DOCTORAL STUDENT HANDBOOK

2014
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MISSION STATEMENT

Mission, Vision and Core Values
As an institution of higher education, ACTCM takes great pride in our mission and vision, and the core values that define who we are. Developed by our community of board members, faculty, staff, students and alumni, they serve as an important guide in all that we seek to be and accomplish.

Mission
The mission of ACTCM is to provide exemplary professional education and quality patient care in acupuncture and Chinese medicine and related healthcare fields.

Vision
ACTCM will be an international center of educational excellence that advances professional collaboration, research and sustainability in Chinese medicine and health care.

Core Values
- Embracing the philosophy and spirit of Traditional Chinese Medicine
- Integrity and Intellectual Freedom
- Diversity and Respect
- Caring and Compassion
- Harmony and Balance
- Collaboration and Leadership

Institutional Goals and Educational Objectives

Institutional Goals
The American College of Traditional Chinese Medicine’s mission is the framework for its educational programs in acupuncture and Traditional Chinese medicine. The College achieves this mission through the following institutional goals and educational objectives:

The primary goals of the College are to:
- Provide exemplary educational programs in the art and science of acupuncture and Traditional Chinese Medicine;
- Train students with an emphasis on the role of Traditional Chinese Medicine in patient-centered integrative health care;
- Promote an institutional culture of leadership, collegiality, collaboration, creativity, scholarly activity, academic freedom, academic integrity and honesty;
- Cultivate critical thinking and life-long learning;
- Provide students and patients with an excellent clinical experience;
- Provide student services appropriate to the student population;
- Act as a resource for the health care professional community;
- Recruit an exceptional and diverse student body;
- Be a national leader in acupuncture and Oriental medical education;
- Serve the college community with an effective and efficient administrative environment;
- Provide professional development for alumni and the practitioner community;
- Provide leadership for ecologically sustainable Chinese herbal medicine.

DAOM PURPOSE
The DAOM program’s purpose is to enhance the knowledge base and clinical skills of Oriental medicine practitioners, to develop a specialization, cultivate scholarly activities, and learn to collaborate with other health care practitioners to enable graduates to deliver advanced specialized health care.

**DAOM EDUCATIONAL OBJECTIVES**

There are five general competencies with specific learning objectives under each competency.

**Knowledge base and clinical skills in acupuncture and Oriental medicine**
- Exercise advanced clinical judgment to establish diagnoses and treatment plans for patients with complex clinical conditions;
- Demonstrate advanced knowledge and skills in TCM gynecology and TCM pain management;
- Obtain comprehensive medical history and other relevant patient documentation, including information on psychological, social and cultural issues;
- Incorporate health promotion and disease prevention into treatment plans;
- Demonstrate the ability to treat patient as a whole;
- Demonstrate an understanding of patient-centered health care;
- Demonstrate collaborative skills for treating chronic illnesses; and
- Integrate relative biomedical knowledge within the scope of practice of Oriental medicine.

**Information literacy, research and critical thinking in clinical practice**
- Obtain and evaluate information from different biomedical databases and Oriental medicine sources;
- Review and evaluate evidence-based research findings;
- Demonstrate the ability to apply information from the literature to the care of individual patients;
- Acknowledge the strengths and limitations of scientific thinking;
- Demonstrate an understanding of complexity, uncertainty and probability in making decisions in medical practice;
- Educate patients and professional communities about Oriental medicine;
- Generate a capstone project that meets criteria for publication; and
- Demonstrate a commitment to life-long learning.

**Collaboration in a variety of settings with various health care practitioners**
- Incorporate biomedical knowledge in TCM diagnosis and treatment;
- Demonstrate the ability to make appropriate referrals, knowing the scopes of practice and when to refer to other practitioners;
- Demonstrate the ability to formulate integrative protocols for case management;
- Demonstrate the skills to work in collaborative practices and in medical teams;
- Demonstrate an understanding of the roles and responsibilities of other health care practitioners and health related personnel;
- Demonstrate an understanding of the various health care practitioners in the U.S., their competencies, scopes of practice and training, such as MD’s, DO’s, ND’s, DC’s, Qi Gong practitioners and/or LMT’s;
- Demonstrate an understanding of the basics of health systems, including: policies, organizations, financing, cost containment and principles of effective management of health care delivery; and
- Articulate the role of Oriental medicine in the larger health care system.

**Professionalism**
- Display the personal attributes of compassion, honesty and integrity;
- Manage patients in an effective and ethical manner; and
- Integrate the needs of the patient, including their cultural, psycho-social and spiritual components.
Communication skills
- Demonstrate sensitivity to cultural and personal factors that improve interactions with other health care practitioners;
- Communicate effectively with other professionals and colleagues, including health care professionals outside the field of acupuncture and Oriental medicine;
- Synthesize and present information effectively to the patient, family and other health care practitioners; and
- Demonstrate respect for colleagues and other health care practitioners and foster positive collaboration with them.

ABOUT ACTCM

History of ACTCM
The American College of Traditional Chinese Medicine (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.

The historical development of the College started in January 1981 when it enrolled its first class of students. In this same year, the College opened its Community Clinic, which provides affordable care using Traditional Chinese Medicine (TCM) to the people of San Francisco and the greater Bay Area. In the Community Clinic, students, under the supervision of licensed acupuncturists (LAc), gain practical experience in the application of acupuncture, Tuina and traditional Chinese herbs for the treatment of various conditions and to promote wellness and health.

In 1984, a professional degree curriculum was developed in response to the changes of licensure standards by the California Acupuncture Board. The new degree program, the Master of Science in Traditional Chinese Medicine (MSTCM), was supported by the necessary levels of prerequisite science knowledge required for graduate studies in Chinese medicine.

On December 15, 1986, the Superintendent of Public Instruction approved ACTCM as a California degree-granting institution. This approval allowed the College to offer a Master’s of Science (MS) degree in Traditional Chinese Medicine. It marked the first recognition in California of traditional Chinese medicine as a graduate discipline within American higher education. In 1990, the College was re-approved as a California degree-granting institution offering the MSTCM and re-approved in 1995, 1999 and 2004. The College’s master’s degree program was accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) first in 1991 and re-approved in 1996, 2001 and 2006.

The ACTCM clinical doctoral program (Doctor of Acupuncture and Oriental Medicine (DAOM) was approved by ACAOM and the California Bureau for Private Postsecondary Vocational Education (BPPVE, became the BPPE in 2010) in spring 2005. The DAOM program received a candidate for accreditation with ACAOM in February 2010.

In November 1987, the College acquired its present campus at 455 Arkansas Street in the Potrero Hill District of San Francisco. In 2004, the college has also acquired additional space at Pioneer Square, 555 De Haro Street, to accommodate the doctoral program and provide a larger library for both the master’s and doctoral students.

Our Campus

Updated 2014.10.16
ACTCM is fortunate to be located in the Potrero Hill district, a residential neighborhood in the heart of San Francisco. With breathtaking views of both the city skyline and the Bay Bridge from its 300-foot-high hill, the area attracts an interesting mix of professionals, students and artists. Potrero Hill’s central location provides easy access to places of interest such as Chinatown, Union Square, Golden Gate Park, the Berkeley Botanical Gardens and the new Pacific Rim Center.

Our 20,000 square foot campus consists of two attractive and spacious buildings located a short distance from each other. Our campus includes the Community Clinic, student lounges, classrooms, administrative areas, the Shuji Goto Library/Learning Resource Center, kitchens, outdoor patios and a Chinese herbal garden. Both facilities provide wireless Internet access as well as other amenities that support our students. The surrounding neighborhood offers restaurants and cafés, health food stores, and a variety of shops—all within a block or two of our campus.

The Shuji Goto Library/Learning Resource Center
An impressive feature of the College is the Shuji Goto Library/Learning Resource Center. The library collection, which contains over 5,843 books and 69 journals including 8 online titles, is one of the most extensive collections of its kind in the U.S. It includes not only works on Traditional Chinese Medicine, but also Western medicine, Asian philosophy and culture, various alternative healing modalities, the general sciences and other subject areas relevant to the needs and interests of our students. In addition to publications in English, we also have a sizable collection of Chinese works and a smaller collection in Japanese. Audiotapes, videotapes, CD’s and slides on acupuncture and herbal medicine are also available, as are a range of computer resources.

