation and Emergency Procedures

Main Campus (Arkansas St.)
- Exit at the closest and safest emergency exit.
- Upon exiting, proceed to the ACTCM parking lot on Connecticut Street.
- Do not leave the parking lot until checked off by a team leader wearing an orange vest.
- Wait in the parking lot for further instructions from the team leader wearing the orange vest.
- Respond and respect all instructions from Emergency Rescue Workers, or Team Leaders.
- Stay out of the building: Once out, stay out!

Acupuncture & Herbal Clinic
- Those working with patients go to the patient's room and calmly remove all needles and other modalities.
- Unplug all electrical equipment and extinguish all moxa.
- Help the patient remain calm while they redress and prepare to evacuate.
- Ambulatory patients: Repeat above instructions for those not in Clinic.
- For non-ambulatory patients where help is required, vocally announce the room number where assistance is needed. Stay with the patient until help arrives
- Exit the building with your patient.
- Wheel patient to the front lobby of the clinic and exit onto the Connecticut Street parking lot.
- Wait for instructions from an Emergency Rescue Worker or Team Leader with orange vest.

Pioneer Square Campus
- Main Door Exit/Library Exit – go out the front doors to the main parking lot, make a left at the end of parking lot and meet at the corner of De Haro St. and 18th St.
- Kitchen Exit – go outside the exit door, go right, up street and meet at the corner or De Haro St. and 18th St.
- If in a needling lab, please remove all needles safely and exit the room.
- Please help any visitors to the closest and safest exit.
- Wait at the corner on De Haro St. and 18th St. for Emergency Rescue worker or Team Leader with an orange vest.
- Respond and respect all instructions from Emergency Rescue Workers or Team Leaders
- Stay out of the building
Tuition & Fees

The following tuition rates and fees are effective for the academic year from fall 2014 through summer 2015.

<table>
<thead>
<tr>
<th>Tuition for MSTCM and Asian Body Therapy Certificate Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Didactic Courses</td>
<td>$274 per credit</td>
</tr>
<tr>
<td>Practicum Courses</td>
<td>$547 per credit</td>
</tr>
<tr>
<td>ACTCM Student Audit</td>
<td>50% of course tuition</td>
</tr>
<tr>
<td>ACTCM Alumni Audit</td>
<td>25% of course tuition (didactic courses)</td>
</tr>
<tr>
<td>Total Tuition for Full Program (MSTCM)</td>
<td>$70,650</td>
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<tr>
<td>Total Tuition for Full Program (Asian Body Certificates)</td>
<td>$12,056 (Tui Na); $12,878 (Shiatsu)</td>
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<thead>
<tr>
<th>Tuition for DAOM Program</th>
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<tbody>
<tr>
<td>Total Tuition for Full Program (DAOM)</td>
<td>$29,741</td>
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<table>
<thead>
<tr>
<th>Fees for MSTCM, DAOM and Asian Body Therapy Certificate Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee-U.S. Resident (non-refundable)</td>
<td>$65</td>
</tr>
<tr>
<td>Application Fee-International Student (non-refundable)</td>
<td>$125</td>
</tr>
<tr>
<td>Application Fee-Special Status Student (non-refundable)</td>
<td>$75</td>
</tr>
<tr>
<td>Admissions Deposit ($45 non-refundable)</td>
<td>$300</td>
</tr>
<tr>
<td>Registration Fee (non-refundable)</td>
<td>$25</td>
</tr>
<tr>
<td>Add/Drop Fee</td>
<td>$15 per class</td>
</tr>
<tr>
<td>Change of Grade Fee</td>
<td>$15 per class</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$25 per check</td>
</tr>
<tr>
<td>Stop Payment Fee</td>
<td>$35 per check</td>
</tr>
<tr>
<td>Deferred Payment Fee</td>
<td>$50 per quarter</td>
</tr>
<tr>
<td>Practical Examination Make-up Fee</td>
<td>$50 per examination</td>
</tr>
<tr>
<td>Replacement/Duplicate Diploma Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Student I.D. Card Replacement Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$5 per quarter</td>
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<tr>
<td>Asian Bodywork Certificate Application Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Herbal Sample Fee</td>
<td>$168</td>
</tr>
<tr>
<td>Malpractice Insurance Fee</td>
<td>$50 per quarter</td>
</tr>
<tr>
<td>Late Filing Fee for CA licensing, NCCAOM, Comprehensive, and Graduation Examination</td>
<td>$50 for the first day/ $10 per day thereafter</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund (non-refundable)</td>
<td>$0.50 per $1,000 tuition charge rounded to the nearest $1,000</td>
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The American College of Traditional Chinese Medicine is a non-profit institution, and all revenues are used to support the College’s mission. Tuition and fees are reviewed annually by the Board of Directors and are subject to change with 90 days notice. If a student signs an enrollment agreement that is effective for a period of time, tuition may not increase during the effective period of that enrollment agreement.