Our Library
An impressive feature of the College is the Shuji Goto Library/Learning Resource Center. The library collection, which contains over 6,300 books and more than 70 journals including 8 online titles as well as Medline with Full Text (EBSCO Host), is one of the most extensive collections of its kind in the U.S. The library includes not only works on Traditional Chinese Medicine, but also Western medicine, Asian philosophy and culture, various alternative healing modalities, the general sciences and other subject areas relevant to the needs and interests of our students. In addition to publications in English, we also have a sizable collection of Chinese works and a smaller collection in Japanese. Audiotapes, videotapes, CD’s and slides on acupuncture and herbal medicine are also available, as are a range of computer resources.

The library is located at Pioneer Square campus, 555 De Haro Street. ACTCM faculty, staff and students can access the library during the following hours: Tuesday through Thursday 9:00am to 8:00pm; Monday and Friday 9:00am to 6:00pm; and Saturday 10:00am to 6:00pm.

Online journals and resources may be accessed via the computer terminals in the library. Students are able to check out library items for a period of two weeks by presenting their student ID. Items may be returned to the Library desk, or Library book drop inside of the library, during library operating hours. Fees will be assessed for items that are damaged or not returned by their due date.

Herbal Garden Project
Created as a living educational resource for both the ACTCM community and the general public, our garden is abundant with healing herbs from around the world. Created in 1990 by then ACTCM student Robert Newman, now an internationally recognized expert in Chinese botanicals, the garden contains plants that hail from China, Japan, Korea, Europe and North and South America. Explanatory plaques provide information on the Chinese and Latin names of the herbs, their taste, and their function in Chinese medicine. The garden continues to grow and produce a global array of healing herbs through the efforts of students, staff and faculty.
San Francisco

There are few cities as inviting and livable as San Francisco. With a population of about 800,000, San Francisco is one of America’s most culturally dynamic cities. From the Golden Gate Bridge, Chinatown and Union Square to the Transamerica Building and Nob Hill’s vintage cable cars, the city is one of the world’s most recognizable places. San Francisco combines natural beauty, cultural diversity, leisure and recreational offerings with an ideal climate. The ACTCM campus has an extensive Chinese herbal garden and overlooks the San Francisco city skyline, the Bay Bridge and San Francisco Bay.

In an age of freeways and urban sprawl, San Francisco remains a walkable city with an extensive network of public transportation, a thriving downtown and attractive, friendly neighborhoods. In addition, the city is at the forefront of both technological development and commitment to environmental sustainability. San Francisco is home to a vibrant arts, entertainment and cultural scene. The city’s music and performance venues, art galleries, sports teams and cultural events make it a city with endless options for exploration and entertainment.

San Francisco also boasts the largest Chinatown outside of Asia, providing ACTCM students with a degree of access to traditional Chinese medical practitioners, herbal pharmacies and Chinese culture not found elsewhere in the United States. The mild climate of San Francisco, with temperatures ranging from 40 to 80 degrees Fahrenheit throughout the year, and the close proximity of the ocean, mountains and desert, provide an ideal setting for outdoor activities and the study of nature. San Francisco has consistently been ranked among America’s top cities. Here’s how our wonderful city stacks up amongst the competition:

Ranked:

#1  “Best City in the U.S.” for the past 16 consecutive years by Conde Nast Traveler magazine’s annual Readers’ Choice Awards
#1  Best American Cities for the Outdoors, Forbes.com, 2009
#1  Top 25 Cities for Women, WomenCo.com, 2008
#1  Fittest Big City in America, American College of Sports Medicine & USA Today, May 2008
#1  In the arts, 2nd in health and recreation, and 4th in transportation, Outlook magazine’s quality-of-life report, 2007
#1  Most Notable Neighborhoods in America, with our residents voted favorite People Overall, CNN/Travel + Leisure, October 2007
#1  25 Best Walking Cities, Prevention Magazine, 2009
#2  Best Cities For Young Professionals, Forbes.com, 2008
#2  Greenest Cities in America, Popular Science, February 2009
#2  Top 15 Most Sustainable U.S. Cities, Grist, 2009
#3  Best City to Live & Work in During Times of High Gas Prices, Sustaine Lane, 2008
#3  U.S. Cities with Greatest Use of Public Transportation, CNNmoney.com, 2007
#4  Top Bicycle Friendly Cities, Bicycling Magazine, May 2008
#6  America’s 10 Cleanest Cities, Forbes.com, March 2008
#6  Best Walking Cities in the US, Prevention Magazine, February 2008
#8  Best Place for the Best Education, Forbes.com, 2008 (The only city in CA to make this list.)

ACCREDITATION

• The ACTCM DAOM program was approved by the Department of Education to award federal financial aid in 2011.
• The DAOM (Doctor of Acupuncture and Oriental Medicine) degree program received full accreditation from the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in March 2012. ACAOM is the federally recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM may be reached at::

Updated 2014.10.16
Doctor of Acupuncture and Oriental Medicine (DAOM) program at ACTCM began in the fall of 2006, and we are proud to be one of the few AOM colleges approved by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and the California Bureau for Private Postsecondary Education (BPPE) to offer this degree.

This clinically based, advanced professional program is open to individuals with a master’s degree in Oriental Medicine or licensed practitioners with at least 10 years of experience. The intensive module format accommodates both practitioners’ lives and professional practices, and creates an environment in which students can immediately apply the knowledge and skills they learn to their patients.

ACTCM offers two specialties: TCM Gynecology and TCM Pain Management. The capstone projects enable the students to enhance their knowledge, skills and confidence in these specialty areas.

Students complete their internships in the ACTCM Community Clinic, and CPMC (California Pacific Medical Center). Students have the choice of completing their externship at Yue Yang Hospital of Shanghai University of TCM or with private practitioners.

Our diverse faculty prepares students to work in collaborative settings. In the highly successful grand rounds format, students treat patients under the supervision of both biomedical and TCM faculty. Our program focuses on providing in-depth clinical knowledge and skills. The didactic portions involve case-based and problem-based learning approaches.

ACTCM recognizes that professional programs in health care are cumulative, that is, each level offers opportunities for additional breadth and depth. While the master’s degree provides competencies for licensure and the entry-level skills needed to offer treatment for patients, it has inherent limitations due to: 1) length of the degree; and 2) the knowledge and experience of the student.

The ACTCM doctoral program was designed to capitalize on the knowledge and skills gained in the master’s degree and provide the graduate with advanced knowledge and clinical skills. Critical to meeting this goal is
the program design, which focuses on advanced knowledge, scientific inquiry, critical thinking and problem solving. One of the goals of the program is to prepare the graduate to integrate with healthcare delivery in its broadest sense, that is, with Western medicine. Inherent in the program is a commitment to inculcate within every student the value and necessity for independent and life-long learning. Within this context, scientific inquiry, critical thinking, problem solving and consultation with other professionals will be stressed. The ultimate goal is to produce practitioners who will remain on the cutting edge of their profession as a result of their acquisition of these skills.

The DAOM program has been designed as a clinical doctorate. The 670 clinical hours have been designed to provide:
1) advanced patient assessment and diagnosis skills;
2) advanced clinical intervention and treatment;
3) consultation and collaboration skills;
4) clinical supervision and practice management skills; and
5) clinical evaluation and research skills.

In addition, ACTCM has established objectives for the program that are congruent with those of the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). The content and instructional strategies of the doctoral program are an integration of overall institutional objectives and those presented by ACAOM.

The DAOM program is a clinical based professional program leading to a Doctor of Acupuncture and Oriental Medicine (DAOM). What distinguishes the DAOM from MSTCM program is:
1. Obtaining a specialty in TCM Gynecology and/or TCM Pain Management;
2. Increased interaction and collaboration with Western medicine practitioners;
3. Greater focus on critical-thinking skills with emphasis on diagnosis, analysis, problem solving and decision-making; and
4. Use of research findings in the health care decision-making processes.

As a result of this structure, students will be expected to engage in comprehensive literature reviews and extensive reading, writing and analysis shared and processed with their peers and faculty. Case studies will be analyzed in depth and will focus on difficult chronic cases. Students will engage in creating diagnoses and treatment strategies that will work in private practices as well as within integrated clinical settings. The over-arching goal is to develop life-long learning and practice skills.

The program is designed to accommodate practitioners who will complete the degree while maintaining their practice. The program consists of 562 didactic hours and 670 clinical hours, with a program total of 1,232 hours and 62.46 quarter credits. The doctoral program is modular-based and meets once a month for 4 days, Friday through Monday. Occasionally, a 4.5 or a 5-day module will be scheduled to accommodate comprehensive exams and clinical specialties. In between the modules, students engage in projects, observe in biomedicine clinics, maintain a clinic case diary, and perform independent research and extensive reading and preparation for each module.

Credit Hours

The doctoral program consists of 562 didactic hours and 670 clinical hours for which 62.46 quarter credits are granted. ACTCM utilizes the quarter system. Therefore, credits are calculated in the following manner:
• 12 didactic hours = 1 credit
• 24 clinical hours = 1 credit
• 36 externship or independent study hours = 1 credit

Length of Program
The doctoral program consists of 9 quarters. During Quarters 1-8, students will study and intern on campus and at ACTCM’s community or satellite clinics four days per month (Friday through Monday). Some months require additional time on campus for comprehensive exams or capstone presentations. In Quarter 9, the clinical experience in the specialties may be fulfilled via two options or a mixture of the two:

- Three to Five weeks Clinical Externship Study at Zhejiang Chinese Medical University, Hangzhou China;
- Students work with senior AOM practitioners (a minimum of 15 year of clinical experience) of their choice in the United States. Such practitioner must be approved by the Dean of the DAOM Program.

A maximum of four years is allowed for completion of the degree.

**Characteristics of ACTCM’s DAOM Program**

- Highly educated and experienced faculty from both traditional Chinese medicine and Western medicine
- Opportunity to work on case studies, diagnosis and treatment plans of patients, with emphasis on chronic illness
- Opportunity to identify strategies for interaction with Western medicine
- Work in public health and other related agencies
- Acquisition of diagnosis and treatment skills within a specialty
- Critical analysis of current research
- Opportunity to develop expertise within a specialty, including the opportunity for 3-5 weeks of externship in Zhejiang University of TCM, Hangzhou, China

**Clinical Specialties**

To determine which specialties ACTCM would offer in the DAOM program, extensive dialogue took place among the ACTCM alumni, faculty and Department Chairs. A number of factors were considered to determine the choice of specialties. These were: 1) patient needs; 2) scope of practice; 3) uniqueness; 4) interaction with Western medicine; 5) interest of potential students; 6) faculty expertise; 7) identifiable competencies; 8) available clinical settings; and 9) ability to deliver the program efficiently with high credibility (infrastructure). In addition, careful attention was given to the availability of information in the literature since students will be expected to utilize appropriate resources to support their work.

Initially, the faculty identified seven potential specialties and narrowed the list to two: TCM Gynecology and TCM Pain Management. Input from alumni, current students, and unsolicited inquiries provided strength to the final selection. Each specialty meets the criteria listed above and were selected as the specialties for the program. Each specialty has also received considerable attention in both Oriental medicine and Western medicine. This fact has been supported by the emergence of specialized clinics in both areas. Since this decision was made, the State of California Medical Board has mandated that all physicians earn 12 CME’s in Pain Management within the next three years. ACTCM will monitor the changing needs of practitioners and in the future may recommend different specialties.

The curriculum for each specialty includes both biomedical and TCM courses. Students will be encouraged to enhance their portfolio by writing and publishing papers within the specialties. Students will work within their areas of specialization(s) during the majority of their clinical hours. The clinical hours in an area of specialization will provide the opportunity for greater involvement with complex chronic disorders. Integration with biomedicine will provide a new dimension for diagnoses, treatment and follow-up for the students.

**Instructional Strategies**

While content derivation is critically important at all levels of education, the faculty at ACTCM feel strongly that the instructional strategies utilized are paramount to the success of each student and the program as a whole. While the practitioner in any profession relies on fundamental principles and factual information, it is the process of diagnosis, analysis, problem solving, critical thinking, synthesis, decision-making,
treatment and follow-up that defines the successful practitioner. Therefore, instructional strategies have been designed to incorporate these competencies.

The clinical component of the program begins in the first quarter and includes internship as well as observation at an approved off-campus site. The clinical experience continues within all subsequent quarters. The clinical components are designed to help students focus on their didactic courses and will take place either at ACTCM or approved external sites. Clinical experiences may include observation, case discussions, clinic theaters, grand rounds, internships and externships. Most of the didactic classes have clinical components.

This strategy provides the opportunity for students to gain theoretical knowledge as well as see its application with patients. Dialogue within group settings in the classroom will be another primary instructional strategy. Within each class, students will engage in the integration of Western medicine and Oriental medicine. The Western perspective will come from guest lectures, team teaching, or from faculty who have received education in both. In addition, the analysis of case studies and grand rounds will serve as primary teaching strategies. Arrangements have been made for extensive diagnosis and treatment in integrated clinical settings.

Students will be assigned projects within their didactic classes that require literature reviews, analysis and presentation to cohorts and faculty. Case studies and capstone projects are part of the student’s portfolio. A final clinical capstone project is required, including a presentation to cohorts and faculty.

**Evaluation as an Instructional Strategy**

In doctoral education, evaluation becomes a fundamental and primary instructional strategy. Students must receive continual feedback from their clinical and didactic faculty, cohorts, patients and the Dean of the DAOM Program. Each student will begin to generate a Student Portfolio that will be an important instrument in guiding and evaluating each student. This portfolio will contain all admissions materials, the goals and objectives each student expects to achieve, self-evaluation, academic records during the program, case studies, the final capstone project and other materials deemed appropriate. It will be updated each term and will provide an accumulative record of student achievement.

**Clinical Training**

Essential to our students’ education is a comprehensive clinical experience. Students have the opportunity to intern at ACTCM’s onsite Community Clinic and at the California Pacific Medical Center (CPMC). DAOM students are strongly encouraged to complete a minimum of two weeks of externship at Yue Yang Hospital, Shanghai University of TCM. ACTCM has a formal agreement with this institution.

**Clinic Theaters**

Clinic Theaters begin in the first quarter and occur throughout the program. Clinic Theaters are part of TCM specialty classes. Two or three patients with disorders pertaining to the module topics will be seen in a theater class setting. Students participate in the interview and diagnosis process, and treatment plan with faculty members. After the patient has been treated by the faculty members, the students move to the next-door classroom and engage in a discussion based on their didactic class information, clinical experience, faculty input, and their literature reviews.

**Clinical Grand Rounds**

Throughout the doctoral program, clinical internship includes grand rounds with TCM practitioners and frequently with Western medical practitioners. In this environment, patients will be diagnosed by both practitioners. The faculty will discuss their diagnosis process and recommended a treatment plan, the strengths and weaknesses of their medicine in treating that particular patient, and how the practitioners can work collaboratively to provide the most effective treatment. Students will have ample opportunity to
ask questions and hold in-depth discussions about their patients. Students work in small groups and treat the patients.

**Clinical Observation**
Students observe with biomedical practitioners, such as MD, DO, DC, ND, NP, PT, or OT, at an approved off-campus site. The clinical observation experience provides the opportunity for understanding of the roles and responsibilities of other health care practitioners and developing the skills to work in collaborative practices and in medical teams.

**Clinical Externship**
Two options (or a mixture of the two) are open to the students for completing the clinical externships: (1) Three to Five weeks of externship at Zhejiang Chinese Medical University, Hangzhou China under the supervision of Chinese and ACTCM faculty; or (2) Students can work with senior AOM practitioners or mentor (a minimum of 15 year of clinical experience) of their choice in the United States.

ACTCM will cover the tuition costs in China. Students are responsible for all travel and room and board costs incurred in China. The supervisors or mentors in the United States will be required to approve from the Dean of the DAOM Program before the externship experience commences.

**The Community Clinic**
Located in the main campus building on Arkansas Street, this 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 community clinic operates weekdays, evenings and Saturdays, by appointment or on a drop-in basis.

ACTCM has a community clinic at the Arkansas campus. The clinic has a complete herbal pharmacy, stocking approximately 350 bulk herbs, 54 concentrated herbal extract powders and 64 patented herbal tea pills. The clinic is busy and students are exposed to a diverse and established patient population. The community clinic treats an average of 1000 patients per month. Patient care and student instruction is under direct supervision of Clinical Faculty.

**Dress Code**
Students are required to wear white lab coats during clinic shifts or at any time they are behind the bulk herbal pharmacy. Students are expected to be clean and to dress professionally and modestly during the shift. Jeans and inappropriate tops are not allowed.

**Needle Stick Injury Procedures**
Wash the site of the needle stick immediately and disinfect with Betadine or povadyne solution. **(Betadine: Arkansas campus – in the clinic front desk, next to the First Aid Kit; Pioneer Square – in the file cabinet, classroom G – see librarian for access)**

Report to Clinic Supervisor or Faculty immediately and fill out an incident report. The incident form is available at the clinic front desk. Make an appointment ASAP with Steve Given Dean of Clinical Education, or Jung Kim, Assistant Dean of Clinic to fill out authorization treatment forms.

**Once you have filled out the proper forms, you can go to the following treatment centers:**

A. Occupational Health Network (415) 974-5157
   650 5th Street, Suite, 101
   San Francisco, 94107
   7:30 AM – 5:00PM
   Mon – Fri
B. Medical Group at City Center  
1200 Clay Street  
Oakland, Ca. 94612  
(510) 987-8611  
8 AM – 5 PM  
Mon – Fri

**TB Test & CPR Certification**
Entrance to and enrollment in the college requires you to have an *annual* TB skin test (or chest X-ray, good for five years).

**Where to Get TB and other tests:**
Adult Immunization and Travel Clinic  
SF Dept. of Public Health  
101 Grove St. Room 102  
San Francisco, CA  94102  
415-554-2625  
$25 drop-in

Bay Medical Center  
2 Connecticut St. @ 18th  
415-621-5055  
$25 to $30 drop-in

Mission Neighborhood Health Center  
240 Shotwell St.  
San Francisco, CA  
415-554-2940  
$25 drop-in

Castro-Mission Health Center  
3850 17th St.  
San Francisco, CA  
415-487-7500  
$25 by appt.

**Lab Coat Supply Companies**
- Round Medical Supply & Uniforms. 1712 Divisadero (at Sutter Street). (415) 440-0444.  
  10% discount for students.  
- UCSF Bookstore. 500 Parnassus Avenue (at 2nd Avenue) in the Millberry Union, (415) 476-1666.  
- Discount Medical Books 345 Judah, San Francisco (415) 664-5555.

**Study Abroad Program in China**
Students who have completed their first year of academic requirements may participate in an advanced clinical study program at Zhejiang Chinese Medical University in Hangzhou China. The two-week study abroad program provides advanced clinical training in TCM theory, differential diagnosis and treatment skills. Students work in a hospital setting, and concentrate on acupuncture, Chinese herbal medicine and Tui Na. Because Traditional Chinese Medicine is practiced in Chinese hospitals as a primary care medical system, students see a large volume of patients and a wide variety of conditions.
Studying in China offers the unique experience of treating patients in an integrative setting, as well as offering a volume and diversity of patients important to the training of the doctoral students. Because the USA does not yet have major TCM hospitals, the clinical experience at the Yue Yang hospital and out-patient center is both inspiring and enhances the DAOM specialization training.

POLICIES AND PROCEDURES

The Handbook is the official publication containing the College’s policies and procedures, and students are expected to be familiar with, and abide by, its contents.

2014-2015 Tuition & Fees

The American College of Traditional Chinese Medicine is a not-for-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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAOM Full Program Tuition</td>
<td>$29,741.00</td>
</tr>
<tr>
<td>Application Fee – U. S. Resident</td>
<td>$65</td>
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<tr>
<td>Application Fee – International</td>
<td>$125</td>
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<tr>
<td>Admission Deposit ($100 non-refundable)</td>
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<td>Registration Fee</td>
<td>$25 per quarter</td>
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<tr>
<td>Late Registration Fee</td>
<td>$50.00 for first day; $10.00 per day, up to $100.00</td>
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<tr>
<td>Add/Drop Fee</td>
<td>$10.00 per class</td>
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<tr>
<td>Returned Check</td>
<td>$25.00 per check</td>
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<tr>
<td>Challenge Exam</td>
<td>$100.00 per class</td>
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<td>Replacement/Duplicate Diploma</td>
<td>$40.00</td>
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<td>Student I.D. Card Replacement</td>
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<td>Student Council Fee</td>
<td>$5.00 per quarter</td>
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<td>Transcripts</td>
<td>$5.00 per copy</td>
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<tr>
<td>Duplicate diploma</td>
<td>$25.00</td>
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<td>Malpractice Insurance</td>
<td>$50.00 per quarter</td>
</tr>
<tr>
<td>Make up of final or midterm exams</td>
<td>$35.00 written, $75.00 practical</td>
</tr>
</tbody>
</table>

Student Financial Aid

Federal Financial Aid is available for the DAOM program as well as private lending institutions that may offer loans to qualified individuals to offset the cost of attendance. Please contact ACTCM’s Financial Aid Office for more information.

Payment of Tuition

The following conditions apply to the payment of DAOM program tuition:

- Tuition is paid on a quarterly basis in advance of instruction for that quarter. A monthly payment plan is available with deferred payment fee.
- International students’ first year tuition is due in full within 30 days of acceptance into the program.
- U.S. Resident 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.
- No student will be allowed to register or attend class until the tuition and all indebtedness is paid in full to the College.
• No grades or documents will be released if the student maintains an outstanding balance with the College.
• Malpractice Coverage: A required fee paid with tuition each quarter covers all students working in the Community Clinic or at approved off-site locations under the school’s umbrella liability insurance.
• Registration Maintenance: is a "placeholder course" which bestows no units or grades. If a student has completed all modules of the DAOM program but has not completed the Capstone Project, required case studies, and observation or externship hours and make up work, a student may register for Registration Maintenance. This will keep a student in active status. The fee is the cost of one unit per Quarter. A student may remain in this status until the four-year limit is reached.

**DAOM Program I.T. Requirements**

• DAOM students are required to have access to a working computer and internet connection. Students must be proficient in navigating and operating a computer as well as the internet.
• *It is highly recommended that students bring a laptop to class with them for optimal course participation and learning.*
• DAOM students are required to either own or have access to Microsoft Office or equivalent. Microsoft offers students a discount on their programs through any retailer licensed to sell Microsoft products.
• All course work must be typed and submitted in Microsoft Word, Microsoft Excel or Microsoft Power Point.
• Students must maintain a valid email address throughout the program. Free email addresses are provided by Google Gmail. Email is the primary mode of communication between cohorts and DAOM administration. All forms, registration information and coursework must be sent electronically through email.

**Refund Policy**

All requests for tuition refunds by enrolled students must be requested in writing either in person or by mail. Effective date of termination is the postmarked date or is established by the signature of the Dean of the DAOM program. Verbal requests, i.e., phone requests, will not be honored. Unless such official notice is given, the student will be held responsible for any funds still owed to the College and no refunds will be given.

A student who terminates his/her enrollment between acceptance and the student’s first day of class will receive a full tuition refund of all monies paid to the College (less a $100 administrative fee). A student who terminates his/her enrollment after classes have begun, regardless if he/she attended those classes, will receive a refund on a prorated basis as stipulated on the Quarterly Enrollment Agreement. If a student reduces his or her class load and requests a refund for the difference, the published refund schedule will apply to the difference.

**California Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to honor its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.
To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the BPPE that the school is closed. If you do not receive notice from the BPPE, you have four years from the date of closure to file a STRF application. If judgment is obtained, you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education (BPPE), Department of Consumer Affairs, 1625 North Market Blvd., Suite S-202, Sacramento, California 95834, telephone number (916) 574-7720.

**Student Loan Deferment**
Student loans can be deferred while enrolled in the ACTCM doctoral program.

**Additional Financial Aid**
There are a number of private donors, corporations and foundations that offer scholarships and grants to students. References can be found in most libraries and on the Internet. For further information on resources, review the financial aid page of the ACTCM website at www.actcm.edu. Students either applying for, or in receipt of, student loans must report all outside sources of financial assistance to the Financial Aid Office.

**President’s Emergency Fund**
The President’s Emergency Fund (maximum of $500) is provided to meet the emergency needs of students. These limited emergency funds will be granted upon recommendation by an appropriate ACTCM administrator or faculty and with the approval of the President. Details of the President’s Emergency Funds are available through the Office of Student Services.

**Veteran’s Benefits**
Veterans enrolled at the American College of Traditional Chinese Medicine are approved to receive benefits for the training of veteran and other eligible persons under United States Code 38. Approval is granted by the California Bureau of Private Postsecondary Education, under the auspices of the California Department of Consumer Affairs. For further information contact the Financial Aid Office or the Office of Student Services.

**Grading Policy**
A Pass/Fail grading system based on a point system will be used as indicated below:
- **P** (Pass) Satisfactory completion of all required coursework. A percentage of 80% or higher is required to pass a course.
- **I** (Incomplete) = Indicates that a portion of required course work has not been completed and evaluated in the prescribed time period. A final grade is assigned when the required course work has been completed.
- **F** (Fail) Unsatisfactory completion of coursework. This results in dismissal from the program. The student may apply for re-admission after 12 months.
- **W** (Withdraw) A student may withdraw from a course before the final requirements are due. The student must request and receive approval from the Dean of the DAOM program and the course instructor. A “W” becomes a permanent part of the student’s academic record. A student may have to take a leave of absence and repeat the course the following year.

**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 education courses, coursework taken through a study abroad program, and courses taken concurrently at another institution.

**Attendance Policy**
During Quarters 1-8, students may miss a total of 2 four-day modules. In cases where a student does not miss an entire module, but only a portion, the student may not miss more than 8 days during the entire program. In all cases of absence, students are responsible for making up the missed work. Since all didactic classes will be audio taped, students are responsible for obtaining the tapes, class handouts and student notes for any missed portions. Students are then required to submit a summary of the class(es) he/she missed to the DAOM administrative office.

Students must submit all other related assignments to his/her instructor. This must be done within 6 weeks of the absence or the student may be placed on academic probation. If, after a total of 10 weeks, the work has not been submitted, the student will get an Incomplete for the course.

If a student misses a clinical experience, the student will be responsible for making arrangements with the Dean of the DAOM Program to make up the work within 6 weeks of the absence. Failure to complete this requirement will lead to academic probation or dismissal.

**Transfer Credit Policy**
1. Transfer credit will only be awarded for course work at the graduate level that supports the program’s objectives and meets the standards for completion of the program. These credits must come from an accredited institution or its international equivalent.
2. All courses submitted for transfer credit will be evaluated by the DAOM Admissions Committee for applicability to the curriculum. Applicants must provide course descriptions and syllabi for each course they wish to be considered.
3. Transfer credit awarded by the program shall not exceed one-third of the total hours of the DAOM.
4. Course work taken at another institution more than 5 years ago will be considered for transfer only with appropriate examination (or acceptable evidence of current content knowledge use).
5. Clinical hours/experiences or CEU credits are not accepted as transfer credit.

**Academic Probation**
Students who do not make satisfactory academic progress (80% or higher) are placed on academic probation and have one term to show improvement. Students who have scores that are less than 80% will be dismissed from the program. Under special circumstances, the Dean of the DAOM program may continue a student on probation. Notice of the probation will be sent to the student and will be noted on the student’s transcript.

Within one quarter, such students will be required to complete an approved study plan developed between the student and faculty responsible for the curriculum in the student’s areas of difficulty. Study plans must be approved by the faculty member and the Dean of the DAOM program. Students will be required to complete the study plan in their areas of deficiency concurrently with the regular course load.

Upon completion of each section of the study plan, the faculty will certify that the student is eligible for re-examination. When all deficiencies have been removed through successful passage of examinations or required projects, the student will be readmitted in good standing to the program. Failure to complete all study program requirements within one quarter will lead to a reassessment of the viability of continued matriculation. The Dean of the DAOM program may require that a student repeat a section of the program or may recommend to the DAOM Council that the student is academically dismissed. A student on
academic dismissal may apply to the Dean of the DAOM program for reinstatement after 12 months. To be considered for reinstatement, the student must provide evidence that shows an improved capability for success.

**Homework Expectation**
The DAOM program is a rigorous program requiring extensive study between on-campus sessions. Students should expect to spend approximately 15-20 hours per week preparing for each on-campus experience. Homework may be assigned by professors from time to time.

**Student Portfolio**
The College maintains the Student Portfolios which are located in the Dean of the DAOM program’s office. This portfolio contains all application materials and evidence of work completed towards the degree, case studies, observation logs, comprehensive exams, and capstone projects. The portfolio is considered a confidential file and open to review by the student at any time. The portfolio will be used to evaluate the progress of each student including a full review at the end of Years 1 and 2 and at the conclusion of the final clinical experience.

**Student Evaluation**
Student evaluation will be an ongoing process throughout the program. Identified competencies in all didactic and clinical courses will be evaluated by the faculty members. Each course syllabus will state faculty expectations and methods of evaluation. In didactic classes that have a clinical component, students will be expected to demonstrate how to integrate, synthesize and apply the information they have studied. Students will be expected to utilize literature research in their classes and apply it appropriately in their written assignments and in dialogue with faculty and classmates. Written assignments must meet acceptable standards for graduate work as identified by faculty members at the start of each class.

**Comprehensive Exams**
Comprehensive examinations are given at the beginning of Year 1 (Quarter 1) and the end of Year 2 (Quarter 8). The written examinations will be evaluated by faculty with expertise in the areas evaluated. Emphasis will be placed on the student’s comprehension of information and ability to synthesize and apply information to clinical situations.

**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 specific academic issues. Students needing to refresh their knowledge must complete a Required Review in which they participate fully in a given course (including taking exams, completing assignments, attending classes, etc.), but are not required to pay tuition.

**Satisfactory Academic Progress**
Students are accepted into the program with the understanding that they must proceed through all courses as prescribed. Interruption of progress due to incompletes or absences that were not made up may require the student to request a leave of absence and re-take the course work with a different group of students the following year. A maximum of four years is allowed for completion of the degree.

**Leave of Absence and Withdrawal**
A student may apply for a formal leave of absence of one year (12-calendar months) assuming the student does not have financial or disciplinary issues. The student may reenter the program after the twelve-month
The student may have incompletes on his/her record due to absences or work that has not been submitted.

The Dean of the DAOM program and student will meet to generate a plan to accommodate work to be completed. It must be understood that ACTCM has the right to alter its doctoral program; therefore, a student returning from a leave of absence may incur different requirements. Students who leave the program without applying for a leave of absence will be considered to have withdrawn from the program and will have to re-apply.

**Student Records**

Student academic records are maintained in permanent files in the Registrar’s Office. A student record contains all documents relating to a student’s activities at the College including, but not limited to: admissions, grade reports and transcripts, quarterly registration, tuition payments, correspondence, tuition agreement form, and health documents. ACTCM protects student records in accordance with the 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 written consent of the student except as required by law. The College permanently maintains records of academic progress.

Students have the right to appeal grades and other academic records. 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 must 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 Dean of the DAOM Program who will consult with the faculty member of record. If a grade is modified, the Dean of the DAOM Program 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.

**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:

1) 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, DAOM Director, 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.

2) 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 College official responsible for the record, 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.

3) The right to consent to disclosures 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.

4) 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 20202-4605

Transcripts
A student academic file is the property of the College; however, official copies of the transcripts are furnished upon request by the student. There is no charge for the first official transcript. See fee schedule for subsequent transcript requests. The transcript is official only if it is imprinted with the signature of the Registrar and the embossed seal of the College.

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. Upon graduation the student may request two unofficial transcripts free of charge. To order a transcript, please fill out and sign the Transcript Request Form and submit this form to the Registrar. Please allow one week for transcripts to be sent from the Student Records Office.

Note: The Student Records Office will not provide students with or release copies of documents of coursework completed at other institutions they have attended.

Graduation
Graduates will receive the degree of Doctor of Acupuncture and Oriental Medicine. Requirements for the degree are:
• All coursework and clinical requirements have been met including the student’s clinical capstone project.
• All attendance requirements have been met.
• All case studies and comprehensive exams have been passed with a minimum score of 80% in each exam.
• All financial obligations to ACTCM have been met.
• All library books are returned.
• Exit interviews are completed.

DAOM Student Active Status Policy
DA799 DAOM Active Status is a "placeholder course" which bestows zero-unit or grades. It serves the following functions:
If a student has completed all modules of the DAOM program coursework but has not completed the Capstone Project, required case studies, and observation or externship hours and makeup work, a student is required to register for DA799 DAOM Active Status to continue advancing toward graduation. This will keep a student in active status. A DAOM student may remain in this status until the four-year limit is reached.

Please note that DA799 DAOM Active Status does not qualify as half-time enrollment so a student will not be eligible for financial aid or to defer financial aid loan payments during this time.

A DAOM student must remain in the Active Student Status in order to continue working toward competition of the DAOM program. In order to maintain this status fee of one unit will be charged each quarter. This fee is due at the time of registration for each DAOM Quarter. The fees from DA799 will be posted by the Finance Office as Active Student Fee.

This status may be renewed each quarter until the student completes DAOM program requirements or reaches the four (4) year maximum time length allowed to complete the DAOM program. If this fee goes unpaid, the accumulated Quarterly fees will be applied toward the outstanding amount owed the college. All fees must be paid in full in order to be awarded the DAOM degree.

**Americans with Disabilities Act**

As an equal opportunity institution of higher education, the American College of Traditional Chinese Medicine is committed to providing equal employment opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act, and Titles I and III of the Americans with Disabilities Act of 1990, it is ACTCM’s policy that no qualified individuals shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any College sponsored program or activity. The College reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged. If such an assessment is needed, the Director of Student Affairs and Alumni Relations has a list of referrals where such assessments can be obtained. For current or prospective students, a formal request for accommodations should be submitted to the Director of Student Affairs and Alumni Relations at (415) 282-7600 x216, or in person at the 455 Arkansas Street Campus.

**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
Doctoral 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.

**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.
\begin{itemize}
  \item Being under the influence of alcohol or drugs which impair judgment, performance or behavior while on campus.
  \item Engaging in lewd, indecent, or obscene behavior on College property or a College function.
  \item Abusive behavior directed toward a member of the College community.
  \item 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.
  \item Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.
  \item Violating parking lot restrictions at campus facilities.
\end{itemize}

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.

\textit{Conduct by Applicants for Admission}

Notwithstanding any provision in this statement to the contrary, admission or re-admission may be qualified or denied to any person who, while not enrolled as a student, would be the basis for disciplinary proceedings pursuant to the above. Admission or readmission may be qualified or denied to any person who, while a student, commits acts, which are subject to disciplinary action pursuant to the above.

\textit{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.

\textit{Drug-Free Campus Policy}

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989, the American College of Traditional Chinese Medicine has enacted the following policy guidelines regarding substance abuse on campus:

\begin{itemize}
  \item It is the policy of ACTCM to maintain a drug-free workplace and campus.
  \item 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.
  \item Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students.
  \item Violations may also be referred to the appropriate authorities for prosecution.
\end{itemize}
A copy of the complete Drug Free Campus Policy can be found in both the Student and Employee Handbooks.

**Prevention of Sexual and Other Unlawful Harassment Policy**

The American College of Traditional Chinese Medicine 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

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.

**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 registered service animals (therapy animals are excluded). This policy applies to students, staff, faculty, clinic patients, and other visitors. Any ACTCM student with a disability who utilizes a service animal must register with the Student Affairs office. Faculty and staff who utilize a service animal must register 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 wellbeing of a service animal as well as any property damage. Service animals on campus must:

1. **Meet Non-College Requirements:** All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinance must be followed.
2. **Be Healthy:** The animal must be in good health.
3. **Be Under Control of Partner:** The person with a disability must be in full control of the animal at all times. Reasonable behavior is required from service animals while on campus. If the partner of an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be asked to remove the animal from college facilities. Mitigation of disruptive behavior can include muzzling a barking animal or refresher training for both the animal and the partner.
4. **Be cleaned up after:** The partner must follow local ordinances in cleaning up after the animal defecates.

**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.

Statement of Non-Discrimination
American College of Traditional Chinese Medicine is an equal opportunity institution and does not discriminate on the basis of age, education, race, religion, national origin, gender or sexual orientation.
Evacuation and Emergency Procedures

ARKANSAS:
- 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!

COMMUNITY 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:
- 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 – Once out, stay out!

IN THE EVENT OF CLINIC POWER FAILURE:
- Go directly to the treatment room, and talk to your patient.
- Remove all needles. Do not treat in the dark.
- At the front desk there are flashlights for every treatment room, along with five portable desktop lights. The Clinic Dean, Assistant Clinic Dean, and Pharmacist also have a fresh supply of batteries.
- In the event that treatment is interrupted - the patient will not be charged a fee for service.

STUDENT SERVICES

American College of Traditional Chinese Medicine is dedicated to having an environment that is safe, drug free and free of sexual harassment of any kind. All student services and activities are the responsibility of the Office of Student Services.

Academic Support
Students meet with the Dean of the DAOM program throughout the year to review the course schedule and discuss any issues or questions. Students are also encouraged to discuss academic or professional
issues with the Vice President of Academic Affairs, or the Director of Student and Alumni Affairs, all of whom maintain an “open door” policy. Faculty members are also available to help guide students during their course of study.

**Advising**

The advising process provided to the doctoral students is considered an important part of the teaching/learning process. Students meet at least once per quarter with the Dean of the DAOM Program in an open session to discuss the DAOM program and faculty. Students are also encouraged to hold one-on-one meetings with the Dean of the DAOM Program. The Director of Student and Alumni Affairs is also available to help students find affordable outside resources for personal problems that may arise.

**Campus Security**

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 x16 or the Facilities Manager, (415) 282-7600 x15. The College’s Annual Security Report can be found on the College’s website at: www.actcm.edu

**Alumni Services**

Graduates of ACTCM are important to the continued growth of the institution. The Alumni Association enables a sharing of experiences between the current students and graduates. Alumni continue to support the College as assistant instructors and advisors on the comprehensive examinations, as mentors to new students and recent graduates, and through financial contributions to and participation in College events.

Upon graduation, our alumni automatically become members of our Alumni Association. Our Alumni Services Office strives to provide ACTCM graduates with valuable information and services, as well as worthwhile events and opportunities. In addition to use of the College’s Library/Learning Resource Center, Community Clinic and ACTCM Store, services available to our alumni include:

- **The Alumni Practitioners Directory**—A world-wide online directory that allows business referrals and networking for graduates.
- **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.
- **Bridging the Gap**—Seminars presented by ACTCM alumni for ACTCM students and recent alumni on educational topics of common interest.
- **Alumni Association Meetings**—General meetings of the Alumni Association are held throughout the year during which the board of directors and officers are selected and business and planning are carried out.
- **Alumni Survey**—ACTCM surveys its alumni on a regular basis to get their suggestions regarding the College and to find out how they are faring professionally; results of the survey are published in the Campus Forum newsletter.
- **Community Outreach**—ACTCM strives to serve the local community and increase understanding of TCM through participation in local health fairs, public lectures, conferences and special events. ACTCM welcomes alumni involvement in these events which provide excellent opportunities for practice building.
• **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, obtain sample practice management forms and more.

• **Alumni Appreciation Day**—Sponsored by the College and Alumni Association, this annual event allows ACTCM alumni to socialize and reconnect while participating in a CEU seminar and annual Alumni meeting.

**Computer Facilities**
Computer stations equipped with Internet and Medline access are available for academic and research use in the Library/Learning Resource Center and the Student Lounge. Wireless computer access is available in both campus buildings. Coin operated-public-use copy machines are available at both campuses.

**Health Services**
TCM treatment, including herbs, is available to students in the Community Clinic at a discounted rate. The Director of Student and Alumni Affairs also provides a referral list containing a number of low-cost clinic options for other health care and/or counseling services.

**Housing Information**
The diverse neighborhoods of San Francisco offer a wide range of housing options. While the College does not provide housing, the Admissions Office and Student Services Departments are available to provide assistance and answer questions regarding housing. In addition to providing referrals to online housing resources, the College maintains a bulletin board with information on available rentals.

**Immigration and Naturalization Services**
International students are required to have valid passports for travel to, from and within the United States. I-20 forms will be issued by the College after acceptance into the program and prior to the student’s departure to the United States or departure to the point of origin. International students must abide by all immigration laws. Information on immigration regulations is available from the Office of Student Services. Health insurance coverage is required of all international students. Although the College does not provide insurance coverage, a list of providers and related information can be obtained from the administrative office.

**Student Life**
The College encourages and supports students’ efforts to broaden their educational foundation through courses taken at other institutions or participation in related events. The College’s bulletin board and website contains a current listing of these types of activities. Events may include field trips to the UC Berkeley Botanical Garden of Medicinal Plants or Chinatown and/or participating in the development of the ACTCM Herb Garden. The College also holds quarterly social events.

**Our Students**
Whether having recently graduated from college or returning to school after establishing a career, our students reflect San Francisco’s ethnic and cultural diversity, and bring to the campus community a wealth of work and real-life experience. While ACTCM attracts many students with healthcare backgrounds, we also have students from many different professions, including lawyers, musicians, engineers, teachers and artists. Our students come from throughout the United States and abroad and range in age from 24-60. What they share in common is a commitment to and passion for the study of Chinese medicine. The vibrancy of our college community comes as much from what our students contribute as from what ACTCM offers.

**ACTCM Store**
The ACTCM Store is located at Pioneer Square campus. It contains acupuncture and clinical supplies, ACTCM regalia, textbooks and study aids. The store is open to current students, staff, prospective students, alumni and clinic patients.

**Student Governance Representation**

The DAOM program provides a ready forum for students to provide input on a wide range of issues, and to interact with faculty and administration in ways that help shape the learning experience. Student representatives are elected from each incoming DAOM cohort to interact with faculty and DAOM administrative office. The Student governance is an invaluable resource to the College, and is often a catalyst for establishing new activities and finding solutions to issues that may arise.
INTERNATIONAL STUDENT STATUS

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 5 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 5 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 5-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**

1. Social Security Administration: [www.ssa.gov](http://www.ssa.gov)
2. Immigration and Naturalization Service: [www.ins.usdoj.gov](http://www.ins.usdoj.gov)
4. Embassies: [www.embassy.org](http://www.embassy.org)
6. United States Department of State (foreign affairs): [www.state.gov](http://www.state.gov)
7. U.S. visas: [www.travel.state.gov/visa_services.html](http://www.travel.state.gov/visa_services.html)
9. Cultural Information: [www.webofculture.com/ref](http://www.webofculture.com/ref)
10. Department of Motor Vehicles: [www.dmv.ca.gov](http://www.dmv.ca.gov)
REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD DUE TO ACADEMIC DIFFICULTY
FOR STUDENTS IN F-1 STATUS
(Form A)

This form is provided for your convenience. The information requested on this form is needed to comply with Department of Homeland Security regulations. The international student named below is applying for approval to take a reduced course load (less than 5 quarter units) due to “Academic Difficulties.” Permission from the Admissions Office must be obtained before the student drops the course. An F-1 student who drops below a full course of study without the prior approval of the Admissions Office will be in violation of federal regulations governing F-1 students and will be considered to be “out of status.”

If the request for a reduced course load is approved, the student must resume a full course of study during the next available quarter in order to maintain legal student status, unless s/he is graduating. A student previously authorized to drop below a full course of study due to “Academic Difficulty” will not be eligible for a second reduced course load authorization due to “Academic Difficulty” while pursuing a course of study at the same academic level.

TO BE COMPLETED BY THE STUDENT

Name: __________________________________________ Phone ( ) __________________________
(last) (first)

E-Mail Address: __________________________________________ Completion Date _____ / _____ / _____

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL

Quarter & Year for This Request _______________ _______________
Quarter Year

The student named above is applying for a reduced course load due to (please check one)

____ Initial Difficulty with English Language or Reading Requirements (new students only)
____ Unfamiliarity with U.S. Teaching Methods (new students only)
____ Improper Course Placement (please provide course number/name & attach detailed explanation)

I certify that the student’s request to take a reduced course load is due to one of the three reasons listed above. The student will only be enrolled in _____ units for the above-indicated semester. I provide the following information to support my recommendation:

__________________________________________

__________________________________________

__________________________________________

DSO Signature Date _____ / _____ / _____

Date Entered Into SEVIS Date Student Notified By E-Mail
REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD DUE TO MEDICAL CONDITION FOR STUDENTS IN F-1 STATUS
(Form B)

This form is provided for your convenience. The information requested on this form is needed to comply with Department of Homeland Security regulations. The international student named below is applying for approval to take a reduced course load (less than 5 quarter units) or to withdraw from all courses due to a medical condition. **Permission from the Designated School Official must be obtained before the student drops the course.** An F-1 student who drops below a full course of study without the prior approval of the Designated School Official will be in violation of federal regulations governing F-1 students and will be considered to be “out of status.”

In order for ACTCM to approve your request, you must provide current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist that substantiates your illness or medical condition, and which recommends a reduced course load or a withdrawal from the college. Please attach an original letter from your doctor (on the doctor’s original letterhead stationary) to this form. If you cannot submit the required documentation, or if the documentation does not include the required information, your request cannot be processed.

If your request is approved you must resume a full course of study in the next available quarter in order to maintain your legal student status.

**TO BE COMPLETED BY THE STUDENT**

Quarter & Year for This Request

(Quarter) (Year)

Name: ____________________________ Phone (____) ____________________________
(last) (first)

E-Mail Address: ____________________________ Today’s Date: _______/_____/_____

I plan to enroll in and complete ______ units for the above-indicated semester at ACTCM.

I have attached to this form current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist that verifies my illness or medical condition and which recommends a reduced course load or withdrawal from the college.

**TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL**

______________________________ ______/_____/_____
DSO Signature Date

______________________________
Date Entered Into SEVIS

______________________________
Date Student Notified By E-Mail
REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD DUE TO COMPLETION OF STUDY FOR STUDENTS IN F-1 STATUS (Form C)

This form is provided for your convenience. The information requested on this form is needed to comply with Department of Homeland Security regulations. The international student named below is applying for approval to take a reduced course load (less than 5 quarter units) because s/he requires less than a full-time course load to graduate in the semester indicated below. **Permission from the Designated School Official must be obtained before the student registers.** An F-1 student who drops below a full course of study without the prior approval of the Designated School Official will be in violation of federal regulations governing F-1 students and will be considered to be “out of status.”

A student who registers for less than a full course load because s/he intends to graduate at the end of that semester, and then does not graduate, will then be in violation of federal immigration regulations, will be considered to be “out-of-status,” and risks losing all F-1 benefits.

**TO BE COMPLETED BY THE STUDENT**

Name: ___________________________ Phone ( ) ___________________________
(last) (first)

E-Mail Address: ___________________________ Completion Date ___/___/_____

**TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL**

Quarter & Year for This Request ___________________________ ___________________________
Quarter Year

The student named above is applying for a reduced course load due to completion of course of study (student plans to graduate in the semester indicated above) because s/he only needs to complete ___ units in order to graduate.

I certify that the student named above is enrolled in his/her final units needed for degree completion and s/he will meet all requirements for graduation at the conclusion of the quarter indicated above.

______________________________    _______________________
DSO Signature     Date

______________________________    _______________________
Date Entered Into SEVIS    Date Student Notified By E-Mail
RECOMMENDATION FOR EXTENSION OF TIME LIMITATION FOR A PROGRAM OF STUDY FOR STUDENTS IN F-1 STATUS
(Form D)

Student’s Name: ___________________ ___________________
(last) (first)

Student’s Expected Completion Date: _______/_____/_____

This form is provided to facilitate the communication of certain information required by regulations of the Department of Homeland Security. Its completion is needed for a student in F-1 status to be granted an extension of the time limitation placed by the Immigration Service upon the student’s current program of study. Any questions you may have can be directed to the Admissions Office at (415) 282-7600, EXT. 18.

1. Has the student been continuously enrolled for a full course of study?
   _____ Yes   _____ No

2. This student will complete requirements for his/hers program on or about
   ______/_____/_____

3. This student has not yet completed the current program of study due to
   (please check all that apply)
   _____ Delay caused by a change in major field of study
   _____ Delay caused by unexpected research problems
   _____ Delay caused by lost credit upon transfer to our school
   _____ No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program
   _____ Other (please attach a detailed letter of explanation)

I therefore recommend that this student be allowed additional time to complete studies.

_________________________   _______/_____/_____
Designated School Official Signature          Date
TRANSFER OUT FORM FOR STUDENTS
IN F-1 STATUS
(Form E)

Transfer Out Procedures: If you plan to transfer from ACTCM to another U.S. school, you must use this form to notify the Admissions Office at ACTCM (your “current” school) of your intent to transfer and to indicate the school to which you intend to transfer (your “transfer” school). Upon receipt of your completed form, the Admissions Office will update your record in the Student and Exchange Visitor Information System (SEVIS) as a “transfer out” student and indicate the name of your transfer school and a transfer release date. Important: Although you may be applying to multiple new schools, ACTCM may indicate only one transfer school in SEVIS. Also, your transfer release date will be the end of the current term or session, unless you can document your need for an earlier (or later) release date.

Please note that your new school will not be able to issue a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer you must notify the Admissions Office before your transfer release date—once the transfer release date has been reached, ACTCM will no longer have access to your SEVIS record.

Please Complete the Information Below & Return it to the ACTCM Admissions Office

1. First Name: ____________________________
2. Last Name: ____________________________
3. SEVIS ID: ____________________________
4. Transfer School Name ____________________________
5. Transfer School Address ____________________________
6. Transfer School Phone: ____________________________
7. Transfer School Fax: ____________________________
8. Do you need a transfer release date before the end of the current term or session ___ yes ___ no
9. If yes, please indicate:
   a. Your requested transfer release date: ____________________________
   b. Your reason for requesting an early transfer release date. Note: you must attach documentation to this form which supports your request.

________________________________________________________________________
________________________________________________________________________

Office Use Only

SEVIS updated on ___/___/____ by ___ with a transfer release date of ___/___/____
F-1 STUDENT CHANGE OF ADDRESS FORM

Name: ____________________________  ____________________________  
       (last)                      (first)                      

Email Address: ___________________________________________________________

Old Address ____________________________  New Address ____________________________  
                                            ____________________________  
                                            ____________________________  

Old phone # ____________________________  New phone # ____________________________  

Cell phone # ____________________________  

Did you file a change of address form with the post office?  Yes _______  No _______  

If no, are you now aware that you need to change your address with the post office?  Yes _______  No _______  

What was your move-in date at your new address? ____________________________  

__________________________________________  

(Student Signature)  

__________________________________________  

(Date)
THE 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 have goats grazing on the hills. It is one of the sunniest areas in SF and offers beautiful vistas in all four directions. ACTCM has inhabited the building on Potrero Hill for over 20 years. It is home to the ACTCM community clinic and ACTCM’s Medicinal Herb Garden, which is tended by students. There are entrances on Connecticut and Arkansas Streets, 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, Department Chairs’ offices, a faculty office and an outdoor patio.

Parking
There is plenty of all-day parking on Arkansas, De Haro Street, and other neighboring streets. Some areas have a 2-hour time limit. Street cleaning occurs once a week. Signs are posted indicating which day the block cannot be used for parking. 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 card shops, plant shops, cafes, boutiques, restaurants, a Laundromat, etc. on 18th St. between Arkansas and Texas Street. There are two delis, a Laundromat, a cafe, beauty salon and two natural food stores on 20th Street, between Wisconsin and Texas Street. The Pioneer Square campus has many restaurants within walking distance. Check out the area around 16th and De Haro. The following is a list of a few recommended restaurants, but do some exploring on your own around the area.

Restaurants & Cafés Near the Arkansas Campus:

- **Aperto**: 1434 18th St. (at Connecticut Street), (415) 252-1625. This local Italian joint serves pasta, meat dishes and outstandingly fresh fish.

- **Pera**: 1457 18th St, between Connecticut & Missouri, (415) 648-9999 Mediterranean cuisine.

- **Goat Hill Pizza**: 300 Connecticut, between Mariposa & 18th St., (415) 641-1440. Really good pizza, featuring all-you-can-eat-Monday’s.

- **The Rustico**: 1111 8th Street @ 16th and Wisconsin (415) 252 – 0180. The café style restaurant has everything made fresh in their kitchen – even the bread. Open until 12 PM everyday.

- **Farley’s and Hazels Kitchen**: 1315 18th St. @ Missouri. Often voted the best coffee shop in the city, this is a great place to meet the people who live on Potrero Hill, and have a loud study group. Don’t worry; the music will always be louder! Hazel’s is a few doors down. It has a small, but delicious menu of sandwiches, soups and salads. Outdoor seating is limited so you can order at Hazel’s and eat at Farley’s. **Farley’s even offers discounts for ACTCM students!**

- **Axis Café and Gallery**: 1201 8th St. 415-437-2947. Near the intersection of 8th and Irwin St. This is a study haven. Wireless, outside patio, lots of room for study groups, fireplace with a fire, salads, sandwiches, coffee and treats.
• **Chatz:** 301 Arkansas St, at 18th St. (415) 206-0300. This shop has a lot of great smoothies and coffee. They also offer sandwiches and yummy soups.

• **Thinker's Cafe:** 1631 20th St, between Arkansas & Connecticut, (415) 285-8294. Coffee shop that also serves soups, salads, lasagna, and sandwiches.

• **Sunflower Vietnamese Restaurant:** 288 Connecticut Street (at 18th), (415)861-2336. Great lunch specials.

**Restaurants & Cafes near the Pioneer Square Campus**

• **Sally's:** 300 De Haro Street @16th(415) 626-6006. Traditional American Cuisine. Burgers start at $6.25. They have cold and hot sandwiches, pasta and burritos too.

• **Wolfe's Lunch:** 1220 16th St. (at Wisconsin Street), (415) 621-3684. You’ll find cheap American and Japanese breakfast and lunch.

**Grocery Stores:**

• **Good Life Grocery:** 1524 20th St. at Connecticut, (415) 282-9204.

• **Dave’s Food Store:** 1601 20th St., corner of Connecticut. (415) 282-3939. They also have good homemade, inexpensive tabouli, egg salad, falafel and sandwiches...

• **All State Best Foods:** 1601 20th St. 415 - 642-3230. Next Door to Dave’s Food Store.

• **Whole Foods Market:** 17th and Rhode Island.

**HOW TO GET TO ACTCM**

**Main Campus/Clinic Location and Parking:**
The main ACTCM campus building faces both 455 Arkansas Street and 450 Connecticut Street, between 19th and 20th Streets. The ACTCM parking lot is located at 450 Connecticut Street and is for faculty and clinic patients only. There is plenty of street parking available.

**Pioneer Square Campus Location:**
The Pioneer Square campus is located on the first floor of 555 De Haro Street (at 18th). The parking lot is reserved for faculty and other businesses at that location only.

**Driving Directions to ACTCM**

  **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 Street 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 Line
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. Go right on De Haro toward 18th. We’re on the left at 555 De Haro.

19 Polk/Navy Yard Line
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.

10 Townsend Line
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. Go right on De Haro toward 18th. We’re on the left at 555 De Haro.
WHO’S WHO AT ACTCM

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Communications Coordinator

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Clinic Receptionist

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Network Administrator

Lena Liu, BA
Administrator/Assistant to the President

Paolina Malendoff
Clinic Insurance Billing

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Main Campus
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(415) 282-7600 Phone
(415) 282-0856 Fax

Pioneer Square Campus & Shuji Goto Library
555 De Haro Street, San Francisco, CA 94107
(415) 355-1601 Phone

Community Clinic
450 Connecticut Street, San Francisco, CA 94107
(415) 282-9603 Phone
(415) 282-9037 Fax

ACTCM Website
www.actcm.edu

Student Services
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Student Services: studentservices@actcm.edu
Alumni Office: alumni@actcm.edu
Community Clinic: clinic@actcm.edu
Library: library@actcm.edu
Communications: media@actcm.edu

Business Hours
Administration (Main Campus):
Monday–Thursday 8 am–9 pm
Friday 8:30 am–6 pm
Saturday 8 am–6 pm
Sunday Closed

Library (Pioneer Square Campus):
Monday and Friday 9 am–7 pm
Tuesday–Thursday 9 am–8 pm
Saturday 10 am–6 pm
Sunday Closed

Clinic (Community Clinic):
Monday–Thursday 8:30 am–9 pm
Friday and Saturday 9 am–6 pm
Sunday Closed

Classroom instruction is held in the Main Campus and the Pioneer Square Campus. Clinical instruction is held in the Community Clinic.