Payment of Tuition

1. Tuition is paid on a quarterly basis in advance of instruction for that quarter. A monthly payment plan is available with deferred payment fee.
2. Tuition is due and payable in full at the time of registration, unless the student is on the payment plan. A student’s registration is finalized by the payment of tuition.
3. No student will be allowed to register or attend class until the tuition and all indebtedness is paid in full to the College.
4. No grades or documents will be released if the student maintains an outstanding balance with the College.
5. Malpractice Coverage: A required fee paid with tuition each quarter covers all student clinicians working in the Community Clinic or at off-site locations under the school’s malpractice and general liability insurance policies.

It is the policy at ACTCM that all individuals practicing acupuncture and related techniques must be covered by malpractice insurance. All faculty, whether clinic faculty or faculty teaching practical classes such as tuina/shiatsu and acupuncture techniques, as well as students in acupuncture technique and tuina/shiatsu classes, and all student clinicians, whether in clinic theater, observation, trainee or intern shifts must be covered by ACTCM’s professional liability carrier.

Refund Policy
All requests for tuition refunds by enrolled students must be in writing either in person or by certified mail to the Registrar’s and Director of Finance’s Office, ACTCM, 445 Arkansas St, San Francisco, CA, 94107. The effective date of termination is the postmarked date or is established by the signature of the Registrar. Verbal requests will not be honored. Unless such official notice is given, the student will be held responsible for any money still owed to the College and no refunds will be given.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Courses meeting more than once a week are evaluated on a weekly basis according to the above schedule. The first meeting of a given week is used to determine a refund. Courses that meet less than once a week are evaluated on a pro-rated basis, based on the number of times the course meets throughout the quarter.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

For any student who has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

For the purpose of calculating this refund, the effective date of withdrawal is the earlier of the student’s actual last day of attendance, the date the student notifies ACTCM of withdrawal, or the date of withdrawal specified by the student. Refunds are calculated based on the full amount paid, including tuition, fees, and deposits. The school may retain an administrative fee that will not exceed $250.

California Student Tuition Recovery Fund
The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on an judgment against the institution for violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
In order to create an optimal learning environment, please follow these guidelines created by ACTCM students for ACTCM students. We are all here to learn together!

**Take Responsibility for Your Education**
You are here at ACTCM to learn to become a proficient and successful clinician. Please take ownership of your education and strive to be successful as a student and as a practitioner.

**Attend Class**
Every class is important. Missing classes means that you miss course material, making it harder to keep up with the course. If you must miss a class, contact your instructor ahead of time. Don’t ask the instructor to repeat material you missed because you were not in class.

**Be on Time & Wait for Break**
If you cannot avoid being late, make sure to be unobtrusive about your entry. Let your instructor know if you need to leave early. Please wait until the break whenever possible to get up and leave the classroom.

**Minimize Noise**
Side conversations, eating and unpacking and packing bags and other activities can create distracting noises to others. Be aware of the noises you’re creating and respect others.

**Eating in Class**
Eating in didactic classes is allowed at the discretion of the instructor. No food is allowed in practical classes. If you choose to eat in class, use some discretion of your own. Avoid foods that have a strong smell, make a mess or have the potential to spill, or foods such as potato chips that are loud to consume.

**Children and Pets**
Please respect your classmates by preserving an environment that is most conducive for focused learning and thoughtful discussion. If your child or pet needs care during a scheduled class, please notify the instructor and get notes from the missed class from a fellow classmate.

**Classroom Technology 2.0**
- If you are using a laptop, be sure it’s for the purposes of the class and not general web browsing.
- Any video or audio recording of classes may be done only with the instructor’s prior approval.
- Turn off cell phones and don’t text during class. Phones are distracting for you and those around you.

**Respect Your Peers**
It is good to ask questions and make comments, but keep them related to the discussion at hand. Do not dominate the class with too many questions or comments if it is only relevant to you - save them for the break or after class.

Respect all opinions. Others may have different ideas and opinions from yours and may ask questions that you would not, but they deserve the same level of respect from you as you wish from them.

**Respect Your Instructor**
You can enhance the class discussion by asking for clarification and expressing your opinions when appropriate and in a respectful matter. However, openly challenging the instructor’s knowledge or authority in the classroom is disrespectful. If you have differences with your instructor’s information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner.