

ACTCM



American College Of Traditional Chinese Medicine

2013-2014 CATALOG



BLOSSOM AND GROW

**American College of Traditional Chinese Medicine
2013-2014 Catalog**

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President's Welcome

The American College of Traditional Chinese Medicine (ACTCM) has been at the forefront of Traditional Chinese Medicine education since its inception in 1980. Our two degree programs, the Master of Science in Traditional Chinese Medicine (MSTCM) and the Doctor of Acupuncture and Oriental Medicine (DAOM), provide a truly exceptional professional education. Our community clinics serve as a diverse and demanding training ground for our students, while also providing affordable health care services to the community, additionally, ACTCM's certificate programs in Tui Na and Shiatsu and its public programs offer further opportunities for study to current ACTCM students, healthcare professionals and the general public.

Traditional Chinese Medicine (TCM) is an ancient and profound healing art that originated more than 3,000 years ago. It comprises a number of therapeutic practices, among them Chinese herbology, acupuncture, nutrition, Tai Ji Quan and Qi Gong, that have long proven efficacy in treating a wide range of disease conditions. At the core of TCM is an understanding that the body, mind and human spirit are integrally connected, and that restoring and maintaining energetic balance are essential to health and well-being. What the Chinese people discovered through practical experience over many centuries is increasingly being validated by modern science. Today, acupuncture and TCM is practiced side-by-side with Western medicine in numerous hospitals and clinics in China and, increasingly, in the United States.

In a rigorous medical training program such as ACTCM's, the quality of the faculty is essential to the quality of the education. We have a dynamic mix of faculty members committed to educational excellence. Trained in China and in the United States, our seasoned faculty members are well-versed in the healing arts, with many holding credentials in both TCM and Western medicine. Together, ACTCM's faculty, students and alumni have been instrumental in bringing acupuncture and TCM into hospitals and community health care clinics in the San Francisco Bay Area and beyond.

We invite you to visit our campus and experience our vibrant educational community. And, of course, we invite you to explore the incomparable city of San Francisco, a city with a strong connection to Chinese culture and Traditional Chinese Medicine. Thank you for your interest in the American College of Traditional Chinese Medicine.

Sincerely yours,

Lixin Huang, MS
President

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 the American College of Traditional Chinese Medicine is to provide exemplary professional education and quality patient care in acupuncture and Traditional Chinese Medicine.

Vision

The American College of Traditional Chinese Medicine will be an international center of educational excellence that advances professional collaboration and ecologically sustainable medicine.

Core Values

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

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; and
- Provide leadership for ecologically sustainable Chinese herbal medicine.

MSTCM Educational Objectives

Upon completion of the MSTCM program, graduates will be able to:

Medical Knowledge

- Articulate an understanding of the theories and systems of acupuncture and Traditional Chinese Medicine;
- Apply the skills and knowledge of acupuncture and Traditional Chinese Medicine in the clinical setting;

- Demonstrate an understanding of the role of lifelong learning in professional development;
- Demonstrate the ability to critically appraise medical literature;
- Demonstrate competence in the application of acupuncture and Traditional Chinese Medicine modalities;
- Apply biomedical knowledge in patient care; and
- Demonstrate the ability to recognize situations requiring referral or emergency referral as part of case management.

Patient Care

- Demonstrate the ability to interact with patients in a caring manner;
- Demonstrate the ability to develop subjective and objective findings in patient care;
- Demonstrate the ability to develop an assessment and treatment plan in patient care;
- Develop and implement an effective patient management plan;
- Demonstrate the ability to engage patients as active participants in their care;
- Demonstrate interpersonal and communication skills with patients and other health care providers; and
- Work collaboratively with other members of the healthcare team in the provision of patient-centered care.

Professionalism

- Demonstrate the ability to respect the patient's dignity, privacy, and confidentiality in the delivery of health care;
- Demonstrate the ability to interact with patients, staff and other health care providers in a culturally sensitive manner;
- Demonstrate an understanding of professional ethics and responsibilities; and
- Demonstrate knowledge of techniques for establishing and developing a successful practice.

DAOM Purpose

The DAOM program's purpose is to enhance the knowledge base and clinical skills of Oriental medicine practitioners, to develop two specializations, 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

Brief History of ACTCM

The American College of Traditional Chinese Medicine (ACTCM) is a private, independent graduate school founded in 1980 as a nonprofit 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, Tui Na and Chinese herbs for the treatment of various conditions and to promote wellness and health.

In 1986, ACTCM became the first college in the country to award a Master of Science degree in Traditional Chinese Medicine (MSTCM). In 1991, the College was granted accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), and re-approved in 1996, 2001 and 2007.

The ACTCM clinical doctoral program, Doctor of Acupuncture and Oriental Medicine (DAOM) started the first cohort in 2006. The DAOM program received candidacy for accreditation with ACAOM in 2010 and was accredited by ACAOM in 2012. The doctoral program provides advanced education in TCM with an emphasis on integrative medicine, and offers specialty training in women's health and pain management.

ACTCM also offers innovative massage certificate programs in Tui Na and Shiatsu, which can be completed by students concurrently enrolled in the MSTCM program.

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

The College gratefully acknowledges all of those who have supported the institution. Special recognition goes to Dr. Shuji Goto, President of the Goto College of Medical Arts and Sciences in Japan. For many years Dr. Goto was a significant contributor to ACTCM, and from 1994 until 2003 he served as Chairman of the Board of Directors. As Chairman, Dr. Goto supported the strategic goals of the College and the high standards for Traditional Chinese Medicine education that continue at ACTCM to this day. His leadership and support helped the College move forward to become one of the leading Traditional Chinese Medicine schools in the United States. In acknowledgement of his important achievements, the ACTCM Board of Directors has bestowed upon Dr. Goto the honorary title of Chair Emeritus and named the college's library in his honor.

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 with an average age of about 34. 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.

Our Campus

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.

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 has been the recipient of two grants, the most recent of which enabled the College to add an "edible herbs" collection to the garden, as well as related lectures and demonstrations. The garden continues to grow and produce a global array of healing herbs through the efforts of students, staff and faculty.

Healthy People, Healthy Planet Project

In partnership with the World Wildlife Fund (WWF) and the Save the Tiger Fund, ACTCM has been actively involved in promoting the Healthy People, Healthy Planet Program since 1998, building public support to protect wild tiger, rhinoceros and other endangered animal populations. ACTCM and WWF co-sponsored the Save the Tiger Symposium in San Francisco in 1998, as well as the Healthy People, Healthy Planet Conference in Beijing, China in 1999, which focused on the link between TCM and wildlife conservation. This groundbreaking conference, supported by the State Administration of Traditional Chinese Medicine of China, the Save the Tiger Fund, Johnson & Johnson, and WWF International, brought together TCM specialists, conservationists, law enforcement officials, experts from CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora), and suppliers and retailers of Chinese herbal medicines. The message of the Healthy People, Healthy Planet Program has reached thousands of people in the conservation and TCM communities, and is transforming practices that have endured for centuries but that are now recognized as harmful. Other highlights of this partnership include a milestone agreement with the Save the Tiger Fund of the US Fish and Wildlife Department in 2005 to campaign against the use of tiger bones in Chinese medicines and tonics.

At ACTCM's suggestion, the Council of Colleges of Acupuncture and Oriental Medicine adopted a resolution stating that Oriental medical colleges will not use any endangered species in their herbal dispensaries and encouraging all acupuncture and Oriental medicine organizations, practitioners and herbal stores to do the same. Recognizing the deep traditional significance of the tiger and other endangered species in Chinese herbal medicine, the Healthy People, Healthy Planet Program has reached out to key communities in a way that is

culturally sensitive and scientifically based. ACTCM is proud of its key role in bridging the worlds of conservation and Traditional Chinese Medicine to protect endangered species and raise environmental awareness. We recognize that holistic medicine goes hand-in-hand with environmental sustainability, and that as healers we must serve the well-being of the planet as well as our patients.

Qi Gong Training

Qi Gong is an exercise to regulate the mind and breathing in order to control or promote the flow of Qi. Medical Qi Gong, the Qi exercise practiced to prevent and treat disease, is different from general physical exercise. While physical exercise is aimed at building up health or restoring physical functioning by enhancing strength, medical Qi Gong is focused on the mobilization of functional potentialities by regulating the mind.

Medical Qi Gong can be divided into two main categories: internal Qi Gong, which is practiced by the patients themselves, and external Qi Gong, which is performed by a Qi Gong master on a person with health issues. Practicing internal Qi Gong requires regulation of the mind, body and respiration. There are many kinds of internal Qi Gong, some with motion and others without. In addition to the Qi Gong class (CM561) in the first level of the MSTCM program of study, ACTCM offers the following Qi Gong programs to students, alumni, and the public:

Dayan Qi Gong

Dayan Qi Gong is an ancient Chinese martial art for health and longevity. “Dayan” means wild goose. “Qi Gong” means the practice of Qi. It is a complete set of exercises including warm ups, meditation, self massage and 64 movements. Dayan Qi Gong promotes health and immune function, increases energy, flexibility and balance, and reduces stress. It is part of traditional healing in that it balances the yin and yang in our bodies, regulates the functions of all of our organs, and helps the meridians, blood vessels and other fluids to flow freely.

Ba Duan Jin: Shaolin Qi Gong

Baduanjin or The Eight Section Brocade promotes health and longevity for the young and old. Each of the 8 movements is related to a Qi meridian and its associated internal organs such as the heart, liver, stomach, spleen and lungs. These exercises are known under many names such as Eight Golden Treasure Brocade, Eight Pieces of Silk, Eight Golden Exercises, Eight Pieces of Silk Brocade or Eight Section Silk Brocade.

The focus of Ba Duan Jin is to promote good health, vitality and longevity, and attain spiritual fulfillment regardless of religious background or affiliation. In these classes, students also become acquainted with traditional Chinese Shaolin etiquette, language and culture.

Yangsheng Center for Qi Gong: Medical Qi Gong Immersion & Teacher Training

The ACTCM Yangsheng Center was founded to provide acupuncture students, acupuncturists, health care providers, and members of the public with an immersion program that focuses on self-cultivation and medical qi gong through the study and practice of qi gong, meditation and energy cultivation techniques. “Yangsheng” means “nourishing life.” Daoist masters and Chinese medicine doctors have practiced yangsheng longevity and healing techniques since ancient times. Much of what is now called qi gong was taken from yangsheng practices.

The Center’s immersion program offers a focused master-student group experience with the potential to earn three certifications: Self Cultivation, Medical Qigong and Medical Qigong Teacher. Students may enroll in any one of the modules offered, or enroll in an entire certificate track. The program introduces students to diversity of qi gong styles, self-healing and self-cultivation. Each module combines practice and meditation and focuses on a particular theme. Modules include Chinese Medicine Spiritual Cosmology and Ecology, The Yijing Theory and Practice, Qi Gong Self-Healing Massage and Daoist Chinese Medicine Sound Healing.

Why Students Choose ACTCM

Voted “Best of the Bay” by both the San Francisco Weekly and the San Francisco Bay Guardian, ACTCM offers an outstanding educational experience for our students and high-quality, affordable health care for our community. Our achievements span many areas:

Leadership in TCM Education

Founded in 1980, ACTCM is one of the oldest Traditional Chinese Medicine (TCM) colleges in the country. The college was the first to offer the Master of Science in Traditional Chinese Medicine (MSTCM) degree and was also among the first colleges in the United States to offer a doctoral degree in acupuncture and Oriental medicine (DAOM). ACTCM has been the recipient of many awards for its curriculum, faculty and clinic. The College has also been honored for its leadership role in wildlife conservation and partnerships with the World Wildlife Fund (WWF) and the Save the Tiger Fund. Currently, many of our faculty and administrative staff members are involved in national leadership roles, supporting and promoting the growth of acupuncture and Oriental medicine as a profession.

Experienced Faculty

At ACTCM, our faculty are the heart of our programs. They have been chosen not only for their extensive clinical experience and knowledge of Traditional Chinese Medicine, but also for their commitment to teaching. Our faculty consist of health care practitioners trained in both China and the U.S., who combine a deep appreciation of Traditional Chinese Medicine with the understanding necessary for integrating this traditional healing art into today’s modern healthcare system.

Diverse Clinical Training

ACTCM students receive extensive clinical training. In addition to ACTCM’s on-site Community Clinic and Auricular Acupuncture Clinic, the College also maintains numerous partnerships with local hospitals and clinics. These alliances provide ACTCM interns with opportunities to do clinical rotations in diverse integrative care settings. Sites include: California Pacific Medical Center, Haight Ashbury Free Medical Clinic, and LifeLong Berkeley Primary Care.

Student Development

ACTCM believes in providing support for students at all levels in the program. Our students have access to one of the largest libraries of TCM textbooks in the country, with more than 6,300 books and more than 70 journals including 8 online titles as well as Medline with Full Text currently housed in its collection. Lunch time presentations, weekend workshops and services such as our mentorship program, student tutoring and alumni office tours help students to succeed in their studies and find success in their practices after graduation.

San Francisco

There are few cities as inviting and livable as San Francisco. With a population of about 813,000, San Francisco is one of the 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.

Accreditation and Approval

The Master of Science in Traditional Chinese Medicine (MSTCM) and Doctor of Acupuncture and Oriental Medicine (DAOM) degree programs of the American College of Traditional Chinese Medicine are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the U.S. Department of Education recognized accrediting agency for the field of acupuncture and Oriental medicine. ACAOM may be reached at:

14502 Greenview Drive, Suite 300B
Laurel, MD 20708
Phone (301) 313-0855
Website: www.acaom.org

The American College of Traditional Chinese Medicine is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) under Section 94897 (l) of the State of California Education Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833. www.bppe.ca.gov, telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Licensure and Certification

The American College of Traditional Chinese Medicine is approved by the California Acupuncture Board. Graduates of the MSTCM program at ACTCM are eligible to take the California Acupuncture Licensing Examination (CALE). Only graduates from schools approved by the California Acupuncture Board are allowed to sit for the licensing examination in California.

California Acupuncture Board License Qualifications:

The board shall issue a license to practice acupuncture to any person who makes an application and meets the following requirements:

1. Is at least 18 years of age.
2. Furnishes satisfactory evidence of completion of one of the following:
 - a. An educational and training program approved by the board pursuant to Section 4939.
 - b. Satisfactory completion of a tutorial program in the practice of an acupuncturist which is approved by the board.
 - c. In the case of an applicant who has completed education and training outside the United States and Canada, documented educational training and clinical experience which meets the standards established pursuant to Section 4939 and 4941.
3. Passes a written examination administered by the board that tests the applicant's ability, competency, and knowledge in the practice of an acupuncturist. The written examination shall be developed by the Office of Examination Resources of the Department of Consumer Affairs.
4. Is not subject to denial pursuant to Division 1.5 (commencing with Section 475).
5. Completes a clinical internship training program approved by the board. The clinical internship training program shall not exceed nine months in duration and shall be located in a clinic in this state, which is approved by the board pursuant to Section 4939. The length of the clinical internship shall depend upon the grades received in the examination and the clinical training already satisfactorily completed by the individual prior to taking the examination. On and after January 1, 1987, individuals with 800 or more hours of documented clinical training shall be deemed to have met this requirement. The purpose of the clinical internship training program shall be to assure a minimum level of clinical competence.

Each applicant who qualifies for a license shall pay, as a condition precedent to its issuance and in addition to other fees required, the initial licensure fee.

Graduates of the MSTCM program at ACTCM are eligible to take the following examination modules of the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM): Foundations of Oriental Medicine, Acupuncture with Point Location, Chinese Herbology and Biomedicine. All graduates of the MSTCM program are eligible for Acupuncture Certification, Chinese Herbology Certification, and Oriental Medicine Certification. For more information, contact the NCCAOM at: 76 South Laura Street, Suite 1290, Jacksonville, FL 32202. Telephone: (904) 598-1005. Website: www.nccaom.org

Graduates of the MSTCM program at ACTCM are eligible to take both the national certification exam modules offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), and the California Acupuncture Licensing Exam (CALE). The ability of an individual candidate to be licensed in a state is dependent on meeting the specific licensure requirements for that state. Graduation from an accredited acupuncture or Traditional Chinese Medicine program does not guarantee licensure in a state. Please see specific licensure requirements for the state in which you intend to practice for more specific licensure information.

Student Services

Academic Support

Students may meet with the Academic Advisor prior to the start of each quarter to review their course schedule and discuss any issues or questions. Students are also encouraged to discuss academic or professional issues with the Director of Student Affairs and Alumni Relations, the Dean of Clinical Education, the Director of DAOM, the Academic Advisor, the Academic Support Administrator or the Vice President for Academic Affairs, all who maintain an “open door” policy. Faculty members are also available to help guide students during their course of study. Should a student encounter academic challenges with a particular course, tutors may be available to provide assistance for a nominal fee. Students who are required by the College to seek tutoring will receive this assistance at no charge. In addition, ACTCM offers study review sessions for some classes.

Campus Communication

In order to facilitate effective communication within our community, ACTCM regularly publishes informative print and electronic publications:

- **The Friday Afternoon Special** is a weekly email that informs students, faculty and staff about ACTCM news, job opportunities, scholarships, and upcoming events.
- **Wednesday Words** is a weekly email that provides students, faculty and staff with a talking point for dialogue around campus through articles and videos about areas of interest to our community.
- **The Pulse** is an electronic newsletter sent to ACTCM alumni. Classified ads, news of the profession, Alumni Association announcements and notices, and general information of interest to licensed acupuncturists can be found in this newsletter.
- **The Student Yahoo!** Group offers current ACTCM students an online forum to discuss current issues, ask questions, share information, post class notes, create study groups, download forms, and more. This group is run by students for students, and is open to all current ACTCM students.
- **Admissions Point** is a quarterly newsletter published for prospective students by the College’s Admissions Office. It includes profiles of accomplished alumni, recaps of College events, results of College surveys, and information useful to prospective students such as Open House dates, tuition and fees, application deadlines, special class offerings for the public and more.

Career Planning and Employment Assistance

ACTCM supports the development of business skills for MSTCM students throughout the curriculum and via numerous extracurricular opportunities. The following resources and activities help MSTCM students prepare to be proficient and successful professionals while in the program:

- Small business books and resources in our library & resource center
- Quarterly workshops on business practices and marketing
- Opportunities to meet and network with our extensive network of successful alumni practitioners
- Semi-annual clinic tours where students have the opportunity to observe varying practice models in action
- A partnership with SCORE (www.score.org) which provides free workshops and business plan counseling for small business owners
- Career counseling sessions with the Director of Student Affairs and Alumni Relations
- A selection of other resources related to practice building and business success that are housed in the Student Affairs office

The Office of Student Affairs also maintains a bulletin board of job postings and opportunities for MSTCM students. These listings are shared via a weekly e-mail to enrolled MSTCM students and a monthly newsletter to all ACTCM alumni. Since most DAOM students are licensed and already maintain their own practices, no specific placement services are needed. However, DAOM students are welcome to access the above services as well.

Please note that the American College of Traditional Chinese Medicine makes no claim to applicants regarding employment or salary that may be earned after completing the programs. Students are welcome to discuss updated retention, completion, and licensure rates with the Director of Student Affairs and Alumni Relations or Vice President for Academic Affairs at any time.

Career Readiness Project

All ACTCM students are required to complete a 30-hour project related to the development of business skills as part of their master's program. ACTCM recognizes that learning how to diagnose and treat patients is only one part of being a successful practitioner. ACTCM graduates must also excel in planning, building, operating, and maintaining a successful business. In most cases, these skills must also be learned and developed over time. This requirement is instrumental in developing the professional, interpersonal and practice-building skills expected of students as they become healthcare practitioners. It is recommended that the project be completed by the end of the second level, but completion is required before a student may graduate. Information regarding the project is distributed during orientation and available from the Student Affairs Office.

Student Events and Activities

The Director of Student Affairs and Alumni Relations and the Student Council plan a number of events throughout the year for the enjoyment and co-curricular education of students. These activities include:

- **New Student Events** – To help facilitate a smooth entrance into the program, various events are planned to welcome and assist new ACTCM students. Events include orientation sessions, meetings and socials with student mentors, and presentations by staff and faculty members.
- **Brown Bag Lunches** – Lunchtime lectures are held several times each quarter. Presentations vary and include topics that complement acupuncture practice or broaden students' knowledge base. Whether taught by faculty, alumni, or other leading experts in the field, students will be exposed to useful information that will help them define their business goals and role as a practitioner and healer.
- **Workshops** – ACTCM also often hosts full and half day workshops where students can practice skills or learn new ones. These workshops have included topics such as cooking with Chinese herbs, hands on pulse diagnosis workshops, and herbal tincture making.
- **Garden Events** – ACTCM is home to an amazing garden of over 150 varieties of revered botanical treasures, many which are rarely grown outside of China. The garden serves as an educational tool by providing an opportunity to see herbs in different stages, teaching students how they grow and thrive, as well as their properties. Explanatory plaques provide information on the Chinese and Latin names of the herbs, their taste, and their function in Chinese medicine. The Garden sponsors events including plant and bake sales and informational garden walks.
- **Special Events** – There are also a variety of special community building events including an annual Chinese New Year celebration, a holiday dinner, visiting museums, happy hour socials, picnics and more. These events allow the whole ACTCM community to get to know each other outside of the classroom.

Equipment for Teaching

The institution provides standard teaching equipment in every classroom including LCD and transparency projectors, white boards, classroom furniture, an integrated multimedia system, skeleton teaching models, visual charts, wireless internet connectivity, and computers in the library and study rooms. The institution also provides standard clinical equipment and supplies for the teaching clinic, such as treatment tables, sterile disposal acupuncture needles, cotton balls and 70% 2-propanol.

Computer Facilities

Computer stations equipped with internet access and Medline access are available for academic and research use in the Library/Learning Resource Center and the Student Lounges. Wireless internet access is available in both campus buildings.

Student Lockers

The Student Council has provided secure lockers on each campus for students to conveniently store books and personal items. Lockers are issued on an ongoing basis and priority is given to students who use public transportation, walk or bike to campus.

Student Residence

ACTCM provides 20 rooms in a student residence to assist new students relocating to San Francisco and current students looking for affordable housing in close proximity to campus. The property is in the Mission District and

is accessible to the school by the 22 Muni line. Student rooms have private baths and are furnished. The building includes three kitchens, a lounge, a study/meditation room, a roof deck and a laundry room. The building is staffed by a live-in manager and several support staff. The building is also one of the most energy efficient in San Francisco. Speak to the Director of Student Affairs and Alumni Relations if you have questions or would like a tour.

Relocation Information and Referrals

The diverse neighborhoods of San Francisco offer a wide range of housing options. The Admissions Office and Student Affairs Department 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.

Health Services

TCM treatment, including herbs, is available to students in the Community Clinic at a discounted rate. All ACTCM students qualify for a group health insurance plan through Kaiser. The Director of Student Affairs and Alumni Relations also maintains a list of other insurance plans that students can purchase on their own as well as a referral list containing a number of low-cost clinic options for other health care and counseling services.

Student Government

The Student Council provides a ready forum for students to give input on a wide range of issues, and to interact with faculty and administration in ways that help shape the learning experience. The Student Council is an invaluable resource to the College, and is often a catalyst for establishing new activities and finding solutions to issues that may arise. To ensure that students have a voice in the governance of the College, one student representative elected by the student body serves as a full voting member on the Board of Directors. Student representatives also serve on a number of college committees.

ACTCM Store

The ACTCM Store is located at Pioneer Square campus. It contains clinical and class supplies, books and miscellaneous items. The store is open to current students, faculty, staff, and alumni.

Work Study Opportunities

ACTCM hires students through the federal work-study program. For information about job opportunities at the College, contact the Director of Financial Aid.

Immigration and Naturalization Services

International students are required to have valid passports and visas for travel to, from and within the United States. I-20 forms are 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. You must bring your I-20, certificate of finances, and proof of payment of your I-901 SEVIS fee to the visa interview at the U.S. Embassy or Consulate. 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.

Optional Practical Training

The Optional Practical Training Program offers international students the opportunity to gain valuable work experience through employment in the field of Traditional Chinese Medicine. Following completion of their studies at the College, approved international students may work in the United States for up to a maximum of 12 months to enhance their knowledge of TCM and gain additional practical experience.

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 Affairs and Alumni Relations, (415) 282-

7600 x216 or the Facility Manager, (415) 355-1601 x312. The College's Annual Security Report can be found on the College's website at: www.actcm.edu.

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.

Alumni Affairs

The College considers the professional success of our alumni as important as the academic success of our students. Upon graduation, our alumni automatically become members of our Alumni Association, which was started in 1998 by ACTCM graduates Howard Moffet, MPH, MSTCM (1990) and James Scheller, MD, MSTCM (1995). The Alumni Association now boasts over 1,100 members. Our Alumni Affairs Office strives to provide ACTCM graduates with valuable information and services, as well as worthwhile events and opportunities. Our services include:

- **The Alumni Practitioners Directory** – A worldwide online directory that allows business referrals and networking for graduates.
- **The Annual Report** – An annual publication that keeps alumni and the campus community up-to-date on developments at their alma mater.
- **The Pulse** – A monthly electronic newsletter that lists job openings, events, seminars, classified ads and other items of interest to ACTCM graduates.
- **Continuing Education** – ACTCM offers a number of continuing education seminars featuring well known guest speakers at a special rate for ACTCM alumni. Alumni may also audit didactic classes in the MSTCM program for 25% of the regular tuition.
- **Alumni Survey** – ACTCM regularly surveys its alumni to get their suggestions regarding the College and to find out how they are faring professionally; results of the survey are published in the Annual Report.
- **Special Events** – Alumni are active in special College social events throughout the year.
- **Alumni Yahoo Group** – The official group page of the ACTCM Alumni Association offers a message board for alumni to communicate with each other, ask questions on professional issues, obtain sample practice management forms, and more.
- **Alumni Symposium and Reunion** – Sponsored by the College and Alumni Association, this annual event allows ACTCM alumni to socialize and reconnect while participating in a free CEU seminar and annual Alumni Meeting.

ACTCM Policies

The complete ACTCM Student Handbook is available on the ACTCM website. The handbook is the official publication containing the College's policies and procedures, and students are expected to be familiar with its contents. Selected policies and policy summaries contained in the handbook are included in the catalog for the information of prospective students. For a complete set of policies, please refer to the Student Handbook.

Use of Acupuncture Needles

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

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

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

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

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

Registration

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

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

Add/Drop/Withdraw from Classes

Students wishing to add, drop or withdraw from a class must first meet with the Academic Advisor and fill out the appropriate form. Students may not add a course without receiving prior approval. Students may add a class within the first week of the quarter, drop a class within the first two weeks of the quarter, and withdraw from a class through the tenth week of the quarter. However, dropping a class may result in delays in eligibility for comprehensive examinations, the graduation examination and/or graduation. Add/drop/withdrawal forms must be signed by the Academic Advisor in order to be effective.

Required Review

In certain cases, ACTCM students may be required by the College to refresh their knowledge in a particular subject, either because they are transfer students needing to synchronize their education with ACTCM's program, or because they are regular ACTCM students with a specific academic need. Students needing to refresh their knowledge must complete a Required Review (RR) in which they participate fully in a given course (including taking tests, completing assignments, attending classes, etc.), but are not required to pay tuition.

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

Grade Appeal

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

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

Transcripts

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

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

Notice Concerning Transferability of Credits and Credentials at our Institution

The transferability of credit you earn at the American College of Traditional Chinese Medicine is at the discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at ACTCM is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ACTCM to determine if your degree will transfer.

- ACTCM has not entered into an articulation or transfer agreement with any other college or university.
- The college does not accept any credit for prior experiential learning applied to the graduate programs at ACTCM.
- No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward the Master of Science in Traditional Chinese Medicine (MSTCM) degree at ACTCM.
- Transfer credit awarded by the program shall not exceed one-third of the total hours of the DAOM. No more than 30 graduate semester units or its equivalent may be transferred from another institution of higher education for credit toward the Doctor of Acupuncture and Oriental Medicine (DAOM) degree at ACTCM.

Leave of Absence and Withdrawal

Any student in good standing (i.e., without unresolved academic, financial or disciplinary issues or commitments) may apply for a formal leave of absence for up to four quarters. During this time the student is entitled to return to the College without reapplying. If a student is on a leave of absence for longer than four quarters and wishes to return to the ACTCM program, the student may be asked to re-apply to ACTCM. Students returning from a leave

of absence may be required to pass a placement examination or take a Required Review of courses already completed at ACTCM. Leave of Absence forms must be filed with the Academic Advisor and approved by the Director of Student Affairs and Alumni Relations. Any tuition refunds or remaining financial obligations to the College will be determined based on the date of application for a leave of absence. It must be understood that ACTCM has the right to alter its educational programs; therefore, a student returning from a leave of absence may incur different requirements.

Students on a formal leave of absence retain “student” status and therefore remain on our internal email communication lists. Students on a formal leave of absence may also access the following resources and services without restriction:

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

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

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

Student Records

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

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

Privacy of Student Records Notification of Rights Under FERPA

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

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, Vice President for Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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 Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. FERPA also permits disclosure of directory information without consent unless the student has filed a Request for Non-Disclosure of Directory Information with the Registrar. Directory information at ACTCM includes: student's name, address, e-mail address, telephone number, gender, date and place of birth, enrollment status, major field of study, dates of attendance, degrees, awards received, previous educational institutions attended, past and present academic activities, and academic status.

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 20202-5920; 1-800-872-5327.

Student Grievance Procedure

Students with a grievance about a specific staff or faculty member are asked first to attempt to resolve the situation with that individual. If that student believes that his/her grievance is not resolved satisfactorily, the student is encouraged to submit his/her grievance in writing to either the Vice President for Academic Affairs, Director of the DAOM Program, or the Director of Student Affairs and Alumni Relations. The administrator who receives the grievance will acknowledge receipt of the grievance and respond to the student with his/her recommendation for resolving the matter within 15 business days.

If the student is dissatisfied with this response/recommendation for resolution, the student may present his/her case in person to the President's Council. The President's Council will review the grievance and respond to the student within 15 business days. If the student is dissatisfied with the decision of the President's Council, the student may appeal the decision to the ACTCM Board of Directors. At its next scheduled meeting, the Board will decide whether to review the situation. If the Board decides not to review the situation, the decision of the President's Council is final. If the Board decides to review the situation, the Board's decision is final.

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 14502 Greenview Drive, Suite 300B, Laurel, MD 20708, Phone (301) 313-0855.

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.
- Being under the influence of alcohol or drugs which impair judgment, performance or behavior while on campus.
- Engaging in lewd, indecent, or obscene behavior on College property or a College function.
- Abusive behavior directed toward a member of the College community.
- Violation of any order of the College President, notice of which has been given prior to such violation and during the academic term in which the violation occurs. Notice may be given by either by publication or by posting on an official bulletin board designed for this purpose.
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.
- Violating parking lot restrictions at campus facilities.

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

The President, or his/her designated representative, may immediately impose an interim suspension in any case in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or a designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

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.

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.

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:

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

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.

Tuition and Fees

The following tuition rates and fees are effective for the academic year from fall 2013 through summer 2014.

Tuition for MSTCM and Asian Body Therapy Certificate Programs	
Didactic Courses	\$261 per credit
Practicum Courses	\$521 per credit
ACTCM Student Audit	50% of course tuition
ACTCM Alumni Audit	25% of course tuition (didactic courses)
Total Tuition for Full Program (MSTCM)	\$67,558
Total Tuition for Full Program (Asian Body Certificates)	\$11,865 (Tui Na); \$12,648 (Shiatsu)

Tuition for DAOM Program	
Total Tuition for Full Program (DAOM)	\$28,325

Fees for MSTCM, DAOM and Asian Body Therapy Certificate Programs	
Application Fee-U.S. Resident (non-refundable)	\$125 (regular)/\$75 (early)
Application Fee-International Student (non-refundable)	\$175 (regular)/\$125 (early)
Application Fee-Special Status Student (non-refundable)	\$75
Admissions Deposit (\$45 non-refundable)	\$300
Registration Fee (non-refundable)	\$25
Add/Drop Fee	\$15 per class
Change of Grade Fee	\$15 per class
Returned Check Fee	\$25 per check
Stop Payment Fee	\$35 per check
Deferred Payment Fee	\$50 per quarter
Practical Examination Make-up Fee	\$50 per examination
Replacement/Duplicate Diploma Fee	\$40
Student I.D. Card Replacement Fee	\$10
Student Activity Fee (non-refundable)	\$5 per quarter
Asian Bodywork Certificate Application Fee	\$75
Herbal Sample Fee	\$168
Malpractice Insurance Fee	\$50 per quarter
Late Filing Fee for CA licensing, NCCAOM, Comprehensive, and Graduation Examination	\$50 for the first day/ \$10 per day thereafter
Student Tuition Recovery Fund (non-refundable)	\$0.50 per \$1,000 tuition charge rounded to the nearest \$1,000

The American College of Traditional Chinese Medicine is a non-profit institution, and all revenues are used to support the College's mission. Tuition and fees are reviewed annually by the Board of Directors and are subject to change with 90 days notice. If a student signs an enrollment agreement that is effective for a period of time, tuition may not increase during the effective period of that enrollment agreement.

Payment of Tuition

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

Refund Policy

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

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

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

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

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

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

California Student Tuition Recovery Fund

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on an judgment against the institution for violation of the Act.

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

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Financial Aid

Eligibility Criteria

To be eligible for state or federal assistance under Title IV of the Higher Education Act and enabling regulations, a student must satisfy all of the following criteria:

- Be enrolled at least half-time (at least 6 units in each quarter of enrollment) as a regular student. Students admitted on provisional or conditional status will be given a defined period of eligibility (usually one year) to achieve regular admission.
- Be a U.S. citizen or eligible non-citizen.
- Have demonstrated financial need as determined through completion of the Free Application for Federal Student Aid (FAFSA).
- Have completed at least 90 units of coursework at the college level.
- Have demonstrated financial need as determined through completion of the Free Application for Federal Student Aid (FAFSA) prior to being awarded need-based financial aid, particularly Subsidized Stafford Loans.
- No need must be shown to receive non-need based financial aid (Unsubsidized Stafford Loans and Federal Grad Plus Loans). However, all applicants must file the FAFSA.
- Be making satisfactory academic progress toward completion of the degree program as defined by ACTCM standards and practices.
- Not be in default on a federal student loan at ACTCM or any other institution.
- Not have borrowed in excess of the aggregate loan limits allowed for the federal loan programs, unless the excess amount has been repaid or a satisfactory payment arrangement has been made.
- Not be a member of any religious community, society, or order, which directs the student's course of duty or that provides students with subsistence support except that members of such religious orders may be eligible for unsubsidized loans.
- Not owe a refund on a Pell or SEOG grant at any institution attended.
- Be registered for the Selective Service, if a male born after January 1, 1960.
- Have a valid social security number.
- Cannot have been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving Federal Student Aid.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Applying for Financial Aid

Generally, eligibility for state and federal financial aid, including student loans, is determined by evaluating the total resources available to the student, including earnings from employment, assets, and certain untaxed income. In addition, students must satisfy a number of eligibility criteria. These criteria are outlined above, and on ACTCM's Financial Aid Website. Note that international students and non-degree students are not eligible for federal loans; however, they may be eligible for certain private or alternative loans.

To apply for state and federal financial aid, students are required to complete the "Free Application for Federal Student Aid" (FAFSA). This application is used to determine a student's eligibility and need for financial aid. Since the application process is lengthy and may require submission of various documents such as federal tax transcripts, students are advised to begin the application process as early as possible. Besides the FAFSA, other loan application forms may also be required.

Deadlines

Free Application for Federal Student Aid (FAFSA) Deadline

Students must file the FAFSA once each year. We recommend that you complete your financial aid application no later than 90 days prior to the beginning of your quarter of enrollment. Be sure to enter the ACTCM school code: 030782. The FAFSA can be completed by going to www.fafsa.ed.gov. In addition to completing the FAFSA yearly, all students must also complete the ACTCM Supplemental Financial Aid Form for the quarter you are

applying for.

Scholarship Deadlines

Scholarship funding is dependent upon foundation grants and other fund raising activities. In recent years ACTCM has offered several scholarships to ACTCM students based on foundation gifts. One example is the Institutional Scholarship Program. Information on current scholarship competitions are announced during the year, contingent on continued funding.

Scholarships

NuHerbs Scholarship – Each year, Nuherbs awards scholarships to further the development of Chinese Medicine by supporting the brightest and most passionate students of acupuncture and Chinese medicine. Three scholarships are awarded in the amounts of \$2,000, \$1,500 and \$1,000.

Mayway Scholarships – Each Year Mayway awards scholarships to DAOM and Master’s level students who are currently enrolled in an ACAOM-accredited college of Oriental Medicine and who will be attending OM College in the Fall. The three scholarships are as follows: DAOM program - \$1,500 Modern Masters Scholarship: Master’s program, \$2,000 Mayway Scholarship and \$1,500 Plum Flower Scholarship.

ACTCM will offer the following scholarships:

- Dr. Zheng Hua Liu – one \$1,000 award for a first-level student.
- Dr. Bingzeng Zou Scholarship – one \$600 award for a second-level student
- Dr. Jason Su Scholarship – one \$1,500 award for a third-level student
- ACTCM Staff Scholarship – one \$500 award for a third-level student
- ACTCM Board of Directors Scholarship – three \$1,500 awards and two \$1,000 awards for second and third-level students.

Students are welcome to apply for one or all of the scholarships for which they are eligible. To be eligible for the scholarship programs students need to meet the following requirements:

- Have passed first-level comprehensive exams
- GPA of 3.4 or higher
- Obtain a faculty recommendation
- Answer an essay or personal statement (dependent upon the scholarships you are applying for)

Asian Body Therapy Certificate Programs

ACTCM offers two programs that provide training in massage therapy at the professional level: a Tui Na Certificate Program and a Shiatsu Certificate Program. Within each program, students learn the fundamentals and theories of Traditional Chinese Medicine, the various meridians and acupuncture points on the body, and how to effectively move and harmonize the flow of Qi through the body utilizing traditional methods. MSTCM students may complete these programs concurrently with their master's program. Upon successful completion of coursework, students will receive a Tui Na/Shiatsu Massage Certificate of Completion.

Tui Na has its roots in Chinese medicine and is the basis of traditional Chinese physical therapy. Students in the Tui Na program become proficient in the treatment of structural and soft-tissue injuries and dysfunctions. They are also trained in basic clinical applications aimed at restoring and maintaining general good health, and in practical therapeutic techniques for specific problems such as neck and shoulder pain, back pain, sciatica, headaches, anxiety, fatigue, PMS, indigestion and other conditions.

Shiatsu is an effective system of massage therapy that originated in Japan. Students are trained in meridian and point location palpation, as well as in basic clinical applications and techniques. These applications and techniques can be used to restore and maintain general good health and to treat specific problems such as neck and shoulder pain, back pain, sciatica, headaches, anxiety, fatigue, PMS, indigestion and other conditions.

Tui Na Certificate Program Curriculum

Course Code	Course Title	Credits	Hours
FC410	General Biology	3.0	33
FC400	Human Physiology	4.0	44
FC450	Anatomy I	3.0	33
FC451	Anatomy II	3.0	33
CM305	Program Orientation	1.0	11
AT510	Introduction to Meridian Theory	2.0	22
AT521	Meridians and Point I	3.0	33
CM515	Fundamental TCM Theory I	3.0	33
CM561	Qi Gong	1.0	22
CM562	Tai Ji Quan	1.0	22
AT522	Meridians and Points II	3.0	33
CM516	Fundamental TCM Theory II	3.0	33
AT523	Meridians and Points III	3.0	33
AT524	Meridians and Points IV	3.0	33
AT565	Introduction to Tuina	3.0	33
AT566	Advanced Tuina	3.0	33
AT567	Advanced Tuina Practicum	3.0	33
Total Credits/Hours		45	517

Shiatsu Certificate Program Curriculum

Course Code	Course Title	Credits	Hours
FC410	General Biology	3.0	33
FC400	Human Physiology	4.0	44
FC450	Anatomy I	3.0	33
FC451	Anatomy II	3.0	33
CM305	Program Orientation	1.0	11
AT510	Introduction to Meridian Theory	2.0	22
AT521	Meridians and Point I	3.0	33
CM515	Fundamental TCM Theory I	3.0	33
CM561	Qi Gong	1.0	22
CM562	Tai Ji Quan	1.0	22

AT522	Meridians and Points II	3.0	33
CM516	Fundamental TCM Theory II	3.0	33
AT523	Meridians and Points III	3.0	33
AT524	Meridians and Points IV	3.0	33
AT662/663	Introduction to Shiatsu and Guide Practice	6.0	66
AT664/665	Shiatsu Therapeutics I & II	6.0	66
Total Credits/Hours		48	550

MSTCM Program

The Master of Science in Traditional Chinese Medicine (MSTCM) is a comprehensive program carefully designed to lead beginning students to the level of knowledge and clinical proficiency necessary to become a successful independent health care provider, whether as an individual practitioner or as part of a team of health care providers. From the very beginning of the program, ACTCM emphasizes hands-on clinical training in conjunction with the study of theoretical material, allowing students to gain an understanding and appreciation of the depth of the medicine.

MSTCM Program of Study Tracks

ACTCM offers several programs of study tracks to better enable students to complete the program in a time frame suited to their work and life obligations.

- Accelerated track students complete the program in 13 quarters (3.25 calendar years)
- Full-time track students complete the program in 15 quarters (3.75 calendar years)
- $\frac{3}{4}$ -time track students complete the program in 18 quarters (4.5 calendar years)
- Half-time track students complete the program in 27 quarters (6.75 calendar years)

All students are required to complete the program in no more than eight calendar years.

Level One

The first level of the master's program lays the foundation on which the rest of the program is based. Students learn about the main theories of TCM, including Zang Fu theory, Five Element theory, the Yin Yang relationship, the properties and medicinal uses of Chinese herbs, the various meridians and acupuncture points, Tui Na or Shiatsu, acupuncture needling techniques and TCM diagnosis. First-level students also complete the general science courses, begin a focused study of biomedicine, and are introduced to Qi Gong and Tai Ji Quan. Students gain valuable clinical exposure as they begin observing patient-practitioner interactions and learning about the fundamentals of patient intake, clean needle technique and treatment principles.

Level Two

During level two, students study Chinese herbal formulas, classical and advanced acupuncture techniques and theory, TCM and Western pathology and Western nutrition. Students also begin their study of Western clinical medicine, and TCM internal medicine. Students strengthen their skills in a number of areas, including diagnosis and treatment of various diseases. During the second-level clinical experience, students exercise greater autonomy. Working under the direct supervision of clinical supervisors who are experienced acupuncturists, students at the trainee level perform health assessments, including pulse and tongue diagnosis, and begin to develop their own diagnosis and treatment strategies. They also recommend various Chinese herbs and herbal formulas, and apply a range of TCM techniques including Tui Na or Shiatsu.

Level Three

During level three, students focus on their clinical training while taking advanced and specialized courses in TCM and Western clinical medicine. These courses enhance their skills as independent health care providers and enable them to communicate effectively with biomedical practitioners. Students also study scientific research methodology, TCM classics, practice management, and public health and have the opportunity to review case studies in depth. The third-level clinical experience begins with student interns working in pairs under the close supervision of a clinical supervisor in order to strengthen their confidence and competence in diagnosing and implementing treatments. Student interns then transition to working individually under supervision. At this stage of training, student interns are given still greater autonomy in patient intake, developing a treatment plan, and treating the patient, functioning essentially as independent clinicians in relation to their patients.

Students may also pursue individual clinical interests by doing rotations at ACTCM off-site clinics in the San Francisco area. During their last quarters of study, students focus on clinic internship while preparing for the California Acupuncture Licensing Examination (CALE) or the national certification examinations. They also take advanced classes in TCM and learn the skills needed to establish and run a successful practice. This final period

of study allows students to refine their skills, deepen their clinical experience, and develop areas of specialty and professional relationships that will influence their practice as licensed acupuncturists.

Clinical Training and Off-Site Clinics

Essential to our students' education is a comprehensive clinical experience. ACTCM offers one of the most comprehensive, diverse and integrative clinical training experiences in the country. Students have the opportunity to intern at ACTCM's onsite Community Clinic, as well as at specialized clinical sites located throughout the San Francisco area.

The Acupuncture & Herbal Clinic

Located in the main campus building on Arkansas Street, this clinic serves as the program's centerpiece. The clinic provides more than 18,000 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, Qi Gong, nutritional counseling, and a full-service Chinese herbal dispensary 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. We invite prospective students to meet with an Admissions Counselor to receive a coupon for a complimentary treatment from one of our clinical interns.

California Pacific Medical Center (CPMC)

CPMC offers interns the opportunity to treat, in a hospital setting, patients who are paralyzed or have limited mobility due to stroke or other injury to the brain or spine. Medical doctors refer patients for acupuncture to address issues surrounding pain management, rehabilitation, speech therapy, motor coordination, muscle tone and weakness, depression and anxiety. Because of the nature of cerebral and spinal injuries, many patients are treated regularly for a number of weeks or months.

Haight Ashbury Free Medical Clinic (HAFMC)

Founded in 1967, HAFMC was the first free clinic of its kind in the United States, and many of the over 400 free clinics nationwide have used HAFMC as a model. Each year the clinic provides care to over 6,000 individuals who are homeless, in between jobs or cannot afford the high cost of health insurance. Common health complaints treated are pain, stress, colds/ flu, addiction, women's issues and immune system support.

LifeLong Berkeley Primary Care

LifeLong Berkeley Primary Care was established in 1991 and is located in central Berkeley. LifeLong Berkeley Primary Care (BPC) is a part of a network of ten LifeLong Medical Care health centers in northern California, primarily serving Alameda County. Serving an often uninsured, diverse population, LifeLong Medical Care's mission is to provide high quality health and social services for individuals with limited incomes and for those who face significant barriers to good health. LifeLong advocates for conditions that sustain a healthy social and physical environment. ACTCM interns work alongside referring physicians, certified nurse mid-wives, psychiatrists, clinical social workers, nurse practitioners and other health specialists. We treat patients with multiple diagnoses and complex health histories using acupuncture and lifestyle education as primary modalities, often incorporating LifeLong Berkeley Primary Care's support services and classes.

Community Ear Acupuncture

Established in 1994 as a donation-based community clinic, the Community Ear Acupuncture Project's mission is to provide quality holistic healthcare in a safe and welcoming environment to members of the public who may not otherwise be able to afford such care. The clinic is located in a large ACTCM classroom at Pioneer Square campus and operates on a drop-in, first come, first served basis. Treatment sessions typically last between 20-40 minutes and are performed in a group setting while patients relax in a chair. Interns utilize auricular acupuncture to treat a diverse group of 30-50 patients each day.

Preceptor Sites

Students have the option of completing one of their Clinic Observation II (CT 580/581) courses by participating in the ACTCM Preceptorship Program. Students who choose this option will complete all aspects of the Clinic Observation II course under the supervision of licensed acupuncture practitioner who has been approved by the administration as an ACTCM Preceptor. Students may encourage licensed acupuncture practitioners who meet the

minimum requirements to apply for participation in the program. These preceptors may work in various clinics and settings in California. Students must complete the forty-four (44) hours of course work and submit the appropriate documentation verifying their participation by the end of the second week of the subsequent quarter in which they are registered for the Clinic Observation II course.

Study Abroad Program in China

Students who have completed their second-level comprehensive examinations 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. Students who complete the two-week China study experience will receive one (1) clinic internship shift (2 clinic credits) for their study in China. The students must register one clinic shift for the Spring quarter to receive credit for this shift.

MSTCM Curriculum Outline

The MSTCM can be completed on an accelerated (13 quarters/3.25 years), full-time (15 quarters/3.75 years), $\frac{3}{4}$ -time (18 quarters/4.5 years) or half-time basis (27 quarters/6.75 years). The curriculum outline below presents the full-time course of study. Outlines of other programs of study are available on the ACTCM website at: www.actcm.edu

All general science courses must be completed before first level comprehensive exams.

Quarter 1 (Fall/Spring)

Course Code	Course Title	Credits	Hours
AT510	Introduction to Meridian Theory	2.0	22
CM300	Medical Chinese I	3.0	33
CM305	Program Orientation	1.0	11
CM515	Fundamental TCM Theory I	3.0	33
WM400	Medical Terminology	1.0	11
FC410	General Biology	3.0	33
FC450	Anatomy I	3.0	33
Total Credits/Hours		16	176

Quarter 2 (Winter/Summer)

Course Code	Course Title	Credits	Hours
AT521	Meridians and Points I	3.0	33
AT565*	Introduction to Tui Na	3.0	33
AT662*	Introduction to Shiatsu	3.0	33
AT663*	Shiatsu Guided Practice	3.0	33
CM301	Medical Chinese II	3.0	33
CM516	Fundamental TCM Theory II	3.0	33
FC451	Anatomy II	3.0	33
Total Credits/Hours		15	165

*Either AT565 or AT662 fulfill core requirement. Concurrent enrollment in AT663 (Shiatsu Guided Practice) required for AT662.

Quarter 3 (Fall/Spring)

Course Code	Course Title	Credits	Hours
AT522	Meridians and Points II	3.0	33
CM517	TCM Diagnosis I	4.0	44
CM562	Tai Ji Quan	1.0	22
WM500	History of Healing and Medicine	3.0	33
FC400	Human Physiology	4.0	44
FC420	General Chemistry	3.0	33

Total Credits/Hours	18	209
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Quarter 4 (Winter/Summer)

Course Code	Course Title	Credits	Hours
AT523	Meridian and Points III	3.0	33
CM561	Qigong	1.0	22
CM518	TCM Diagnosis II	4.0	44
HM546	TCM Materia Medica I	3.0	33
CT576	Asepsis and Patient Complications	0.5	11
CT578	Clinic Theater A/Observation I	2.0	44
FC430	General Psychology	3.0	33
Total Credits/Hours		16.5	220

Quarter 5 (Fall/Spring)

Course Code	Course Title	Credits	Hours
AT524	Meridians and Points IV	3.0	33
AT535	Acupuncture Technique I	4.0	44
CM519	TCM Diagnosis III	4.0	44
HM547	TCM Materia Medica II	3.0	33
CT579	Clinic Theater B/Observation I	2.0	44
Total Credits/Hours		16	198

Quarter 6 (Winter/Summer)

Course Code	Course Title	Credits	Hours
AT536	Acupuncture Technique II	3.0	33
HM548	TCM Materia Medica III	3.0	33
CT574	Clinic Orientation	3.0	33
CT580	Clinic Observation II	2.0	44
FC440	General Physics	3.0	33
Total Credits/Hours		14	176

Quarter 7 (Fall/Spring)

Course Code	Course Title	Credits	Hours
AT537	Acupuncture Technique III	3.0	33
HM549	TCM Materia Medica IV	3.0	33
WM511	Pathology I	3.0	33
CT581	Clinic Observation II	2.0	44
Total Credits/Hours		11	143

Quarter 8 (Winter/Summer)

Course Code	Course Title	Credits	Hours
AT540	Acupuncture Theory I	2.0	22
CM520	TCM Internal Medicine I	3.0	33
HM550	TCM Formulary I	3.0	33
WM505	Physical Exam Assessment I	2.0	22
WM512	Pathology II	3.0	33
CT582	Clinic Trainee I	2.0	44
Total Credits/Hours		15	187

Quarter 9 (Fall/Spring)

Course Code	Course Title	Credits	Hours
AT539	Points Review Lab	1.0	22
AT541	Acupuncture Theory II	2.0	22
CM521	TCM Internal Medicine II	3.0	33
HM551	TCM Formulary II	3.0	33

WM513	Western Clinical Medicine I	3.0	33
CT583	Clinic Trainee I	2.0	44
Total Credits/Hours		14	187

Quarter 10 (Winter/Summer)

Course Code	Course Title	Credits	Hours
AT545	Acupuncture Treatment for Disease I	3.0	33
AT630	Needle Lab	1.0	22
CM522	TCM Internal Medicine III	3.0	33
HM552	TCM Formulary III	3.0	33
WM514	Western Clinical Medicine II	3.0	33
CT584	Clinic Trainee II	2.0	44
CT585	Clinic Trainee II	2.0	44
Total Credits/Hours		17	242

Quarter 11 (Fall/Spring)

Course Code	Course Title	Credits	Hours
CM523	TCM Internal Medicine IV	3.0	33
HM553	TCM Formulary IV	3.0	33
WM515	Western Clinical Medicine III	3.0	33
WM607	Diet and Nutrition	2.0	22
CT588	Clinic Trainee III	2.0	44
CT589	Clinic Trainee III	2.0	44
Total Credits/Hours		15	209

Quarter 12 (Winter/Summer)

Course Code	Course Title	Credits	Hours
HM654	TCM Nutrition	3.0	33
WM602	Women's Primary Care	3.0	33
WM603	Professional Ethics	2.0	22
WM662	Patient Counseling Techniques	3.0	33
CT686	Clinic Paired Intern	2.0	48
CT687	Clinic Paired Intern	2.0	48
Total Credits/Hours		15	217

Quarter 13 (Fall/Spring)

Course Code	Course Title	Credits	Hours
AT546	Acupuncture Treatment for Disease II	3.0	33
CM600	TCM Gynecology	3.0	33
HM616	TCM Classics: Shang Han Lun	3.0	33
WM506	Physical Exam/Ortho-Neuro Assessment II	2.0	22
WM606	Pharmacology	3.0	33
CT688	Clinic Intern I	2.0	48
CT689	Clinic Intern I	2.0	48
Total Credits/Hours		18	250

Quarter 14 (Winter/Summer)

Course Code	Course Title	Credits	Hours
CM690	Symposium: Case Study I	2.0	22
HM640	Drug and Herbal Interactions	1.0	11
HM653	Patent Medicine	2.0	22
WM601	Research Methods	3.0	33
HM624	TCM Classical Works: Wen Bing	3.0	33
WM610	Business Practices and Marketing	2.0	22
CT691	Clinic Intern II	2.0	48

CT692	Clinic Intern II	2.0	48
CT693	Clinic Intern II	2.0	48
Total Credits/Hours		19	287

Quarter 15 (Fall/Spring)

Course Code	Course Title	Credits	Hours
CM691	Symposium: Case Study II	2.0	22
GR700	Master Program Review	2.0	22
WM609	Practice Management	3.0	33
WM611	Public Health and Community Medicine	2.0	22
CT694	Clinic Intern III	2.0	48
CT695	Clinic Intern III	2.0	48
CT696	Clinic Intern III	2.0	48
Total Credits/Hours		15	243

At least one elective course of 3.0 credits (33 hours) is required to graduate.

Total Program Credits: 237.5
Total Program Hours: 3142

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

Electives: Pending sufficient enrollment

Course Code	Course Title	Credits	Hours
AT566	Advanced Tui Na	3.0	33
AT567	Advanced Tui Na Practicum	3.0	33
AT632	Japanese Acupuncture Techniques	3.0	33
AT635	Auricular Acupuncture	3.0	33
AT637	Eight Extra Meridians	3.0	33
AT645	Acupuncture for Sports Injuries	3.0	33
AT663	Shiatsu Guided Practice	3.0	33
AT664	Shiatsu Therapeutics I	3.0	33
AT665	Shiatsu Therapeutics II	3.0	33
AT667	Advanced Shiatsu Practicum	3.0	33
CM620	TCM Oncology	3.0	33
HM617	TCM Classical Works: Shang Han Lun Practicum	3.0	33

Any one of the above elective courses fulfills the elective course requirement for graduation.

MSTCM Course Descriptions

Course Numbering System

ACTCM courses are numbered according to the level of study as follows:

- 400-499 for General Science and Foundation courses
- 500-599 for courses developing basic competencies and providing foundation for advanced studies
- 600-699 for advanced courses or courses on specialized subjects.
- 700-799 for postgraduate doctoral courses

Each course also has a letter designation according to the academic department in which it falls. ACTCM has the following academic departments: Chinese Medicine (CM); Acupuncture (AT); Herbal Medicine (HM); Western Sciences (WM); Clinical Training (CT); and General Science and Foundation Courses (FC).

General Science/Foundation Courses

Human Physiology

FC400 4.0 credits

This course presents the functions and mechanisms of the cells, tissues, organs, and organ systems of the body. It also shows how human physiology provides a scientific foundation for medicine and informs the development of technologies related to human health and physical performance. (Prerequisite: FC410)

General Biology

FC410 3.0 credits

This course presents the principles of human biology, including body structure and function, reproduction, development, heredity and evolution. In addition, aspects of modern biology impacting the human species are included, such as ecology and recombinant DNA research. (Prerequisite: None)

General Chemistry

FC420 3.0 credits

This course presents the elementary principles of chemistry, as well as chemical elements and compounds. Introduction and application of both organic and biochemistry are included. (Prerequisite: None)

General Psychology

FC430 3.0 credits

This course provides an introduction to general psychology as a behavioral science, with an emphasis on counseling skills development. (Prerequisite: None)

General Physics

FC440 3.0 credits

This course covers the fundamental laws of physics and provides an introduction to the topics of mechanics, heat, sound and light, as well as electricity, magnetism, atoms and modern physics. (Prerequisite: None)

Human Anatomy I & II

FC450/451 6.0 credits

This course sequence systematically presents the macro and microstructure of the human body. Students gain a solid knowledge of the science of anatomy, methods used to study anatomy, and anatomy terminology. Structures of the motor system, including the skeleton, joints and muscles, and the nervous system, are covered. Also covered are structures of sensory organs, the cardiovascular system, immune system, respiratory system, digestive system, urinary system, reproductive system, endocrine system and integumentary system. (Prerequisite for FC451: FC450)

Department of Chinese Medicine (CM)

Medical Chinese I & II

CM300/301 6.0 credits

In this course sequence, basic Chinese character writing and Mandarin pronunciation are covered. The course emphasizes terminology used to describe Traditional Chinese Medicine concepts, as well as the recognition and understanding of philosophical aphorisms, point names, and common phrases of Traditional Chinese Medicine. (Prerequisite for CM300: None; Prerequisite for CM301: CM300)

Program Orientation

CM305 1.0 credit

This orientation course introduces students to the ACTCM community, and covers information that enhances students' understanding of higher education in Traditional Chinese Medicine. This class creates connections with peers, faculty and staff that support student academic success. Special emphasis is placed on the nature and value of a college education in relationship to one's intellectual development, degree attainment, career success, and quality of life.

Fundamental TCM Theory I & II

CM515/516 6.0 credits

This two-course sequence introduces basic structures of Traditional Chinese Medicine, Qi/Essence, Yin/Yang, Five Elements, Qi/Blood/Body Fluid, Zang Fu, and their dynamic interrelationships. The basic theory and characteristics of the pathogenesis and pathogenic factors are covered, including the six environmental excesses (Liu Yin), the seven emotions (Qi Qing), disharmony of Yin and Yang, the six-channel pattern identification (Liu Jing Bian Zheng), and the abnormal functions of Qi, blood, body fluid and organs. Additionally, organ pathogenesis is studied. (Prerequisite for CM515: None; Prerequisite for CM516: CM515)

TCM Diagnosis I, II & III (with Lab)

CM517/518/519 12.0 credits

Beginning with an introduction to the basic skills and theories of traditional diagnosis using the four examinations, this three-course sequence covers a broad range of topics related to the traditional Chinese medical diagnosis and prepares students for the clinical aspects of the curriculum.

The first course of the sequence covers visual and audio-olfactory examination and includes a detailed study of the diagnostic indexes of facial and tongue color. The second course continues the study of the four examinations. It covers inquiry and palpation, as well as the diagnostic indexes of pulse examination, Qi/Blood/ Body Fluid pattern identification and eight principles identification. The course also begins a discussion on diagnostic theories and includes a practical component. The final course in the sequence continues the discussion on diagnostic theories in terms of causes of diseases, including zang fu, six channel pattern identification and four aspects pattern identification. (Prerequisite for CM517: CM516; Prerequisite for CM518: CM517; Prerequisite for CM519: CM518)

TCM Internal Medicine I, II, III & IV

CM520/521/522/523 12.0 credits

This four-course sequence focuses on differential diagnosis and treatment strategies in relation to specific disease entities. An emphasis is placed on the analysis of case studies using Traditional Chinese Medicine theories and principles in order to enable selection of the correct acupuncture points and herbal formulas. The first course focuses on epidemic diseases, the second course on respiratory and infectious diseases, the third course on diseases of the digestive system, and the fourth course on genitourinary and pediatric diseases. (Prerequisites for CM520: CM519, AT537, HM549; Prerequisites for CM521: CM520, HM550. Prerequisites for CM522: CM521, HM551; Prerequisite for CM523: CM522, HM552, AT545)

TCM Gynecology

CM600 3.0 credits

This course covers the diagnosis and treatment of abnormal menstruation, pregnancy complications, sterility, fibroid tumors and vaginal discharge, and presents case studies for discussion. (Prerequisite: WM602)

Symposium: Case Study I & II

CM690/691 4.0 credits

Under faculty guidance, students select and present case studies to their fellow students for discussion. Illustrative case studies are placed in the library collection for general review. (Prerequisite for CM690: CT687; Prerequisite for CM691: CM690; Co-requisite for CM690 and CM691: Clinic Intern I, II, or III)

Qi Gong

CM561 1.0 credit

Qi gong is an ancient Chinese energetic art whose aim is to cultivate health on all levels. Qi is the foundation of both qi gong and Chinese medicine; this course provides students an experiential awareness of energy pathways and flow in the body through an introduction of the Taiyi Swimming Dragon family style of qi gong. Students participate in simple movements to clear channels and activate energy centers, and learn a variety of qi gong methods to assist traditional ways of diagnosis and treatment. In addition to the movement/meditation component of this class, the cultural and historic context of qi gong in relation to traditional notions of health, ritual and everyday work are covered. (Prerequisite: None; This course is offered on a Pass/Fail basis.)

Tai Ji Quan

CM562 1.0 credit

Tai Ji Quan is a meditative martial art that consists of a set of individual poses that are performed consecutively as a single, fluid form. The objective of Tai Ji is to enable the practitioner to guide the flow of Qi in and through the body through slow, focused movement. In this course, students will learn the Wu style of Tai Ji Quan while becoming more aware of the flow of Qi. All classes include: 1) standing meditation or remedial exercises, 2) verbal explanations of method and theory, 3) visual demonstrations, 4) opportunities to follow along, and 5) working in partners or with small groups to develop sensitivity and receive direct feedback. (Prerequisite: None; This course is offered on a Pass/Fail basis.)

TCM Oncology (E)

CM620 3.0 credits

This class will present the basic etiologies of cancer from both Traditional Chinese medicine and Western medicine viewpoints. Students will be introduced to introductory-level Western medicine terminology and TCM diagnoses necessary to understand and treat people with cancer. Students will learn how to integrate a variety of Chinese medicine modalities (acupuncture, herbs, diet and qigong) into conventional cancer care. We will discuss the ethics pertaining to treating cancer patients. Utilizing clinical studies, case studies, and experiencing cancer patients to gain hands on experience, student will become more confident and comfortable treating patients with cancer in a Chinese medicine clinic or Western medicine setting. (Prerequisite: CM521, WM512)

Department of Acupuncture (AT)

Introduction to Meridians

AT510 2.0 credits

This is an introductory course to the pathways of the flow of Qi through the body as described by Traditional Chinese Medicine. The course focuses on learning the Twelve Primary Meridians, how the Qi flows through the paired channels, and how to trace and palpate these along the surface anatomy of the human body, as well as defining basic point categories such as Five Shu Points, Front-Mu and Back-Shu points. This course will also give a basic overview of the interior pathways of the Primary Meridians, Divergent Meridians, Eight Extra Meridians, Luo-Connecting Meridians and Sinew Meridians. (Prerequisite: None)

Meridians and Points I, II, III & IV

AT521/522/523/524 12.0 credits

This four-course sequence presents the points of the fourteen channels and selected extra points. Points are located through comparative review of traditional and modern anatomy. Hands-on practice in locating points is emphasized; therapeutic indications and treatment methods utilizing acupuncture and moxibustion are discussed. Instruction is given in the functional selection of points through the application of differential diagnosis of conditions. The channels are studied following the circadian sequence of Qi movement through the channels. This course prepares students for clinical practice by developing the skill to accurately locate points and the ability to understand and compose point combinations. The first course in the sequence focuses on the hand Tai Yin lung channel, the hand Yang Ming large intestine channel, the foot Yang Ming stomach channel, and the foot Tai Yin spleen channel. The second course focuses on the hand Shao Yin heart channel, the hand Tai Yang small intestine channel, and the foot Tai Yang urinary bladder channel. The third course focuses on the foot Shao Yin kidney channel, the hand Jue Yin Pericardium channel, the hand Shao Yang Triple Warmer channel, and the foot Shao Yang gall bladder channel. The final course in the sequence focuses on the foot Jue Yin liver channel and the

Governing and Conception vessels and extra points. (Prerequisite for AT521: AT510, CM515, FC450; Prerequisite for AT522: AT521, 451; Prerequisite for AT523: AT522; Prerequisite for AT524: AT523)

Acupuncture Techniques I, II, & III (with Lab)

AT535/536/537 10.0 credits

This three-course sequence provides students with a wide range of acupuncture treatment skills that serve as a foundation for the clinical practice phase of the program, and helps students develop confidence as practitioners. The first course in the sequence includes point preparation, angle and depth of insertion, and needle removal. Different kinds of tonification and sedation needling techniques, moxibustion, bloodletting, cupping, through and through, and seven star needle techniques are also taught. Treatment precautions, how to handle needling side effects, and safety issues are introduced. In the second course of the series, students learn how to administer treatment by practicing techniques on one another in preparation for treating patients in the clinic. The final course of the sequence introduces the practice of electro-stimulation and the micro-systems of ear and scalp acupuncture. Students also continue to practice acupuncture skills introduced in the earlier courses. (Prerequisites for AT535: AT521, CM516, CT576; Prerequisites for AT536: AT522, AT535; Prerequisites for AT537: AT523, AT536)

Points Review Lab

AT539 1.0 credit

In this lab course, students review the location of the points of the 12 regular channels, the Governing and Conception vessels, and the common extra points. The course also reviews anatomical landmarks, the standards for proportional measurement, and locating points by channels and by regions. (Prerequisite: AT524)

Acupuncture Theory I & II

AT540/541 4.0 credits

This course sequence covers acupuncture diagnostic skills and treatment prescriptions based on the paradigms of Traditional Chinese Medicine. The first course focuses on the different functions and uses of specific points, including: five shu, source, luo, xi-cleft, back-shu, front-mu, lower he-sea, confluent and influential points. Emphasis is placed on how to use these points to compose acupuncture point combinations. The course also covers how to treat diseases using Five Elements and Eight Entities theory. The second course covers introductory chrono-acupuncture, as well as different acupuncture treatment methodologies and strategies including treatment for eliminating evils, regulating Qi and blood, and addressing organ dysfunction. (Prerequisites for AT540: AT524, AT537; Prerequisite for AT541: AT540)

Acupuncture Treatment for Disease I & II

AT545/546 6.0 credits

This course sequence presents the use of acupuncture therapy to treat diseases and conditions commonly encountered in the clinic including pain and internal conditions. It focuses on disease etiology, pathogenesis and differentiation from the perspective of both TCM and conventional Western medicine. Students gain familiarity with treatment principles and meridian and point selection for each condition. Advanced treatment skills are practiced, and adjunctive therapies to acupuncture are presented. (Prerequisites for AT545: AT541, CM520; Prerequisite for AT546: AT545)

Needle Lab

AT630 1.0 credit

This lab course provides an opportunity for further needling practice under the close supervision of faculty. Ways to approach the needling of various anatomical areas and tissue types are also reviewed and demonstrated. (Prerequisite: AT537; Students must successfully complete AT630 concurrently with CT582, 583 or CT584, 585)

Introduction to Tui Na

AT565 3.0 credits

This course covers physio-massage and soft tissue manipulation within Traditional Chinese Medicine, including the following topics: Chinese physio-massage history, theory and application; indications for massage therapy; development of the student's ability to apply manipulation methods (including strengthening exercises for the hands); and the study of clinical applications of Tui Na for common diseases. The course focuses on practical therapeutic techniques for specific problems, such as neck and shoulder pain, back pain, sciatica, headaches,

anxiety, fatigue, PMS and indigestion. The role of proper breathing and movement, as well as stretching exercises for both practitioner and client, is emphasized. (Prerequisites: FC450, AT510; Co-requisite: AT521)

Advanced Tui Na (E)

AT566 3.0 credits

This course provides advanced training in Tui Na techniques, including therapeutic techniques to address spine and joint conditions, and further training in the clinical application of Tui Na manipulations for various diseases. (Prerequisite: AT565)

Advanced Tui Na Practicum (E)

AT567 3.0 credits

This course is the practicum component for AT566. (Prerequisite: AT566)

Introduction to Shiatsu

AT662 3.0 credits

This course introduces the practice of Japanese medical Shiatsu. Students learn various skills including manipulation of hands and fingers, meridian palpation, massage, Hara diagnosis, patient self-care, medical diets, herbal formulas and energy movement exercises. Students also learn Traditional Chinese Medicine theory and philosophy, point selection, treatment principles and meridian diagnosis as they relate to the practice of Shiatsu. (Prerequisites: FC450, AT510; Co-requisite: AT521, AT663)

Shiatsu Guided Practice (E)

AT663 3.0 credits

This elective course is taken concurrently with AT662. Students learn the information and skills necessary to confidently provide—at a beginning level—a comprehensive, full-body, one hour long Shiatsu treatment. This highly effective, traditional form of manipulative therapy is designed to correct physical and energetic imbalances, as well as ameliorate the effects of stress on the body/mind system. (Co-requisite: AT662)

Shiatsu Therapeutics I (E)

AT664 3.0 credits

This course provides students with advanced training in Shiatsu techniques, focusing on the treatment of common musculo-skeletal disorders of the neck, shoulder, thorax and low back, from both an Eastern and Western perspective. (Prerequisites: AT662, AT663)

Shiatsu Therapeutics II (E)

AT665 3.0 credits

This course reviews the Shiatsu techniques presented in previous Shiatsu courses and provides further advanced training in therapeutic techniques. The course focuses on the treatment of common musculo-skeletal disorders, useful treatment points, and therapeutic exercises. (Prerequisite: AT664)

Advanced Shiatsu Practicum (E)

AT667 3.0 credits

This course is the practicum component of AT665. (Prerequisite: AT665)

Japanese Acupuncture Techniques (E)

AT632 3.0 credits

The Japanese acupuncture tradition provides a valuable set of theoretical perspectives and treatment modalities. This course covers fundamental Japanese acupuncture techniques and theory. (Prerequisite: AT541)

Auricular Acupuncture (E)

AT635 3.0 credits

This course focuses on the most clinically significant micro-system in Traditional Chinese Medicine: the ear. Students examine the physical structures of the outer ear, locate acupoints on the various auricular surfaces, and learn the therapeutic and diagnostic applications of those points. Students learn how to use auricular acupuncture for a number of specific disorders, both as an independent modality and in combination with major-channel acupoints. (Prerequisite: AT541)

Eight Extra Meridians (E)

AT637 3.0 credits

This course provides a sequential investigation of the eight extra meridians: Ren, Du, Chong, Dai, Yin Wei, Yang Wei, Yin and Yang Qiao. It covers meridian pathways, channel points, crossing points, meridian energetics and associated symptom/sign complexes, as well as how to recognize unique meridian symptom/sign complexes and determine appropriate point combinations. (Prerequisites: AT541)

Acupuncture for Sports Injuries (E)

AT645 3.0 credits

This course covers the acupuncture treatment of common sports injuries. The three stages of injury progression are studied, and as part of the diagnostic workup, palpation of points and channels in the areas commonly injured is practiced. Various needling and other techniques are introduced and practiced. (Prerequisite: AT541)

Department of Herbal Medicine (HM)

TCM Materia Medica I, II, III & IV

HM546/547/548/549 12.0 credits

This four-course sequence presents the major herbs used in clinical practice, including their Chinese (Pin Yin) names, nature, entering meridians, therapeutic functions and contraindications. The herbs are divided into functional categories and are studied with regard to unique and common characteristics. The first course in the series covers the history and development of the Chinese pharmacopoeia, herb processing and dosage. Each of the four courses covers a different set of herb categories. The herb categories covered in the first course include: spicy and warm herbs, spicy and cool herbs, herbs that clear heat and purge fire, herbs that clear heat and cool blood, and herbs that clear heat and dry damp. The second course covers the following categories: herbs that clear heat and toxins, herbs that drain downward, herbs that expel wind dampness, herbs that aromatically transform dampness, and herbs that warm the interior and expel cold. The third course covers the following categories: herbs that regulate Qi, herbs that relieve food stagnation, herbs that expel parasites, herbs that stop bleeding, herbs that invigorate the blood, herbs that transform phlegm, and herbs that relieve cold and wheezing. The final course covers the following categories: herbs that calm the spirit, herbs that aromatically open the orifices, herbs that extinguish wind and stop tremors, herbs that tonify the Qi and the blood, and herbs that tonify the yin and the yang. The course also covers astringent herbs as well as a number of miscellaneous herbs. (Prerequisite for HM546: CM300; Pre/Co-requisite for HM546: CM516; Prerequisite for HM547: HM546; Prerequisite for HM548: HM547; Prerequisite for HM549: HM548)

TCM Formulary I, II, III & IV

HM550/551/552/553 12.0 credits

This four-course sequence covers the component herbs and therapeutic usage of major herbal formulas. The specific treatment principles for each formula are presented, along with information on the classical organization of ingredients and therapeutic functions and indications. Also covered are the applications of herbal formulas for specific disease entities and adjustment to formulas based on patient condition and disease course. The first course in the series focuses on diaphoretics, purgatives, the mediating regulating formulas, and opening the orifices formulas. The second course covers antipyretic formulas, warming formulas and tonifying formulas. The third course covers sedating formulas, astringent formulas and blood regulating formulas. The final course of the series covers anticonvulsant formulas, moistening formulas, diuretics, phlegm expelling formulas, resolving formulas and antiparasitic formulas. (Prerequisites for HM550: HM549; Prerequisite for HM551: HM550; Prerequisite for HM552: HM551; Prerequisite for HM553: HM552)

Patent Medicines

HM653 2.0 credits

This course covers traditionally prepared herbal formulas known as “patent medicines.” Topics include recognition of symptom/sign complex in diseases common to clinical practice, along with interpretation of therapeutic function and formula organization. The course reviews the formulas involving blood invigorating, tonics, and astringents, as well as topical and emetic herbs in a variety of forms. Also included is a discussion of toxic herbs and formulas and the interactions between Western medicines and herbs. (Prerequisites: HM553)

TCM Nutrition

HM654 3.0 credits

This course presents general concepts for the use of nutrition as a treatment modality in Traditional Chinese Medicine. The differential diagnosis and symptom/ sign complex for various diseases are reviewed, and diet/nutritional treatment approaches - including herbal stews and soups - are presented. (Prerequisite: HM549)

Drug and Herbal Interactions

HM640 1.0 credit

This course focuses on the basic biomedical principles related to adverse and beneficial interactions between Chinese herbs and Western medicine. The course also examines the pharmacological effects of various Chinese herbs from a Western medical perspective. (Prerequisite: WM606)

TCM Classical Works: Shang Han Lun

HM616 3.0 credits

This course focuses on the etiology of disease according to the patterns (Taiyang, Yangming, Shaoyang, Shaoyin, Taiyin, and Jueyin) presented in the Chinese medicine classic Shang Han Lun (External Contraction of Cold Disease). (Prerequisites: CM523, HM553)

TCM Classical Works: Shang Han Lun Practicum (E)

HM617 3.0 credits

The practicum experience of this course provides students the opportunity to apply and integrate knowledge acquired through the coursework from the TCM Classical Works: Shang Han Lun HM616. The course is run as a “clinical theater”, with clinical practice to identify pattern differentiations according to Shang Han Lun “Six Stages” framework, and formulate the treatments. (Prerequisite: HM616)

TCM Classical Works: Wen Bing

HM624 3.0 credits

This course covers the pathology, symptoms, and treatment of warm disease (Wen Bing) in each of the four stages (Wei, Qi, Ying, Xue). (Prerequisites: CM523, HM553; HM616 strongly recommended)

Department of Western Sciences (WM)**Medical Terminology**

WM400 1.0 credit

This course introduces students to Western medical terminology used to describe body structures, operative, diagnostic and therapeutic procedures, symptoms and diseases. The course focuses on the component parts of medical terms: prefixes, suffixes and root words. Emphasis is on spelling, definition and pronunciation. (Prerequisite: None)

History of Healing and Medicine

WM500 3.0 credits

This course examines the origins and development of Chinese medicine from the perspective of the major Chinese philosophic traditions and scientific concepts. The histories of various traditional and alternative systems of Western medicine are also explored. (Prerequisite: None)

Pathology I & II

WM511/512 6.0 credits

This course covers the pathology and pathophysiology correlations of human disease. Students first learn general pathology, including cell pathology, inflammation, immunopathology, neoplasia, genetic and developmental disorders, and fluid and hemodynamic disorders. Next, the structural and functional changes during diseases of each organ system are covered. The course emphasizes nervous, musculoskeletal, cardiovascular, respiratory, hematopoietic, lymphoid, digestive, endocrine and genitourinary systems. At the completion of the course, students understand the biomedical science perspective on diseases as a basis for studying Western clinical medicine. (Prerequisites for WM511: FC400, 410, 450, 451, WM400; Prerequisite for WM512: WM511)

Physical Examination/Ortho-Neuro Clinical Assessment I & II

WM505/506 4.0 credits

This course teaches the skills of taking and charting a patient history and conducting a complete physical examination. Students learn a range of Western physical assessment techniques, including neurologic and musculo-skeletal assessment. (Prerequisites for WM505: FC400, FC410, FC450, FC451, WM400; Prerequisites for WM506: WM505, WM515)

Western Clinical Medicine I, II & III

WM513/514/515 9.0 credits

This three-course series examines diagnosis and treatment of human disease from the perspective of conventional Western medicine. Students will gain knowledge of the diagnostic tools and treatment methods used by Western medical health care providers. Students will understand the language of Western medical patient assessments, how to communicate with Western health care providers, and when to refer them. The first course covers infectious diseases, cardiology, pulmonary medicine and cancer theory. The second course covers respiratory, urinary, biliary, gastrointestinal, endocrine and neurological systems, as well as blood and blood neoplasms. The third course covers musculoskeletal, dermatological, allergic, ophthalmologic, and physical agent disorders. (Prerequisite for WM513: WM512; Prerequisite for WM514: WM513; Prerequisite for WM515: WM514)

Women's Primary Care

WM602 3.0 credits

This course provides an overview of gynecology and obstetrics, including the Western medical approach to diagnosing and treating conditions. The main topics include well-woman care, gynecological pathology, the menstrual cycle, menopause, sexually transmitted diseases, normal pregnancy and pregnancy complications. (Prerequisites: WM512)

Pharmacology

WM606 3.0 credits

This course examines Western medications, including their actions, indications, side effects, adverse reactions and interactions with herbs. (Prerequisite: WM512)

Research Methods

WM601 3.0 credits

This course introduces the fundamental principles of research, with emphasis on clinical trials. Students will review a variety of published research studies in the acupuncture and traditional medicine field, and will compare their strengths and limitations. (Prerequisites: WM512)

Public Health and Community Medicine

WM611 2.0 credits

This course explores the cultural and environmental issues that contribute to health and illness in our society. Topics include the economics of our health care system, epidemiology, how the socio-economics of individuals influences health care, and world health. This class explores the ways in which TCM practitioners interface with, and are affected by, the public health system in the USA. The class also focuses on the specific issue of chemical dependency, since Chinese medicine, in combination with appropriate counseling and support networks, has emerged as one of the preeminent drugless therapies in the treatment of chemical dependency. (Prerequisite: WM514)

Patient Counseling Techniques

WM662 3.0 credits

This course introduces concepts in the area of patient-centered counseling and provides students with a range of communication skills important in working with patients. (Prerequisite: WM512)

Professional Ethics

WM603 2.0 credits

This course examines ethical issues that may arise in the practice of acupuncture and how to address them effectively. (Prerequisite: WM512)

Diet and Nutrition

WM607 2.0 credits

This course covers biomedical nutritional concepts, special dietary needs and nutritional supplements.

(Prerequisites: FC400, FC420)

Practice Management / Business Practices & Marketing

WM609/610 5.0 credits

These courses teach students how to successfully establish, manage and market an acupuncture practice, and informs students about legal issues related to the practice of acupuncture. (Prerequisite for WM609 and WM610: WM514)

Department of Clinical Training (CT)

Clinic Orientation

CT574 3.0 credits

This course provides an introduction to clinical practice and the responsibilities of working with patients in a health care setting as an independent practitioner. The topics covered are: ACTCM clinical policies, and procedures, guidelines and standards for the clean and safe practice of acupuncture, communicable diseases, clean field procedures, professional conduct, clinical training requirements, California Acupuncture Board, ACAOM, OSHA and HIPPA requirements and regulations, history taking, charting, and use of herbal dispensary. (Prerequisites CM516, CT576, WM400, WM500. This course is offered on a Pass/Fail basis.)

Asepsis and Patient Complications

CT576 0.5 credit

This course examines clean needle technique, blood-borne pathogens, disinfection and patient complications that can result from the practice of acupuncture. (Pre/Co-requisite: AT521. This course is offered on a Pass/Fail basis.)

Clinic Theater A & B/Observation I

CT578/579 4.0 credits

For two consecutive quarters, students observe real-life patient care as provided by an ACTCM clinic supervisor who is a licensed acupuncturist. Students observe the interaction between patient and practitioner, including: patient intake, differential diagnosis, points and herbal prescriptions, bedside manner, time management, and OSHA and HIPPA requirements. Students may be asked to assist on occasion with certain tasks such as filling out needle slips, preparing the treatment setting, maintaining a clean field, and gathering equipment such as cups, electrical stimulation machines, moxa, etc. (Prerequisites for CT578: WM400, AT521; Prerequisite for CT579: CT578. These courses are offered on a Pass/Fail basis.)

Clinic Observation II

CT580/581 4.0 credits

These two courses allow students to continue observing patient care in the clinics. Students take a more active role in the patient's wellness process by assisting the attending practitioner. Students continue to observe the patient's greeting and intake, pulse palpation, tongue and face inspection, diagnosis and treatment, charting, and the aseptic procedures within the clinic setting. Students also have the opportunity to practice case analysis and develop treatment strategies involving point selection and herbal formulas. (Prerequisites for CT580: CT579. Students must possess a current CPR/First Aid card. Prerequisite for CT581: CT580. These courses are offered on a Pass/Fail basis.)

Clinic Trainee I

CT582/583 4.0 credits

In these two clinical courses, students begin to transition from observing patients to treating them under the direct supervision of a clinical supervisor, who is physically present to observe all patient interactions. Students are responsible for greeting the patient, explaining their role, taking a history and formulating a diagnosis. They also propose to the supervisor a combination of acupuncture points, a specific herbal formula, and other adjunctive therapies that might be useful. After the clinical supervisor reviews the diagnosis and approves the treatment strategy, the student clinician treats the patient under direct supervision. (Prerequisites for CT582: CT574, CT581, AT537. Note: CT582 and CT583 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Clinic Trainee II

CT584/585 4.0 credits

In these two clinical courses, student clinicians develop a higher level of autonomy by assuming more responsibility for the clinical process. Under direct supervision of the clinical supervisor, students conduct the clinical intake, diagnosis, charting and treatment of patients. (Prerequisite for CT584: CT583. Note: CT584 and CT585 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Clinic Trainee III

CT588/589 4.0 credits

During these two clinical courses, student clinicians continue to develop and refine the skills practiced in CT584 and CT585, and assume additional responsibilities at the discretion of the attending clinical supervisor. The clinical supervisor continues to be physically present in the treatment room during diagnosis and treatment of patients, approves the entire treatment, and provides guidance as needed. This phase of clinical studies is the preparation for the paired intern phase, when students function with greater autonomy in caring for patients. (Prerequisite for CT588: CT585. Note: CT588 and CT589 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Clinic Paired Intern

CT686/687 4.0 credits

Working in pairs, students are responsible for greeting the patient, explaining their role, taking a medical history, developing a diagnosis, and proposing to the clinical supervisor an acupuncture point combination, an herbal remedy and/or other adjunct therapies such as massage. The student team is then responsible for discussing the treatment plan with the patient and administering the treatment, including filling the herbal formula. Before the student team initiates the treatment, the clinical supervisor examines the patient and reviews the diagnosis and treatment plan; he or she also observes the insertion of the acupuncture needles and other procedures to ensure proper treatment. (Prerequisites for CT686: CT589. Note: CT686 and CT687 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Clinic Intern I

CT688/689 4.0 credits

During these two clinical courses, students progress from working in pairs to assuming individual responsibility for patients. The student intern greets the patient, explains his or her role, takes a history, and proposes to the clinical supervisor a prescription of acupuncture points, an herbal remedy and/or other adjunct therapies such as cupping, moxabustion or massage. The student is also responsible for discussing the treatment plan with the patient, administering the complete treatment, and filling the herbal formula. Before the student initiates the treatment, the clinical supervisor examines the patient, and reviews the diagnosis and treatment plan; he or she also observes the insertion of the acupuncture needles and other procedures as needed to ensure proper treatment. (Prerequisite for CT688: CT687 and passage of the 2nd Level Point Location Practical Exam. Note: CT688 and CT689 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Clinic Intern II

CT691/692/693 6.0 credits

These three clinical courses are designed to further increase the student intern's level of autonomy and confidence as he or she moves to the next level and assumes a greater range of clinical responsibilities. Students continue to treat patients individually and handle the complete treatment process under the supervision of clinical supervisors, who observe and provide guidance as necessary. (Prerequisite for CT691: CT689. Note: CT691, CT692 and CT693 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Clinic Intern III

CT694/695/696 6.0 credits

These three clinical courses represent the final phase of the clinical internship. Student interns reach a higher level of knowledge, ability and independence as clinicians while continuing to assume the complete range of treatment responsibilities under the supervision of a clinic faculty member. This phase of training culminates in student interns achieving the level of clinical ability and independence appropriate for entry into the profession. (Prerequisite for CT694: CT693. Note: CT 694, CT695 and CT696 may be taken concurrently. These courses are offered on a Pass/Fail basis.)

Master's Program Review

GR700 2.0 credits

This course provides a comprehensive overview of the master's program including TCM fundamental theory, diagnosis, internal medicine, point location and indication, acupuncture theory and technique, meridian theory, herbology and Western clinical medicine. (Prerequisites: all required AT, CM, HM and WM courses, except CM691, WM609, WM610, WM611. This course is offered on a Pass/Fail basis.)

Admission to the MSTCM Program

Because the MSTCM program is academically rigorous, the College seeks mature students with demonstrated academic ability who is strongly motivated toward a career in the healing arts. Students have a choice of entering the degree program either as accelerated, full-time, ¾-time, or half-time students.

Application Fees and Deadlines

The College operates on a rolling admissions basis, and applications are reviewed by the Admissions Office as soon as all required application materials are received. Submitting an application early increases the likelihood that space in the program will be available. Prospective students are encouraged to apply well in advance of the quarter in which they wish to enroll. After the Admissions Office reviews the application, an admissions staff member will contact the applicant to schedule an in-person interview or a phone interview if the applicant lives far from the College. Within two weeks following the interview, the Admissions Office will notify the applicant whether he or she has been accepted. An applicant who applies by the early application deadline for a given quarter will be guaranteed a place for their desired quarter if accepted into the program. Application fees vary for United States and international applicants and a reduced fee applies for early applications (see Tuition and Fees section).

Application Deadlines

Quarter	Early	Regular Admission Deadline
Fall Quarter	July 1	September 1
Winter Quarter	October 1	December 1
Spring Quarter	January 1	March 1
Summer Quarter	April 1	June 1

Undergraduate Education Requirements

ACTCM has the following undergraduate education requirements for admission:

- All applicants must have completed a minimum of 90 semester credits (or 135 quarter credits) from an accredited U.S. institution of higher education or a foreign equivalent. Credits must be at the college level and be applicable toward a degree program such as an associate's degree or bachelor's degree.
- Courses used to meet ACTCM's general science requirement (see below) can also be counted towards the admission requirement.
- In general, ACTCM requires an undergraduate grade point average (GPA) of 3.0 or higher. However, a GPA below 3.0 does not automatically disqualify an applicant. ACTCM will consider prospective students whose GPA is between 2.0 and 3.0. These individuals are required to submit a GPA Statement and are encouraged to contact the Admissions Office to discuss their options.

General Science Requirement

Students admitted to the MSTCM program are required to complete the general science courses listed below no later than one quarter prior to taking the 1st Level Comprehensive Examinations. The College recommends that entering students take as many of these courses prior to enrollment as possible, especially anatomy and physiology. However, an offer of admission is not contingent upon completion of these courses.

The College offers all of the required general science courses on campus, and students may take them either through ACTCM or at another approved college or university. To be transferable to ACTCM, a general science course taken at another institution must be passed with a grade of C or better, and its content must be equivalent to the content of the same science course offered by ACTCM. All general science courses must be completed before first level comprehensive exams.

General Science Courses (22 quarter credits)

- Human Anatomy 6 quarter credits
- Human Physiology 4 quarter credits
- General Physics 3 quarter credits
- General Chemistry 3 quarter credits

- General Biology 3 quarter credits
- General Psychology 3 quarter credits

Notes: ACTCM uses the quarter credit system. To convert semester credits to quarter credits, use the following formula: 1 semester credit = 1.5 quarter credits (e.g., a Human Anatomy course of 4 semester credits is equivalent to a Human Anatomy course of 6 quarter credits).

Required Application Materials for U.S. Applicants

- A completed application
- Non-refundable application fee of \$125 (\$75 for an early application) in the form of a check or money order made payable to ACTCM
- Official transcripts from all colleges attended*
- Statement of Purpose essay of at least 500 words
- Current resume
- Two passport-sized photos
- Two letters of recommendation*
- A personal interview with the Admissions Committee

Required Application Materials for International Applicants

- A completed application
- Non-refundable application fee of \$175 (\$125 for early an application) in the form of a check or money order made payable to ACTCM
- Official transcripts from all colleges attended*
- Statement of Purpose essay of at least 500 words
- Current resume
- Two passport-sized photos
- Two letters of recommendation*
- A TOEFL report showing a score of 213 or higher on the computer examination, or 79-80 on the internet-based examination. ACTCM also accepts scores from the IELTS examination of 6.5 or above, with a minimum score of 7.0 on the speaking portion of the examination. (TOEFL is not required from international applicants whose native language is English, or who have completed an undergraduate or graduate degree taught in English.)
- Certificate of finances documentation and statement
- A personal interview with the Admissions Committee (Phone interviews are available for students living outside of the San Francisco Bay Area.)

MSTCM Admissions Procedure for California Licensed Acupuncturists

Acupuncturists in California who were licensed prior to when the 1987 licensing requirements took effect, or who were licensed after 1987 but never obtained a master's degree in the field of TCM, are eligible to attend ACTCM to enhance their skills and knowledge levels and obtain the MSTCM degree. California licensed acupuncturists interested in attending ACTCM are required to submit the following to the Admission Office:

- A completed application
- Non-refundable application fee of \$125 in the form of a check or money order made payable to ACTCM
- An official transcript of previous education from each college attended*
- A list detailing all relevant professional and post-graduate training received since licensure, along with documentation
- A list detailing any academic courses taught (CEUs, undergraduate courses, etc.), along with documentation
- Two letters of recommendation*
- Statement of Purpose essay of at least 500 words

*Notes: Official transcripts and letters of recommendation must be sent directly from the institution or person to the Admissions Office. All documents received become the property of ACTCM. Transcripts of all coursework completed outside of the United States must be evaluated by an agency approved by ACTCM. Letters of

recommendation should be completed by individuals who are familiar with the applicant's academic ability, maturity and commitment. These individuals may be previous faculty, health care providers or other professionals. Letters from family or friends cannot be accepted.

Items Required Upon Acceptance

ACTCM sends a letter to applicants notifying them of their admission status within two weeks following the admissions interview. Upon notification of acceptance, students must submit the following directly to the Admissions Office.

- A Health Certificate (including TB test results or a chest X-ray) signed by a health care practitioner
- An admissions deposit of \$300
- Proof of Medical Insurance that is recognized and accepted in the United States (International students only)

Notes:

1. The \$300 deposit reserves the student's place in class and is credited to the first tuition payment. If, for any reason, an admitted student chooses subsequently not to enroll within one academic year of being admitted, the deposit will be refunded to the student minus a \$45 administrative fee.
2. Deferral of Enrollment: A student accepted into the program is allowed to defer entrance for two academic quarters beyond the quarter into which he or she was admitted. Any requests for further deferrals are at the discretion of the Admissions Committee, which may require the applicant to submit additional materials and/or return for a second interview before a final enrollment decision is made.

ACTCM Alumni Enrollment in Courses

ACTCM alumni may enroll in courses for credit (where the standard tuition rate applies), or they may audit didactic courses for 25% of the standard tuition rate.

Such courses are offered to ACTCM alumni on a space-available basis. Clinical training and all practicum courses may not be audited.

Special Student Status

Special Student Status is a designation that allows individuals who are not ACTCM students to take or audit specific classes to meet a certain need. Candidates for Special Student Status must generally be: (1) a graduate of an ACAOM-approved college, (2) a licensed acupuncturist, or (3) a participant in a California Acupuncture Board approved tutorial. (Tutorial students are only eligible to take biomedicine classes at ACTCM.)

Individuals interested in being considered for the Special Student Status are required to submit a completed Special Student Application to the Admissions Office.

Transfer Students

Students who wish to transfer from another college of Oriental medicine to ACTCM must follow the same application process as entering United States or international students (see above). In addition to undergraduate transcripts, a transfer student must also submit a transcript from the acupuncture and/or Oriental medicine college at which he or she studied previously. Transfer students must provide course descriptions and syllabi for all classes completed at another institution. For a student wishing to obtain ACTCM transfer credits for work completed at another Oriental medicine college, the college must be ACAOM accredited or in candidacy status or the foreign equivalent. A student who has attended a non-ACAOM approved college in the United States should contact the Admissions Office for information.

All transfer credits must be awarded before the student begins classes at ACTCM. Depending on the amount of acupuncture and Oriental medicine education received at another institution, transfer students may be required to take the first or second level comprehensive examinations and/or placement examinations so that the College can develop a course schedule that reflects their level of knowledge. If a transfer student lacks sufficient knowledge in a certain subject, he or she will be required to take a required review or a course for credit in order to reach a level equivalent to other students in the MSTCM program. In general, the placement of transfer students into specific MSTCM classes is based on a review of all previous educational coursework, as well as on the outcomes of examinations.

Transfer students are required to meet with the Academic Advisor or the Vice President for Academic Affairs prior to registration for approval of their course schedule.

Transfer Credit Policy

Transfer Credit for Courses that Satisfy the General Science Requirements:

- Transfer credit will be granted for individual courses that meet ACTCM's general science requirements only if the coursework was completed at a U.S. institution accredited by a U.S. Department of Education-recognized accrediting agency, or at a foreign institution evaluated by an agency approved by ACTCM and found to be equivalent to an accredited U.S. institution.
- Only courses that are demonstrably equivalent to the College's requirements are acceptable. (A course description or syllabus is generally required to substantiate equivalency.)
- Transfer credit will be granted only for courses completed with a grade of C (70%) or better.
- Anatomy and physiology courses taken at another institution more than seven years prior to the application date will be considered for transfer only if the applicant is able to demonstrate current knowledge of the subject matter. The College may require a challenge or placement examination for courses taken more than seven years prior to the application date, or may require the student to retake the course.
- All transfer credit must be awarded prior to a student's matriculation at ACTCM.

Transfer Credit for Courses that Satisfy MSTCM Requirements

- Only courses taken at the master's degree level at an accredited U.S. higher education institution or its foreign equivalent may be considered for transfer credit to satisfy MSTCM program requirements.
- Only courses that are demonstrably equivalent to the College's requirements are acceptable. (A course description or syllabuses are generally required to substantiate equivalency).
- Transfer credit will be granted only for courses completed with a grade of C (70%) or better.
- Transfer credit may be granted for up to 100% of the required biomedical courses.
- Transfer credit may be granted for up to 100% of the required didactic coursework in TCM from an accredited college approved by the California Acupuncture Board. Transfer credit maybe granted for up to 50% of the required didactic coursework in TCM from an accredited college that is not approved by the California Acupuncture Board.
- Transfer credit will not be granted for clinical courses, with the exception of clinical observation courses that are demonstrably equivalent to ACTCM's observation courses. (A course description or syllabus is generally required to substantiate equivalency).
- All transfer credit must be awarded prior to a student's matriculation at ACTCM.

Nursing Education

Some course titles on nursing program transcripts are non-traditional and do not clearly indicate the subject matter studied. Nurses who wish to transfer in credit based on their nursing education should contact the Admissions Office for guidance.

Placement Examinations

ACTCM administers placement examinations to entering students who have received credits from an accredited institution or the foreign equivalent to confirm that a student has attained the level of knowledge or skills that ACTCM requires. There is no charge for a placement examination. Students who do not receive a passing grade on a placement examination will be enrolled in a Required Review of the corresponding coursework at ACTCM. Please refer to "Required Review" in the ACTCM Policies section of the catalog for further information.

Residency Requirement

Regardless of the amount of coursework completed previously at other institutions or the amount of transfer credit awarded by ACTCM, all transfer students are required to complete at least 50% of their didactic TCM training and all of their clinical training (with the exception of observation courses) in residence at the College. Students must also be enrolled in Clinical Internship for a minimum of 12 months.

MSTCM Academic Policies

Grading System

Quarter System

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

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

Letter and Pass/Fail Grades

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

Grading Scale

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

Grade	Score	GPA	
A	95-100	4.0	P = Pass
A-	90-94	3.7	F = Failure
B+	87-89	3.3	I = Incomplete
B	84-86	3.0	W = Withdrawal
B-	80-83	2.7	CR = Credit
C+	77-79	2.3	AU = Audit
C	70-76	2.0	RR = Required Review
F	69 and Below	0	

Required Grade Point Average

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

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

Program of Study

The program of study is a quarter-by-quarter outline of course sequencing that was designed to ensure the student's smooth, timely and academically optimal progress through the MSTCM program. Students are expected to follow the program of study. All modifications to the program of study must be approved by the Vice President for Academic Affairs. The Program of Study sequence of courses for the accelerated, fulltime, ¾-time, halftime, and transitional tracks can be accessed on the college's website.

Class Enrollment

ACTCM reserves the right to cancel any class that does not meet the minimum enrollment requirements of the equivalent of eight (8) full-tuition students.

Audit Policy

An ACTCM student may audit any didactic course without charge that he/she has successfully completed.

A student may audit for 50% of the tuition cost a practical course that he/she successfully completed. The practical courses eligible for this audit policy include: Points Review Lab, Needle Lab, Acupuncture Technique I-III, Qi Gong, Tai Ji Quan, Introduction to Tui Na, Advanced Tui Na, Advanced Tui Na Practicum, Introduction to Shiatsu, Shiatsu Guided Practice, Shiatsu Therapeutics I-II.

Once a student has fulfilled the elective course requirement, additional elective courses may be audited for 50% of the tuition cost.

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

Attendance Policy

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

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

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

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

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

Make-Up Examinations

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

Incompletes (Didactic and Practicum Courses)

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

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

Incompletes (Clinic Courses)

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

Academic Support Process

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

Academic Warning

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

Academic Probation Policy

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

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

Academic Suspension

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

Academic Dismissal

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

Comprehensive Examinations

In order to progress through the MSTCM program and graduate, students are required to pass three comprehensive examinations: the first examination at the end of Level 1, the second examination at the end of

Level 2, and a graduation examination given at the conclusion of the Master's Program Review (GR700). The First Level and Second Level Comprehensive Examination will be scheduled during the quarter break. Students who fail a comprehensive examination will be given an opportunity to retake the examination. Failure of the retake examination may interrupt a student's progression through the program. Please refer to the Student Handbook for the Comprehensive Examination Policy.

Graduation Requirements

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

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

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

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

MSTCM Faculty

ACTCM has assembled a distinguished group of faculty members who are committed educators with demonstrated expertise in their field. Nearly all of the licensed acupuncturists and physicians on the ACTCM faculty are also practicing clinicians who bring their real life professional experience into the classroom and clinic. The College ranks faculty members according to whether they are Core or Adjunct. Core faculty teach at the College on an ongoing basis. Adjunct faculty teach certain courses periodically.

Sally Abrams, BA, LAc: Graduate, San Francisco College of Acupuncture and Oriental Medicine, 1985; BA, Tufts University, 1975; Licensed Acupuncturist in California, 1986. Current position: private practice. Adjunct: clinic supervisor.

Jeannie Achuff, ND, BA: Doctor of Naturopathic Medicine from National College of Natural Medicine in 2008; BA in Scientific, Cultural, and Economic Issues in Sustainability from Western Washington University in 2001. Previous position: Naturopathic Physician in Sage Clinic, Victoria BC, Canada, and in Berkeley Naturopathic Medical Group, Berkeley CA. Current position: private practice. Adjunct: Medical Terminology, Anatomy.

Marilyn Allen, MS: Management and Administration, Pepperdine University, 1977. Current position: Public Relations and Marketing Director for the American Acupuncture Council. Adjunct: Practice Management.

Jennifer Ashby, DAOM, MSTCM, LAc: American College of Traditional Chinese Medicine, DAOM in 2010, MSTCM in 1995; Licensed Acupuncturist in California, 1996. Previous positions: Stanford University acupuncture research team member. Current position: private practice. Adjunct: TCM Gynecology.

Amy Baird, DAOM, MAOM, LAc: Five Branches University, DAOM in 2012; Santa Barbara College of Oriental Medicine, MAOM in 2001; Licensed Acupuncturist in California, 2002. Current position: private practice. Core: Meridians and Points II and III, clinic supervisor.

JoAnn Bennett, MSTCM, BA, LAc: American College of Traditional Chinese Medicine, 2002; BA in Humanities, New College of California, 2000. Current position: private practice. Adjunct: clinic supervisor.

Tamara Brown, MSTCM, BA, LAc: American College of Traditional Chinese Medicine, 1998; BA in Public Policy, College of William and Mary, Williamsburg VA, 1992. Current position: private practice. Adjunct: clinic supervisor.

Johnson Chiu, MSTCM, LAc: American College of Traditional Chinese Medicine 2002; Licensed Acupuncturist in California, 2003; Diplomat in Acupuncture, NCCAOM, 2003; Certificate in Acupuncture Orthopedics, 2003; Certified Massage Therapist, 2001. Current positions: San Francisco Community Pain Clinic, private practice. Core: Acupuncture Treatment for Disease I-II, Acupuncture for Sport Injuries, clinic supervisor.

Shawn Dill, DC, BS: Logan College of Chiropractic, Chesterfield, MO, DC in 1995, BS in Human Biology in 1993. Current positions: CEO of The Specific Chiropractic Center; founder of That Something Coaching Program; faculty at Life Chiropractic College West. Adjunct: Business Practices and Marketing.

Ofer Michael Eibschutz, MD: George Washington University, 1990; Helms Medical Institute in Medical Acupuncture, 2003. Current positions: Assistant Professor, University of California at San Francisco; Occupational Health, Emergency Room, Urgent Care, and Primary Care Physician, Locum Tenens; Hospitalist in charge of inpatient care for 3 Northern California community hospitals. Adjunct: Western Clinical Medicine I and II.

John Ellis, MSTCM, LAc: American College of Traditional Chinese Medicine, 2003; Licensed Acupuncturist in California, 2003; Internship in private clinic, 2003-2005; 300 hours advanced training in Acupuncture Orthopedics, Cedar-Sinai Medical Center. Current positions: private practice. Core: Introduction to Tui Na, Advanced Tui Na, and Advanced Tui Na Practicum, clinic supervisor.

Andrew Fitzcharles, MSTCM, LAc: American College of Traditional Chinese Medicine, 1989; Licensed Acupuncturist in California, 1989. Previous positions: Dean, ACTCM MSTCM Program; Chair of the Department of Acupuncture, ACTCM. Current positions: ACTCM Professor; active in acupuncture research projects; private practice. Adjunct: Japanese Acupuncture.

Suzanne Friedman, MSTCM, JD, DMQ (China), LAc: MSTCM from American College of Traditional Chinese Medicine in 2002; JD from University of Colorado School of Law, Boulder CO in 1993; Doctorate in Medical Qigong Oncology from Beijing Western District Qigong and TCM Research Institute, Beijing China in 2003. Current positions: private practice, instructor of Yangsheng Qigong Program at ACTCM, Chair of the Medical Qigong Department at AIMC, Berkeley CA. Adjunct: TCM Oncology, clinic supervisor.

Mark Frost, MSTCM, LAc: American College of Traditional Chinese Medicine, 1989; Licensed Acupuncturist in California, 1989. Previous positions: ACTCM Clinic Director/ HIV Program; Acupuncturist, Institute for Health and Healing, California Pacific Medical Center, San Francisco, California; Honorary Member of Sohaku-In Foundation for Oriental Medicine, Rio De Janeiro, Brazil. Current positions: ACTCM Professor; private practice. Core: Fundamental TCM Theory I and II, TCM Materia Medica I-IV, Eight Extra Meridians, Patent Medicine, clinic supervisor.

Teresa Garchitorena, ND: Bastyr University, Kenmore WA, 2007; Licensed ND, California 2007. Current positions: private practice, Berkeley Integrative and Naturopathic Medical Group. Core: Women's Primary Care, Diet and Nutrition, Western Clinical Medicine.

Daniel Geren, MSTCM, BS, LAc: American College of Traditional Chinese Medicine, 2012; BS in Genetics and Plant Biology from University of California, Berkeley, 2005. Current position: private practice, ACTCM Academic Support Administrator. Adjunct: General Biology.

Lisa Geren, MSW, BA: Masters of Social Work from University of Pennsylvania in 2003; BA in English and Communications from Siena College, Loudonville NY in 2001. Previous positions: Medical social worker in Vitas Hospice Inc., Client Services Manager in National Multiple Sclerosis Society, Clinical Team Manager and Interim Bereavement Manager in Hospice of the East Bay. Current position: Hospice medical social worker in professional healthcare at Home Hospice. Adjunct: Patient Counseling.

Steve Given, DAOM, LAc: DAOM, Bastyr University, Kenmore WA, 2006; MSTCM, Emperor's College, 1992; BS in Biology, Portland State University, Oregon; Licensed Acupuncturist in California, 1992. Previous positions: Clinic Director, Emperor's College of Traditional Oriental Medicine; Dean for Clinical Education, Yo San University; Associate Dean and DAOM Program Director, Bastyr University. Current positions: ACTCM Dean of Clinical Education and Director of Academic Assessment, ACAOM Commissioner. Core: Human Physiology, Clinic Orientation, Physical Exam Assessment I, clinic supervisor.

Betty ("B.J.") Green, CST, CTMT: Certified Shiatsu Therapist and Acupressure Table Massage Therapist, 1969. Previous position: Director and Shiatsu/Massage Instructor, The Shiatsu Institute and Therapy Center, San Francisco, California. Current positions: ACTCM Assistant Professor; private practice. Core: Introduction to Shiatsu, Shiatsu Guided Practice, Shiatsu Therapeutics I and II, Advanced Shiatsu Practicum.

Richard Harvey, PhD, MA, BA: received his PhD in Psychology and Social Behavior from UC Irvine in 2005, received his masters in Psychology from San Francisco State University in 1997. He has been an assistant professor at San Francisco State University since 2006. Adjunct: General Psychology.

Sharon Hennessey, DAOM, MSTCM, LAc: American College of Traditional Chinese Medicine, DAOM in 2012, MSTCM in 1991; Licensed Acupuncturist in California, 1993; Clinical Internship, Chengdu University of Traditional Chinese Medicine, Sichuan China, 1991-1992. Current positions: ACTCM Associate Professor; clinical practice. Core: Meridians and Points I-IV, Points Review Lab, clinic supervisor.

Denise Hsu, MB/BS, LAc: Shanghai University of Traditional Chinese Medicine, major in Acupuncture-Moxibustion, and Orthopedics-Traumatology, 1982; Licensed Acupuncturist in California, 1986; Diplomate Acupuncture, NCCAOM, 1986; Previous positions: Translator and researcher on rheumatoid arthritis;

Acupuncturist and Herbalist, Clinic of Shanghai Liao Yuan State Farm, Shanghai China; lecturer and TCM Physician, Shanghai University of Traditional Medicine affiliated with Yue-Yang Teaching Hospital, Shanghai China; CCAA Board member. Current positions: ACTCM Professor, Chair, Department of Chinese Medicine; NCCAOM Commissioner; private practice. Core: TCM Diagnosis I-III, clinic supervisor.

Aileen Huang, MB/BS, M.Pharm, MSTCM, LAc: American College of Traditional Chinese Medicine, 1997; Licensed Acupuncturist in California, 1997; MB/BS, Jilin Medical University, 1977; MS in Pharmacology, Beijing Second Medical College, 1982. Previous positions: Instructor, Pharmacology Dept., Xian Medical College; Lecturer and researcher, Dept. of Pharmacology, Capital Institute of Medicine; Visiting Scholar, School of Medicine, Kitasato University, Japan. Current positions: ACTCM Professor; Director of Library/Learning Resource Center; private practice. Core: Medical Chinese I and II, Pharmacology, clinic supervisor.

Anita Huang, MSTCM, LAc: American College of Traditional Chinese Medicine, 2000; Licensed Acupuncturist in California, 2000; Diplomate in Acupuncture and Chinese Herbal Medicine, NCCAOM, 2000. Current positions: private practice. Core: Clinic Orientation, clinic supervisor.

Deping Xu Ionin, MSTCM, LAc: American College of Traditional Chinese Medicine, 1990; Licensed Acupuncturist in California, 1991; Wu Son Hospital Nursing Program, Shanghai, China, 1986; Acupuncture Research Institute of Shanghai, 1986. Current positions: clinical practice. Core: Medical Chinese I-II, clinic supervisor.

Daniel Jiao, DAOM, LAc: Beijing University of Traditional Chinese Medicine, China, 1984; MSTCM and DAOM, American College of Traditional Chinese Medicine, San Francisco, 1993 and 2009. Previous positions: Board of Directors NCCAOM 1997-2006; Board of Directors of ACTCM 1997-2009; chief instructor of Oriental Medicine in the Medical Acupuncture Program, Stanford University, 1998. Current positions: ACTCM Professor; Chair of Herbal Medicine Department; Subject Matter Expert, NCCAOM, Foundations of Oriental Medicine; private practice. Core: TCM Formulary I-IV, TCM Nutrition, clinic supervisor.

Jung Sik Kim, DAOM, MSTCM, LAc: American College of Traditional Chinese Medicine, DAOM in 2010, MSTCM in 1998; Licensed Acupuncturist in California, 1999. Current positions: private practice, Assistant Dean of Clinical Education. Core: Clinic Orientation, Acupuncture Theory I and II, clinic supervisor.

Bodo Klawonn, MSTCM, CMT, LAc: American College of Acupuncture and Oriental Medicine, 1994; Licensed Acupuncturist in California, 1994; Certified Massage Therapist, International Massage School, 1985; Current positions: private practice. Adjunct: clinic supervisor.

Dmitri Kotenkov, MSTCM, LAc: American College of Traditional Chinese Medicine, 2008; Master's degree in Scientific and Technical Information, Russian State Humanitarian University, Moscow, USSR, 1982; Diploma from Inner Research Institute School of Tai Chi Ch'uan, San Francisco CA, 1990. Current position: private practice, Tai Chi Ch'uan teacher. Adjunct: Tai Ji Quan.

Kei Kurotani, LAc: Graduate, Tokyo Therapeutic Institute, 1992; Licensed Acupuncturist in California, 2000; Licensed Acupuncturist, Burma, 1995; Acupuncture and Moxibustion License, Japan, 1992. Current positions: private practice. Adjunct: clinic supervisor.

Eunyoung Lee, MSTCM, BA, LAc: received a BA in psychology from the Catholic University in South Korea and a MSTCM from American College of Traditional Chinese Medicine in 2003. Ms. Lee has been in private practice at the Musculoskeletal Medical Center with Christian Bocobo, MD since 2004. Eunyoung was a lecturer for the Senior Program at the Intercultural Institute of California, San Francisco, and served as an intern for the Ryan White Program, providing services to HIV/Aids patients. Eunyoung Lee is a DAOM candidate at Five Branches University. Adjunct: clinic supervisor.

Stanley Leung, MB/BS, LAc: Post-Graduate Training, Hunan College of Traditional Chinese Medicine, 1970; Hsiang Ya Medical College, 1962; Licensed Acupuncturist in California, 1981. Previous positions: TCM Physician, Worker's Hospital of Hunan, China; Lecturer, Auxiliary Medical Class of Worker's Hospital of Hunan, China; Commissioner for ACAOM; Director of Clinical Instruction, Chief Academic and Clinic Advisor,

Department Chair of Acupuncture Theory and Technique, ACTCM. Current positions: ACTCM Professor; DAOM Council member; Honorary Member of the ACTCM Board of Directors; clinical practice. Core: Acupuncture Techniques I-III, clinic supervisor.

Dave Liu, MSTCM, MB/BS, LAc: Academy of Chinese Culture and Health Science, Oakland CA, 1992; Shanghai University of Traditional Chinese Medicine, Shanghai China, 1984; Diploma, American Institute of Acupuncture Orthopedics and Traumatology, San Francisco CA, 1997. Current position: private practice. Core: TCM Internal Medicine I-IV, Case Study Symposium I and II, clinic supervisor.

Eugene London, DAOM, LAc: American College of Traditional Chinese Medicine, 2012; Graduate, Academy of Chinese Culture and Health Science, 1987; Licensed Acupuncturist in California 1987; Certified HIV Treatment Educator, Project Inform, 1998; Previous positions: Chair, San Francisco Chapter, California Association of Acupuncture and Oriental Medicine; Clinical Director, Immune Enhancement Project, San Francisco; Chair of NCCAOM Educational Development Committee, Foundations of Oriental Medicine. Current positions: NCCAOM Commissioner, clinical practice. Core: Asepsis and Patient Complications, clinic supervisor.

Cambria Lowe, MA, MFT, BA: a licensed marriage and family therapist, having graduated from the California Institute of Integral Studies in 1999. In addition, she has training in massage and homeopathy and has taught at many institutions in the past including CIIS, AIMC, and JFK University. Adjunct: Patient Counseling.

Bonney Lynch, MSTCM, BA, LAc: American College of Traditional Chinese Medicine, 2001; Certified Massage Therapist, 1989; BA in Theater Arts, Sonoma State University, Rohnert Park CA, 1984. Current position: private practice. Adjunct: clinic supervisor.

Anita Chen Marshall, DAOM, PharmD, LAc: DAOM, American College of Traditional Chinese Medicine, 2010; PharmD, University of the Pacific, 1976; Academy of Chinese Culture and Health Sciences, 1998; Licensed Acupuncturist in California, 1998. Current position: private practice. Adjunct: Drug and Herbal Interactions.

Michael McCulloch, PhD, MPH, LAc: University of California Berkeley, School of Public Health, 2008; Licensed Acupuncturist in California, 1986. Current positions: Research Director at Pine Street Foundation; Acupuncture Practitioner at Pine Street Clinic. Adjunct: Research Methods.

Ai-de Men, MS, LAc: Royal University of Traditional Chinese Medicine, 1989; Licensed Acupuncturist in California, 1988; University of Shangdong Traditional Chinese Medicine College, 1982. Previous position: Faculty, Samra University, Los Angeles CA. Current positions: private practice. Core: TCM Classics: Shang Han Lun, clinic supervisor.

Curtis A. Moore, MPH: University of California, Berkeley, CA, 2001. Previous positions: Health Educator, California Department of Health Services-Genetic Disease Branch; Violence Prevention Coordinator, Doorsteps Community Health Coalition, Toronto, Ontario; Community Economic Development Manager, Ministry of Intergovernmental Affairs, Toronto, Ontario. Current positions: Executive Director, Bay Area Young Positives, San Francisco. Adjunct: Public Health and Community Medicine.

Pamela Olton, MT (ASCP), LAc: San Francisco College of Acupuncture and Oriental Medicine, 1987; Licensed Acupuncturist in California, 1987; California Licensed Clinical Lab Scientist, 1976. Current positions: ACTCM Associate Professor; Laboratory Manager and Coordinator of the Acupuncture Program, Haight-Ashbury Free Medical Clinic, San Francisco; private practice; Chair of Acupuncture Department, ACTCM; Core: Acupuncture Technique I-III, Needling Lab, Auricular Acupuncture, clinic supervisor.

Ning Pan, MB/BS, LAc: Guangzhou University of Traditional Chinese Medicine, China, 1992; Licensed Acupuncturist in California, 2002. Previous positions: Director, Guilin Acupuncture Association; TCM Physician, Departments of Internal Medicine, Orthopedics and Acupuncture, Guilin Hospital of TCM. Current positions: private practice. Core: Meridians and Points I-IV, Acupuncture Techniques I-III, Needling Lab, clinic supervisor.

Dean Ren, DAOM, MSTCM, LAc: DAOM, American College of Traditional Chinese Medicine, 2010; MSTCM, Academy of Chinese Culture and Health Sciences, 1992; Licensed Acupuncturist in California, 1992; Diplomate in Acupuncture and Chinese Herbology, NCCAOM, 1992. Current position: private practice. Adjunct: clinic supervisor.

Hillary Roland, ND, BA: Bastyr University, Kenmore WA, 2010; BA in International Relations, University of Colorado, Boulder CO, 2001; Certificate in Naturopathic Midwifery, 2010; Certificate in Homeopathy, 2009. Current position: private practice. Adjunct: Western Clinical Medicine I-IV.

Ken Rose, BFA: California Institute of the Arts, 1972; Apprenticeship in TCM, Chengdu University of TCM, 1992-1998. Author: A Brief History of Qi, Paradigm Publications 2001; Who Can Ride the Dragon, An Exploration of the Cultural Roots of Traditional Chinese Medicine, Paradigm Publications 1999. Adjunct: History of Healing and Medicine.

Kathryn Ryan, MSTCM, LAc: American College of Traditional Chinese Medicine, 1984; California Licensed Acupuncturist, 1985; Current positions: Contract research work on acupuncture, Stanford University, California; private practice. Core: clinic supervisor.

Alistair Shanks: Training and education in Qi Gong and Taiji since 1995. Current positions: private instructor of Qi Gong and Taiji. Adjunct: Tai Ji Quan.

Kaylah Cheryl Sterling, MEd, MTOM, LAc: Pacific College of Oriental Medicine, 1994; Licensed Acupuncturist in California, 1995; Diplomate in Acupuncture and Chinese Herbal Medicine, NCCAOM, 1995; MEd, Temple University, 1979. Previous position: ACTCM Acting Dean of Education. Current positions: ACTCM Professor; private practice. Core: Clinic Theater Observation, clinical supervisor.

Skye Sturgeon, MSOM, LAc: International Institute of Chinese Medicine, 1993; Licensed Acupuncturist in Washington, New York, and North Carolina. Previous positions: Clinic Director for Oriental Medicine, Chair of Herbology Department, New York College of Holistic Health, Education and Research, Syosset, NY; Clinical Dean and Assistant Professor, Northwest Institute of Acupuncture and Oriental Medicine, Seattle, WA; President and Professor, Acupuncture and Integrative Medicine College, Berkeley, CA. Core: General Chemistry, General Physics, Meridians and Points I-IV.

Jason Su, DAOM, MB/BS, LAc: DAOM, American College of Traditional Chinese Medicine, 2009; MB/BS, Zhejiang College of Traditional Chinese Medicine, Zhejiang, China, 1983; Licensed Acupuncturist in California, 1988. Previous positions: TCM Physician, Zhejiang Hospital of Traditional Chinese Medicine, Zhejiang, China; Faculty, Acting President, Dean of Faculty and Dean of Clinic, Meiji College of Oriental Medicine, Berkeley, California. Current positions: ACTCM Professor; private practice. Core: TCM Materia Medica I-IV, TCM Internal Medicine I-IV, TCM Classics Wen Bing, Master's Program Review, clinic supervisor.

Yuan-Jin Tao, MB/BS, LAc: Chengdu Traditional Chinese Medicine College, China, 1986; Licensed Acupuncturist in California, 1998. Current positions: private practice; ACTCM Professor. Core: Acupuncture Treatment for Disease I and II, Case Study Symposium I and II, clinic supervisor.

Paz Vizcarra, LAc: Licensed Acupuncturist in California, 1997; Diplomate in Acupuncture and Chinese Herbology, NCCAOM, 1993. Current position: private practice. Adjunct: clinic supervisor.

Jonathan Wheeler, MSTCM, CMT, LAc: American College of Traditional Chinese Medicine, 1999; Licensed Acupuncturist in California, 2000; Diplomate in Acupuncture and Chinese Herbology NCCAOM. Current positions: private practice, Wu's Healing Center, San Francisco, CA. Core: Meridians and Points II and III, Points Review Lab, clinic supervisor.

Carla Wilson, DAOM, PhD (candidate), MA, LAc: American College of Traditional Chinese Medicine, 2011; Health Education and Community Health Education and Leadership, New College of California, 2004; Licensed Acupuncturist in Hawaii 1987, New York 1993, Florida 1994. Previous positions: Director of Medical and Health

Services, Osborne Association, Bronx, NY; Executive Director, Quan Yin Healing Arts Center, San Francisco, CA. Current Position: Director of the DAOM Program and Research, ACTCM. Adjunct: Professional Ethics.

Devin Wu, DAOM, MSTCM, PT, LAc: American College of Traditional Chinese Medicine, DAOM in 2010, MSTCM in 2005; MS, University of the Pacific, 1996; Licensed Acupuncturist in California, 2006. Current positions: private practice, ACTCM Depart Chair of Western Sciences. Core: Human Anatomy, Physical Examination/Ortho-Neuro Clinical Assessment.

Mary Ping Wu, DAOM, MB/BS, LAc: American College of Traditional Chinese Medicine, 2012; Chengdu University of Traditional Chinese Medicine, China, 1984; Licensed Acupuncturist in California, 1997. Current positions: ACTCM Professor; private practice. Adjunct: clinic supervisor.

Chulong Xue, DAOM, MB/BS, LAc: DAOM, American College of Traditional Chinese Medicine, 2010; MB/BS, Guangzhou University of Traditional Chinese Medicine, 1984; Licensed Acupuncturist in California, 2005. Previous positions: Visiting Lecturer and Director, Asante Academy of Chinese Medicine, Middlesex University, London, UK; Clinician, London, UK; Orthopedic Surgeon, Guangzhou University of TCM, China; Clinical practice and research, Guangdong Academy of TCM, China; Research and management, China Academy of TCM, Beijing, China. Current positions: private practice. Core: TCM Diagnosis I and II, Advanced Tui Na, Tui Na Practicum, clinic supervisor.

Sherry Yang, DAOM, MSTCM, MB/BS, LAc: American College of Traditional Chinese Medicine, DAOM in 2012; MSTCM from Academy of Chinese Culture and Health Sciences, Oakland CA, 2003; Bachelor of Medicine from Shanghai Medical University, Shanghai China, 1985. Previous position: Physician in Zhongshan Hospital of Shanghai Medical University; Physician and lecturer in Medical Psychology and Psychiatry Department in Shanghai Medical University; Director of Academic Affairs at ACCHS. Current position: faculty at ACCHS, private practice. Adjunct: clinic supervisor.

Andrea Zengion, ND, MSOM, LAc: received her Doctor of Naturopathic Medicine and her Masters in Acupuncture and Oriental Medicine degrees in 2007 from Bastyr University in Seattle. She currently practices at San Francisco Natural Medicine. Core: Pathology, Human Physiology.

Bai-bing Zhu, MB/BS, LAc: Shanghai University of Traditional Chinese Medicine, China, 1988. Previous positions: Chinese Medical Doctor, Longhua Hospital, Shanghai, China; Professor, Shanghai University of Traditional Chinese Medicine. Current positions: private practice. Core: Fundamental TCM Theory I and II, TCM Diagnosis I-III, clinic supervisor.

Liping Zhu, MSTCM, LAc: American College of Traditional Chinese Medicine, 2004; Licensed Acupuncturist in California, 2004; Qi Gong study, International Life Science Academy, Sichuan, China, 1992-1994; Daoist studies, Taiyi Swimming Dragon Form Association, 1990-1996; Resident student, San Francisco Zen Center, 2000-present. Current positions: Qi Gong and Tai Ji Quan instructor. Adjunct: Qi Gong.

Bingzeng Zou, PhD, DC, MB/BS, LAc: PhD in Integrative Orthopedics and Traumatology, China Academy of Chinese Medical Sciences, Beijing China, 1994; Doctor of Chiropractic, Life University, Marietta, Georgia, 1999; Bachelor of Medicine in TCM, Guangzhou University of Traditional Chinese Medicine, Guangzhou China, 1983. Previous positions: Faculty and TCM physician, Institute of Orthopedics and Traumatology, China Academy of Chinese Medical Sciences, Beijing China, 1983-1996; Faculty member 2000-2008, Academic Dean 2003-2008, Southwest Acupuncture College, Albuquerque/Santa Fe, NM. Current positions: ACTCM Vice President for Academic Affairs and Dean of Faculty, Professor, Faculty Practice. Core: TCM Internal Medicine I-IV, clinic supervisor.

DAOM Program

Program of Study

Title: Doctor of Acupuncture and Oriental Medicine (DAOM)

Focus: Clinical doctorate

Length: Total of 1,232 hours
62.46 credits
562 didactic hours
670 clinical hours
9 quarters

Scheduling: The DAOM program has been designed to accommodate practitioners. The program is offered in concentrated 4-day modules which meet once per month. Each monthly module begins at 8:30 am on Friday and spans the weekend, ending at 5:30 pm on Monday. Thursday afternoons periodically will be added for the comprehensive exams or capstone presentations.

Specialties: TCM Gynecology and TCM Pain Management

Language: All classes are taught in English

Introduction

The 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 patient care.

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 Zhejiang Chinese Medical University, Hangzhou China, or with private practitioners in U.S.

Our diverse faculty prepare 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 knowledge building in professional programs in health care is 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.

Program Overview

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 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.

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

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

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 off-site 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; or
- Students study with senior AOM practitioners (a minimum of 15 year of clinical experience) of their choice in the United States. Practitioner must be approved by the Director of 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 Chinese Medical University, 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 received considerable attention in both Oriental medicine and Western medicine. This fact is supported by the emergence of specialized clinics in both areas. 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 and clinical application in patient care. 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 Director of DAOM Program. Each student will begin to generate a Student Portfolio that will be an important instrument in guiding and evaluating student progress. 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 Zhejiang Chinese Medical University, Hangzhou China. ACTCM maintains formal agreement with the 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 classroom and engage in a discussion based on didactic class information, clinical experience, faculty input, and the 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 may 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.

Sunday Specialty Clinics

In the specialty clinics, student interns in groups of 3 or 4 treat patients under supervision of a DAOM clinic supervisor. The specialty clinics occur in the ACTCM Community Clinic and the California Pacific Medical Center inpatient rehab center. The clinical experiences in the two areas of specialization, TCM Gynecology and Pain Management, provide an opportunity for greater involvement with complex chronic disorders.

Clinical Observation

Students observe with biomedical practitioners, such as MD, DO, DC, ND, NP 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/or ACTCM faculty; or (2) Students may study with senior AOM practitioners or mentor (a minimum of 15 year of clinical experience) of their choice in the United States. If AOM practitioners are dual licensed as MD, DO, DC, ND, NP, the 15 (fifteen) years may be accumulative years of practice in the field of health care with 5 (five) years of clinical experience in AOM. A blend of Western medicine and AOM practice must demonstrate a level of expertise, skill and knowledge, and provide an appropriate level of clinical education for the DAOM students to achieve expected program competencies. The supervisors or mentors are required to be approved by the Director of DAOM Program before the externship experience commences.

ACTCM will cover tuition costs in China. Students are responsible for all travel and room and board costs incurred in China.

DAOM Curriculum

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Gynecology Module I (24hrs/1.67units)	Gynecology Module II (24hrs/1.67units)	Gynecology Module III (24hrs/1.67units)	Gynecology Module IV (24hrs/1.67units)
Pain Management Module I (24hrs/1.67units)	Pain Management Module II (24hrs/1.67units)	Pain Management Module III (24hrs/1.67units)	Pain Management Module IV (24hrs/1.67units)
Advanced Physical Assessment (24hrs/2units)	Western Gynecology (24hrs/2units)	Healthcare Practitioners and Systems (8hrs/0.67units)	Clinical Quantitative Research (16hrs/1.34units)
Case Study Writing (4hrs/0.33units)	Integrative Clinic Setting (4hrs/0.33units)	Environmental Medicine (8hrs/0.67units)	Clinical Research and Public Health (8hrs/0.67units)
Clinical Internship (22hrs/0.91units)	Clinical Internship (22hrs/0.91units)	Clinical Internship (22hrs/0.91units)	Clinical Internship (22hrs/0.91units)
Clinical Case Study (20hrs/0.55units)	Clinical Case Study (20hrs/0.55units)	Clinical Case Study (20hrs/0.55units)	Clinical Case Study (20hrs/0.55units)
Clinical Observation (15hrs/0.42units)	Clinical Observation (15hrs/0.42units)	Clinical Observation (15hrs/0.42units)	Clinical Observation (15hrs/0.42units)
Subtotal: 133 hrs (7.55units)	133 hrs (7.55units)	121 hrs (6.56units)	129 hrs (7.23units)
Quarter 5	Quarter 6	Quarter 7	Quarter 8
Gynecology Module V (24hrs/1.67units)	Gynecology Module VI (24hrs/1.67units)	Gynecology Module VII (24hrs/1.67units)	Gynecology Module VIII (16hrs/1.17units)
Pain Management Module V (24hrs/1.67units)	Pain Management Module VI (24hrs/1.67units)	Pain Management Module VII (24hrs/1.67units)	Pain Management Module VIII (16hrs/1.17units)
Clinical Qualitative Research (16hrs/1.34units)	Advanced Herbal Drug Interaction (16hrs/1.34units)	Immunology and Oncology (16hrs/1.34units)	Dermatology (24hrs/1.67units)
Capstone Writing (4hrs/0.33units)	Western Herbs and Supplements (8hrs/0.67units)	Dietary Therapy to Reduce Inflammation (4hrs/0.33units)	Life Style and Diet (8hrs/0.67units)
Clinical Internship (22hrs/0.91units)	Clinical Internship (22hrs/0.91units)	Clinical Internship (22hrs/0.91units)	Clinical Internship (22hrs/0.91units)
Clinical Case Study (20hrs/0.55units)	Clinical Case Study (20hrs/0.55units)	Capstone Independent Study (45hrs/1.25units)	Capstone Independent Study (45hrs/1.25units)
Capstone Independent Study (20hrs/0.55units)	Capstone Independent Study (20hrs/0.55units)		
Subtotal: 130 hrs (7.02units)	134 hrs (7.36units)	135 hrs (7.17units)	131 hrs (6.84units)
Quarter 9 Culminating Clinical Experience: 186 hours			
	Clinical Externship I (60hrs/1.68units): Complete either in China or in USA		
	Clinical Externship II (126hrs/3.5units): Complete either in China or in USA		
TOTAL:	62.46 Units	1,232 Hours – 562Didactic Hours;	670 Clinical Hours

DAOM Course Descriptions

TCM Gynecology I

DA717 1.67 Units

This course focuses on how to work with a woman's menstrual cycle to improve the therapeutic results for diseases related to women's reproductive system by promoting the functions and the relationships of the internal organs, extraordinary meridians, qi, blood, and body fluids. Amenorrhea is covered as a disease example. Discussions focus on the etiology, pathology, syndrome diagnosis, herbal and acupuncture treatments for the condition.

TCM Gynecology II

DA722 1.67 Units

This course focuses on women's health with an emphasis on fertility. The Western and TCM pathology and physiology of infertility, along with the differentiation of syndromes and symptoms, are presented. Although the emphasis is on TCM, the course also covers current Western medicine research and treatment. Several different etiologies of infertility are discussed, along with their corresponding TCM treatment protocols. IVF (In Vitro Fertilization) and Intrauterine Insemination procedures, as Western treatments of infertility in collaboration with TCM treatments, are discussed.

TCM Gynecology III

DA729 1.67 Units

This class provides the knowledge and clinical application for treating uterine myomata and endometriosis. Discussions focus on the etiology, pathology, syndrome diagnosis, and herbal and acupuncture treatments for the condition. The class focuses on how to modify the treatment strategies and improve the therapeutic outcomes.

TCM Gynecology IV

DA731 1.67 Units

This course discusses some special topics of obstetrics and gynecology in Chinese medicine and Western medicine. The class focuses on dysmenorrhea, menopausal syndromes, osteoporosis in postmenopausal women, ovarian failure and diseases after childbirth, and includes the theories of physiology, pathology, etiology, diagnosis and the treatment for those conditions. Particular attention is placed on how to make an accurate TCM differentiation and how to choose Chinese herbal medicine with the modifications for those conditions. The most commonly used formulas in TCM gynecology and actual cases are emphasized and discussed.

TCM Gynecology V

DA734 1.67 Units

This course covers dysfunctional uterine bleeding, miscarriages and PMS. The discussions for this class are focused upon etiology, pathology, differentiation and treatment, with an emphasis on treatment modifications according to the changes in the specific condition of the disease. Selected cases prepared by the students are presented and discussed in class.

TCM Gynecology VI

DA735 1.67 Units

This course covers the following topics: uterine fibroids, leucorrhea and pelvic inflammatory disease. The course focuses on the etiology, pathology, syndrome diagnosis, and herbal and acupuncture treatments for these conditions. Particular attention is focused on how to maximize the therapeutic result by promoting women's reproductive physiology. In addition, the cases written by the students for this module are discussed when the associated topic is being presented.

TCM Gynecology VII

DA736 1.67 Units

This course introduces the classical works of TCM gynecology. The classics that are covered in the course are Fu Ren Da Quan Liang Fang (The Great Treaties of Useful Prescriptions for Gynecology) by Chen Zi-ming, the first book in TCM history that comprehensively covered women's health issues; Fu Ren Gui (Compass of Gynecology in Chinese Medicine) by Zhang Jing-yue, the book that many of the most commonly used TCM Gynecology

prescriptions stem from; and *Fu Qing Zhu Nu Ke* (*Fu Qing-zhu's Gynecology*) by Fu Qing-zhu, the most cited source of Chinese gynecology books since it was written. The major portion of this course is devoted to the principles and practices taught in these classic texts.

TCM Gynecology VIII

DA737 1.17 Units

This course covers the topics of uterine tumors, cervical cancer, ovary cancer, breast disorders, fibroadenoma of the breast, hyperplasia of the mammary glands. The discussions for this course focus on etiology, pathology, differentiation and treatment plans with an emphasis on Chinese herbology for the specific condition of the diseases.

TCM Pain Management I

DA716 1.67 Units

This course is an introduction to advanced acupuncture techniques, advanced Chinese herbology, Tui Na techniques and the relevant Western medical knowledge to manage a wide region of diseases and conditions associated with pain that an AOM practitioner commonly encounters in their practice. Scalp acupuncture and other microsystem needle techniques are emphasized. The course is a presentation of pain's definition, etiology, pathogenesis, differentiation, and treatment approaches in TCM and Western medicine.

TCM Pain Management II

DA721 1.67 Units

This class focuses on the use of integrative medical methods to diagnose and treat various pain syndromes. The class focuses on the injuries to the shoulder, elbow, wrist, hip, knee, and ankle. The class includes advanced acupuncture techniques, Chinese herbology and Tui Na techniques to manage the injuries of the extremities. Students also learn to assess patient symptomology and develop treatment plans to address pain due to common injury to a variety of joints, bones, muscles and ligaments.

TCM Pain Management III

DA728 1.67 Units

This course focuses on trigger point acupuncture for myofascial pain syndromes. The course presents a comprehensive therapeutic approach for the evaluation and treatment of myofascial pain using trigger point acupuncture techniques. The course offers an introduction to the concept and current research concerning trigger points and referred pain, the palpation skills needed for diagnosis and treatment of myofascial pain, and specific needling techniques appropriate for the release of myofascial trigger points.

TCM Pain Management IV

DA730 1.67 Units

This course features the use of advanced acupuncture techniques in the treatment of pain and common sports injuries, including the tendino-muscle meridians, distal points, and strategies using the opposite side and opposite extremity. Treating the site of injury is detailed with such techniques as threading the tendon, trigger point therapy, and fascia release. Many common extremity conditions will be covered. This class also includes a discussion of acupuncture in relationship to the enhancement of athletic performance.

TCM Pain Management V

DA732 1.67 Units

This course is an introduction to Master Tung's or other micro acupuncture system. The class is devoted to detailed description of point locations, functions, indications, and needling techniques. The essentials of acupuncture therapy are discussed, such as utilizing distant points for treatments, quick and effective responses, and the use of few needles to achieve the best result. Students have the opportunity to receive supervised training on point location and needling techniques in the classroom setting.

TCM Pain Management VI

DA733 1.67 Units

This course presents an expanded understanding and treatment of pain through integrative mind-body medicine. The focus of this class is developing treatment strategies for complicated pain presentations, creating an integral

clinical treatment for pain through East-West mind-body medicine, integrating psycho-emotional issues related to the treatment and management of physical pain.

TCM Pain Management VII

DA738 1.67 Units

This course covers the topics of neurological disorders, with an emphasis on TCM and Western medicine pathology, symptoms, diagnosis, treatment and progress in common brain and nerve disorders. These include stroke and related disorders, cranial nerve disorders, headaches, and peripheral nerve disorders. The course also includes TCM prevention and rehabilitation methods, case study and analysis on common painful neurological syndromes.

TCM Pain Management VIII

DA739 1.17 Units

This course covers therapeutic exercises to increase strength, stability, endurance and range of motion. Students will learn musculoskeletal physiotherapy techniques for pain management. The class focuses on physiotherapy techniques of stretching, strengthening, passive movements testing and end-feel assessment, active exercise training, resisted exercise training, and postural re-education.

Advanced Physical Assessment

DA706 2.0 Units

This course provides students with a deeper understanding of Western physical examination and musculoskeletal examination methodologies. The class emphasizes a hands-on regional approach to orthopedic and neurological assessment of the spine and the extremities. The class also provides an in-depth review of the physical exam for the head and neck, lungs, heart and abdomen of adults.

Western Gynecology

DA709 2.0 Units

This course provides a working knowledge of the differential diagnosis, evaluation and treatment of the most common gynecologic problems from a western perspective. The course covers detailed information on reproductive anatomy and endocrinology, amenorrhea, endometriosis, adenomyosis, abnormal uterine bleeding, dysmenorrhea, genital tract infection, pelvic mass, and malignancies.

Advanced Herbal Drug Interaction

DA712 1.34 Units

The practice of medicine is now at a crossroads: there are countless patients being treated simultaneously with both prescription medications and herbal formulas. Safety has become a major issue. Patients today are better informed than ever before, and they want to know how compatible herbs are with their prescription medication and what possible adverse interactions of which they should be aware. This course is designed to provide the basic information to ensure the safe and effective use of Chinese herbal medicine in contemporary practice settings.

Integrative Clinic Setting

DA719 0.33 Unit

This class investigates integrative clinics and their evolution in the United States. Both institutional settings, such as hospital and academic settings are presented. Initial development of these settings is presented as well as the many requirements needed to establish such clinics. The class also covers the wide variety of integrative settings that exist today and both the successes and challenges that must be addressed to achieve the desired outcome of an effectively collaborative clinics.

Healthcare Practitioners and Systems

DA741 0.67 Unit

This course is an introduction to understanding of the roles and responsibilities of other health care practitioners in the United States. The class covers their training, competencies, and scopes of practice of practitioners, such as MD, DO, DC, ND, Qi Gong practitioners and LMT's. The basics of health systems are covered, including policies, organizations, financing, cost containment and principles of effective management of healthcare delivery.

Immunology and Oncology

DA742 1.34 Units

This course provides a foundation in comprehensive care for oncology patients in a TCM practice. Treatments based on TCM theoretical principles, including pattern identification, diagnosis, acupuncture and herbal therapy, are discussed, as well as methods of integrating treatments in conjunction with conventional medical treatment. The class also provides the basic principles of oncogenes and tumor immunology.

Environmental Medicine

DA740 0.67 Unit

This is an introductory course to environmental medicine. The concept of body burden is discussed along with an overview of the major classes of environmental toxins, exposure routes and common symptoms associated with exposure. The class discusses the role of AOM in treating those whose health is compromised by environmental toxicity. The goal of the class is for students to understand the big picture of environmental toxicity, to begin to develop a high index of suspicion that environmental toxicity may need to be addressed with some patients, and to understand how to take a detailed environmental exposure history.

Western Herbs and Supplements

DA743 0.67 Unit

This course provides the basic knowledge of Western herbal medicine, including the basic theory, pharmacognosy, therapeutic constituents in herbs, preparation of herbal formulas, prescribing and dosages, curative herbs for many diseases as well as the formulas that have been used successfully in clinical practice over many years. The class also focuses on nutritional supplements, vitamins, and minerals.

Dietary Therapy to Reduce Inflammation

DA744 0.33 Unit

This course covers anti-inflammatory dietary therapies. Specific dietary components are able to reduce low-grade inflammation as well as metabolic and oxidative stress. Dietary therapy to minimize and prevent inflammation and its consequences are covered.

Life Style and Diet

DA745 0.67 Unit

A healthy diet and lifestyle are crucial to having a healthy life. This course presents diet and lifestyle recommendations to create balanced diets and lifestyles.

TCM Dermatology

DA702 1.67 Units

This class explores the identification and treatment of specific common skin conditions according to both Western and TCM theory, including psoriasis, tinea, eczema, atopic dermatitis, and contact dermatitis. Internal and external TCM herbal treatments and TCM etiology and differentiation diagnosis are discussed. Students also learn how to make the herbal ointment for treating these common skin conditions.

Clinical Quantitative Research

DA715 1.34 Units

This course provides a foundation in research methodology to enable students to read and critique the medical literature. Students learn how to interpret research questions, understand the basic concept of study design, interpret statistical results, evaluate potential bias and confounding, and address ethical issues of research.

Clinical Qualitative Research

DA718 1.34 Units

This course more extensively addresses the topics of “inputs” and “outputs” in acupuncture research studies (What is the intervention? What are the outcomes?), covers selected methodologies (for example, qualitative and survey methodologies), and provides practical information to help students to integrate research into one’s practice and to move forward with the capstone projects.

Clinical Research and Public Health

DA714 0.67 Unit

This course provides information on the US public health system and the principle areas of focus within the public health sector. Special attention is given to the topic of health education and health promotion due to its specific relevance to successful AOM clinical practice.

Case Study Writing

DA701 0.33 Unit

In this course, students learn to write case studies based on patients treated in their own practices. The emphasis of this course is to develop basic principles in case study writing skills. Sample case studies are presented along with the case study rubrics that students need to follow.

Capstone Writing

DA726 0.33 Unit

In this course, students learn to organize and write the capstone proposal and basic principles of how to write the capstone projects. Sample capstone projects are presented along with the capstone rubrics, which describe in detail the expectations of the capstone projects.

Capstone Independent Study

DA746 3.60 Units

Students begin initial work on their projects in the first year of study and continue throughout the program. The capstone projects need to demonstrate critical thinking and a synthesis of the skills and knowledge learned during the DAOM program. The research paper will be of a quality to meet academic form and style standards suitable for peer-reviewed professional publications. Students may do their DAOM capstone project in one of the following areas: research design proposal, clinical case studies, theoretical analyses, literature reviews, or interpretive translation research. Students will meet with the Director of DAOM Program and DAOM faculty members for in-depth discussions of the capstone projects. Each DAOM student will be assigned a mentor for their independent capstone project. Students present their capstone projects to the entire ACTCM community in Quarter 9.

Clinical Case Study

DA748 3.30 Units

In this course, students complete a minimum of six (6) case studies based on patients treated in their own practices. In the first year of the DAOM program, a specific Case Study Rubric I has been developed that guides the students in their report writing. Students write four (4) case studies in the first year. In the second year, students write two (2) case study reports since they start the capstone project writing, using a more sophisticated design Case Study Rubric II so that the case studies will meet academic form and style standards suitable for publication in a peer-reviewed academic journal. Each submitted case study will be evaluated by the Director of DAOM Program and/or a DAOM faculty member for revision and improvement. The emphasis of this course is to develop expertise in case study writing skills. Students will periodically present case studies to the entire class to develop their researching and communication skills.

Clinical Observation

DA747 1.68 Units

In preparation for working in an integrative setting, students observe with Western healthcare practitioners, such as MD (Medical Doctor), DO (Doctor of Osteopathic), DC (Doctor of Chiropractic), ND (Naturopathic Doctor), NP (Nurse Practitioner). Students are required to find observation sites in their area of specialization. These sites need to be approved by the Director of DAOM Program before the observation experience commences. The college provides a letter of introduction for the DAOM student in this endeavor.

Clinical Internships

DA749 7.28 Units

Throughout the doctoral program clinical internships include Clinical Grand Rounds, Sunday Specialty Clinics and Clinic Theaters. In Clinical Grand Rounds, both TCM practitioner and Western medical physician 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. In Sunday Specialty Clinics, student interns in groups of 3 or 4 treat a patient under supervision of a DAOM clinic supervisor. The clinical experiences in the two areas of specialization, TCM Gynecology and Pain Management, provide the opportunity for greater involvement with complex chronic disorders. During the second year of internship, DAOM students are assistant supervisors. In this capacity, students are mentored to become clinic supervisor.

Clinical Externship I

DA750 1.68 Units

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/or ACTCM faculty; or (2) Students are working with senior AOM practitioners (a minimum of 15 year of clinical experience) of their choice in the United States. If AOM practitioners are dual licensed as MD, DO, DC, ND, NP, the 15 (fifteen) years may be accumulative years of practice in the field of health care with 5 (five) years of clinical experience in AOM. A blend of Western medicine and AOM practice must demonstrate a level of expertise, skill and knowledge, and provide an appropriate level of clinical education for the DAOM students to achieve expected program competencies. ACTCM must approve these practitioners or mentors.

Clinical Externship II

DA751 3.50 Units

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/or ACTCM faculty; or (2) Students are working with senior AOM practitioners (a minimum of 15 year of clinical experience) of their choice in the United States. If AOM practitioners are dual licensed as MD, DO, DC, ND, NP, the 15 (fifteen) years may be accumulative years of practice in the field of health care with 5 (five) years of clinical experience in AOM. A blend of Western medicine and AOM practice must demonstrate a level of expertise, skill and knowledge, and provide an appropriate level of clinical education for the DAOM students to achieve expected program competencies.

ACTCM will cover the tuition costs in China. Students are responsible for all travel and room and board costs incurred in China. Students are responsible for identifying and contacting potential mentors, and working out the logistical details of the externship in the United States. The supervisors or mentors in the United States are required to be approved by the Director of DAOM Program before the externship experience commences.

Admission to the DAOM Program

Admissions Requirements

1. Graduation from a candidate or accredited master's degree program in Oriental Medicine, or the foreign equivalent. Approval status of each institution of the foreign equivalent will be determined by the Admissions Committee.
2. Applicants who do not have a master's degree in acupuncture and Oriental medicine or the foreign equivalent will be given consideration for admittance if they have a minimum of ten (10) years documented experience plus formal college training in acupuncture and Oriental medicine. Such applicants must provide ACTCM with official transcripts. In addition, such applicants may need to take challenge examinations in areas identified by the Admissions Committee.
3. Are in good standing at the last educational institution attended.
4. English competency as demonstrated by passing of the TOEFL with 213 or higher on the computer examination, or 79-80 on the internet-based examination for International students.

Admissions Deadlines

ACTCM has a rolling admissions policy, which means that we accept applications for the DAOM program throughout the year.

1. Early application deadline: December 15 for April enrollment; June 15 for October enrollment.
2. Regular application deadline: February 15 for April enrollment; August 15 for October enrollment.
3. Program start dates: Cohorts begin in April and October.

Application Procedure

Candidates applying for the DAOM Program must submit:

1. Completed DAOM application;
2. Detailed resume, including information on relevant work experience;
3. Transcripts for all post-secondary education, including all AOM education;
4. Copies of all medical license(s);
5. Two letters of reference, specifically addressing the candidate's potential as a doctoral student;
6. Analysis of one (1) case study demonstrating clinical, reasoned judgment (see application form for case study);
7. A written document detailing the applicant's background, reasons for seeking the doctorate, rationale for selecting their specialty, professional goals and future aspirations;
8. Application fee.

International students will be expected to submit the items listed above in English, in addition to the following:

1. Proof of English competency, met by TOEFL score of 213 or higher on the computer examination, or 79-80 on the internet-based examination;
2. Certification of finances from a financial institution;
3. Proof of health insurance applicable in the US;
4. Proof of acupuncture license.

Notification of Admission

All applications will be reviewed by the Admissions Committee (Vice President for Academic Affairs, the Director of DAOM Program and DAOM faculty members). Applicants who meet all criteria and show potential as a doctoral student will be invited for an interview with the Admissions Committee. (Special accommodations may be possible for students who cannot come to the campus.) Applicants will be notified in writing of the Admissions Committee's decision regarding admission status within 15 days following the interview.

Additional Documentation

1. Upon notification of acceptance, students must submit the following additional documentation directly to the Office of Admissions:
 - a. Health certificate (including TB test results) signed by a healthcare practitioner
 - b. A refundable admissions deposit of \$300 within 30 days of acceptance to hold their place in the program. The admissions deposit is refundable, less a \$45 Administrative Processing Fee.

2. Offers of admission can be deferred for one calendar year. Requests for additional deferments are subject to review by the Admissions Committee.
3. A baseline exam will be administered to all DAOM students during the first module. The baseline exam consists of written exams on acupuncture and Oriental medicine theory, Chinese herbology, and Western medicine.

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.

Non-Matriculated Students

ACTCM will not accept non-matriculated students into the doctoral program.

DAOM Academic Policies

Grading Policy

A Pass/Fail grading system will be used as indicated below:

- P (Pass) Satisfactory completion of all required coursework.
- 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. An I (Incomplete) must be made up within one quarter following the end of the term during which it was assigned unless extended by the Director of DAOM Program in consultation with faculty. If the required coursework is not completed and a grade is not received by the required time, I (Incomplete) will be converted to a grade of F (Fail), and the student will have to retake and pay full tuition for the course.
- F (Fail) Unsatisfactory completion of coursework. This may result in dismissal from the program. Should the student be dismissed she or he 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 Director of 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.

Attendance Policy

During Quarters 1-8, students may miss a total of 2 (two) 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 class work. Since all didactic classes will be audio taped or recorded, students are responsible for obtaining the tapes or recordings, class handouts, and student notes for any missed portions. Students are then required to submit a summary of the class(es) and/or a summary of patients treated in the specialty clinic that 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 may receive an Incomplete for the course.

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

Academic Probation

Students who do not make satisfactory academic progress may be placed on academic probation and must evidence improvement within 60 days. Under special circumstances, the Director of the DAOM Program may recommend that a student continue 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 Academic Learning Agreement developed between the student and the Director of DAOM Program. Upon completion of each section of the learning agreement, the director will notify the student of academic progress. When all deficiencies have been removed through successful completion of required course work or required projects, the student will be readmitted in good standing to the program. Failure to complete all study program requirements within two quarters will lead to a reassessment of the viability of continuation of the program. The Director of DAOM Program may require that a student repeat a section of the program or may recommend to the DAOM Council that the student is dismissed from the program. A student on academic dismissal may apply to the Director of 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 10-15 hours per week researching writing case studies or assignments from professors, and preparing for each on-campus experience.

Student Portfolio

The College maintains Student Portfolios that are located in the DAOM Administrative 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 Year 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 faculty members and the Director of DAOM Program. Each course syllabus will state faculty expectations and methods of evaluation. For didactic classes that have a clinical component, students will be expected to demonstrate how to integrate, synthesize and apply the information and techniques that have been taught in class and in the clinical setting. 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 the DAOM program.

Comprehensive Exams

Comprehensive written examinations will be given at the end of Year 2 (Quarter 8). Written exam 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. If a student fails any part of the exams, he/she will be given the opportunity to remedy the situation within 30 days. If the student fails a second time, the student will be dismissed from the program and may re-apply after 12 months.

Satisfactory Academic Progress

Students are accepted into the program with the understanding that they must progress 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.

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.
- 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-units 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 may register for DA799 DAOM Active Status. This will keep a student in active status. The fee is \$455.00 per Quarter. A 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.

DAOM Faculty

Faculty are essential to the quality of the education. Our doctoral faculty consist of seasoned practitioners, academics and scholars trained in China and the United States, and offer students a wide variety of talents and areas of expertise. Several of our faculty members participate in collaborative clinics, research projects and private practices. In addition, many work in hospitals, community public health clinics and hospital outpatient affiliate clinics. In addition to the program's core faculty, special lectures will be provided by professors from mainland China or TCM practitioners from throughout the United States.

Cameron Bishop, DAOM, MAc, LAc: received a Masters in Acupuncture from North West Institute of Acupuncture and Oriental Medicine, Seattle WA, and completed his DAOM at the American College of Traditional Chinese Medicine, San Francisco CA in 2012. He has studied many times in Japan and special invitation training with top Japanese Master Acupuncturists. He is the owner of Palm Beach Acupuncture Associates where he has maintained a private practice in Lake Worth, Florida for the last seventeen years. Adjunct: *TCM Pain Management*

Adam Burke, PhD, MPH, MS, LAc: PhD, Social Psychology, UC Santa Cruz; MPH in Health Education/Behavioral Science, UCLA; graduate of ACTCM, 1986. Previous positions: Associate Professor, Health Education/Institute of Holistic Healing Studies Department, San Francisco State University, 1986; national and international lecturer; NIH NCCAM research grants and research studies participant; recipient of several grants and fellowships. Current positions: private practice, 1986 to present; member, AAAOM. Adjunct: *Clinical Research and Public Health*

Hua-de Chen, PhD, MS, MB/BS: Zhejiang Chinese Medical University (ZCMU), Hangzhou, China. Previous positions: Vice President at the Third Affiliated Hospital of ZCMU; 30 years of clinical experience at applying traditional Chinese medicine, acupuncture and other therapies in the treatment of infantile cerebral palsy, mental retardation, ADHD, Tourette's syndrome, vascular dementia and other cerebral dysfunction diseases, and extensive experience in the treatment of a variety of vertigo, headache, neurasthenia, hypertension, neck pain and periarthritis of shoulder. Current positions: Dean of International Education College and Director of Foreign Affairs Office at Zhejiang Chinese Medicine University; Chief Physician at the Third Affiliated Hospital of ZCMU; Secretary-general of Zhejiang Association of Acupuncture and Moxibustion. Adjunct: *TCM Pain Management*

John K. Chen, PharmD, MS, LAc: Diploma, South Baylo University, Anaheim, California, 1990; PharmD, University of Southern California School of Pharmacy, Los Angeles, California, 1994; Licensed Acupuncturist, California, 1988; Registered Pharmacist, California, 1994. Previous Position: Professor, South Baylo University, Anaheim CA, 1996-1997. Current positions: Assistant Professor, University of Southern California School of Pharmacy, 1997 to present; Professor, Yo San University, Santa Monica, California, 1998 to present; Professor, Emperor's College of Traditional Oriental Medicine, Santa Monica, California 1998-present. Adjunct: *Advanced Herbal Drug Interactions*

Erlene Chiang, DAOM, MS, LAc: graduate of American College of Traditional Chinese Medicine (ACTCM), San Francisco CA, 1985; DAOM, ACTCM, San Francisco CA, 2009; Licensed Acupuncturist, California, 1985. Previous positions: President, American Cancer Society, California Chinese Unit, 2009-10; Vice President, American Cancer Society, California Chinese Unit, 2008-09; Chairman, Charity Concert for American Cancer Society, 2008. Current positions: private practice; Senior Administrative Director, Wen Wu School of Martial Arts, El Cerrito CA, 1995 to present. Adjunct: *TCM Gynecology, Clinic Supervisor*

Claudia Citkovitz, LAc: attended Pacific and Tri-State Colleges, as well as the Beijing Language and Cultural Institute in China. Since 2004, Ms. Citkovitz has led an inpatient acupuncture program at Lutheran Medical Center, a 466-bed community hospital in Brooklyn, NY. Through the program, she provides care to inpatients in the Neurological/Orthopedic Rehabilitation and Labor and Delivery units, hosting licensed practitioners and ACTCM doctoral students for didactic and clinical intensives. Adjunct: *TCM Gynecology*

Steve Given, DAOM, LAc: DAOM, Bastyr University, Kenmore WA, 2006; MSTCM, Emperor's College, 1992; BS in Biology, Portland State University, Oregon; Licensed Acupuncturist in California, 1992. Previous

positions: Clinic Director, Emperor's College of Traditional Oriental Medicine; Dean for Clinical Education, Yo San University; Associate Dean and DAOM Program Director, Bastyr University. Current positions: ACTCM Dean of Clinical Education and Director of Academic Assessment, ACAOM Commissioner. Core: *DAOM Council member, Immunology and Oncology*

Elizabeth Goldblatt, PhD, MPA/HA: PhD in Ethnomusicology (anthropology and ritual arts) from University of California Los Angeles; Masters in Public Administration/Health Administration, Portland State University. Previous positions: President, Oregon College of Oriental Medicine, Portland OR, 1988-2003; President, Council of College of Acupuncture and Oriental Medicine, 1996-2002; Vice President of CCAOM, 1990-96. Current positions: Chair of the Academic Consortium for Complementary and Alternative Health Care (ACCAHC), 2008 to present. Adjunct: *DAOM Council member, Healthcare Practitioners and Systems*

Jason Jishun Hao, MS, MB/BS, MBA: Jason has been practicing and researching scalp acupuncture for thirty years and has been teaching classes and seminars in the West since 1989. He has trained hundreds of acupuncture practitioners and treated thousands of patients with disorders of the central nervous system in the United States and Europe. He maintains a private practice in Santa Fe, New Mexico. Adjunct: *TCM Pain Management*

Richard Harvey, PhD, MA, BA: PhD in Psychology and Social Behavior from University of California, Irvine 2005; MA in Psychology from San Francisco State University, 1997; BA in Psychology from University of California, Santa Cruz 1981. Current position: Associate Professor of Health Education, San Francisco State University, San Francisco CA. His areas of research and expertise include high-risk behavior in youth, tobacco use, strength and heartiness, and the long term effects of stress. Adjunct: *Clinical Research*

Ellen Hughes, MD, PhD: PhD in Zoology, University of California Berkeley, 1978; MD, University of California San Francisco, 1984; post-graduate medical training, primary care internal medicine, 1984-1988. Past positions: Attending physician, General Internal Medicine Group Practices, 1988-2004; Interim Director, UCSF Osher Center for Integrative Medicine 1997-2001; Director of Education, UCSF Osher Center for Integrative Medicine, 2001-2008. Current positions: Clinical Professor of Medicine, UCSF Division General Internal Medicine, 1987-present; Director (senior mentor) of one of five UCSF Advisory Colleges; Co-director, Social Sciences in Medicine Track, Humanities and Social Sciences in Medicine Area of Concentration, 2004 to present; Principal Investigator of a 5-year NIH NCCAM grant to develop curriculum in CAM. Adjunct: *DAOM Council member, Integrated Clinic Setting, Healthcare Practitioners and Systems, Advanced Physical Exams, Clinic Grand Rounds*

Naomi Jay, PhD, NP: BS from McGill University in Montreal, Canada; graduate degree in nursing, specializing in women's health, at the Massachusetts General Hospital Institute of Health Professionals; PhD, UCSF School of Nursing. Current position: a nurse practitioner in the UCSF Dysplasia Clinic. Adjunct: *Western Gynecology*

Daniel Jiao, DAOM, LAc: Beijing University of Traditional Chinese Medicine, China, 1984; MSTCM and DAOM, American College of Traditional Chinese Medicine, San Francisco, 1993 and 2009. Previous positions: Board of Directors NCCAOM 1997-2006; Board of Directors of ACTCM 1997-2009; chief instructor of Oriental Medicine in the Medical Acupuncture Program, Stanford University, 1998. Current positions: private practice; Chair of Herbal Medicine Department and Professor, ACTCM. Core: *DAOM Council member, TCM Gynecology, Clinic Supervisor*

Hong Jin, DAOM, MB/BS, LAc: DAOM degree from Oregon College of Oriental Medicine, 2007; Bachelor of Medicine degree from the Nanjing College of Traditional Chinese Medicine, China, 1985; clinical training as an intern and physician, Nanjing College of Traditional Chinese Medicine's affiliated hospital, 1987; studied medical education and English, Ministry of Health English Training Center, Xian Medical University, Xian, China. Previous positions: Professor, Nanjing College of TCM, 1988-1992; representative and ambassador of Nanjing International Acupuncture Training Center, World Health Organization Center on Traditional Medicine, Nanjing College of TCM, 1992. Current positions: faculty, Oregon College of Oriental Medicine, Portland, OR, 1992 to present. Adjunct: *TCM Gynecology, Clinic Supervisor*

Karen Kaufman, PhD, MAOM, LAc: PhD, specialty in social psychology, Claremont Graduate University, 1996; MAOM (Masters in Acupuncture and Oriental Medicine), International Institute of Chinese Medicine,

2003; NCCAOM Board Certified in Acupuncture and Chinese Herbs, 2003; two-year postdoctoral research fellowship at OHSU (Oregon Health Sciences University), Department of Neurology, 2004-2006; Current position: researcher and faculty member, National College of Natural Medicine (NCCNM), Portland, OR. Adjunct: *Clinical Research*

Raven Lang, MS, LAc: Oriental medical training, American College of Traditional Chinese Medicine, San Francisco CA, 1982-84; American Graduate School of Oriental Medicine, 1987. Previous positions: Direct Entry Midwife, Childbirth educator, 1969-85; Director of The Institute of Feminine Arts, a California State certified college dedicated to the studies of midwifery, 1978-84. Current position: private practice. Adjunct: *TCM Gynecology*

Lixing Lao, PhD, MB/BS, LAc: PhD in Physiology, University of Maryland at Baltimore, 1992; TCM degree, Shanghai University of Traditional Chinese Medicine, 1983. Previous positions: Assistant Professor of Family Medicine, University of Maryland; Licensed Acupuncturist, Complementary Medicine Program and Integrative Medicine L.L.C.; teaching experience in PR China and the USA; published extensively and is internationally renown in the field of acupuncture and Oriental medicine research; NIH reviewer on several projects; principal investigator on eight NIH projects and co-investigator on nine NIH projects. Current positions: TCM Research Program Director, Center for Integrative Medicine, University of Maryland School of Medicine. Adjunct: *Clinical Research*

Stanley Leung, MB/BS, LAc: Licensed Acupuncturist, California, 1981; Post-Graduate Training, Hunan College of Traditional Chinese Medicine, 1970; Hsiang Ya Medical College, 1962. Previous positions: TCM Physician (China), Worker's Hospital of Hunan, China; Lecturer, Auxiliary Medical Class of Worker's Hospital of Hunan, China; Commissioner for ACAOM; Director of Clinical Instruction. Current positions: clinical practice; Honorary Member of the ACTCM Board of Directors. Adjunct: *DAOM Council member, Clinic Supervisor*

Lifang Liang, MB/BS, LAc: Licensed Acupuncturist, California, 1990; Guangzhou Foreign Language Institute English Training, 1986-87; Guangzhou University of Traditional Chinese Medicine, 1970. Previous positions: Lecturer in Ob/Gyn, Guangzhou University of Traditional Chinese Medicine, 1974-1988; Research in infertility and gynecology, Guangzhou University of Traditional Chinese Medicine, 1970-89 and at University of Texas Medical School, 1989. Current positions: private practice; MSTCM Faculty, ACTCM. Adjunct: *TCM Gynecology, Clinic Supervisor*

Zheng Hua Liu, PhD, MS, MB/BS, LAc: MB/BS, Hunan College of Traditional Chinese Medicine, 1985; MS/PhD, Beijing University of Traditional Chinese Medicine, 1987-91; Licensed Acupuncturist, California, 1996. Previous positions: Associate Professor and Deputy Chief Physician, Dongzhimen Hospital, Beijing University of TCM, 1993-96; Director of the Chinese Bi-lingual program, ACTCM, 1997-2001. Current position: private practice. Adjunct: *TCM Pain Management, Clinic Supervisor*

Paul C. Magarelli, MD: is a Board Certified Reproductive Endocrinology & Infertility specialist who has national acclaim. A founding member of the American Board of Oriental Reproductive Medicine (ABORM), Dr. Magarelli is a nationally noted specialist in Reproductive Endocrinology & Infertility who has practiced in Colorado Springs since 1998. He is founder and Medical Director of Reproductive Medicine & Fertility Centers in both Colorado and New Mexico. Dr. Magarelli has presented and published ground breaking research in the area of integrating Eastern (Acupuncture) and Western medical treatments for infertility. Adjunct: *Western Gynecology*.

Anita Marshall, PharmD, DAOM, LAc: received her masters in Traditional Chinese Medicine from the Academy of Chinese Culture and Health Sciences in 1998 and her Doctor of Acupuncture and Oriental Medicine from ACTCM in 2010. Dr Marshall holds a doctorate in clinical pharmacy from the University of the Pacific, School of Pharmacy. She is the founder and director of the Sequoia Healing Center in Alameda, California. Adjunct: *Herb and Drug Interactions*

Toby A. Maurer, MD: MD, University of California, San Francisco, 1987; Stanford University; residencies in both Family Practice and Dermatology; fellowships in AIDS/Family Practice and AIDS Dermatology. Previous

positions: faculty member, UCSF, 1994 to present. Current position: Associate Professor in Residence, Dermatology, UCSF. Adjunct: *TCM Dermatology*

Henry McCann, DAOM, LAc: teaches *Huang Di Nei Jing, Nan Jing*, and Chinese herbal materia medica at the Pacific College of Oriental Medicine (NY). He finished his doctoral degree with specialties in Women's Health and Geriatric Medicine at the Oregon College of Oriental Medicine. Prior to training in Chinese medicine, he graduated from Oberlin College and was a Fulbright fellow to Japan. Dr. McCann has taught Tung's acupuncture in the US, Ireland, Holland, Germany and Austria. He is the author of *Pricking the Vessels: Bloodletting Therapy in Chinese Medicine* and the co-author of *Practical Atlas of Tung's Acupuncture*. He maintains a private practice in Madison NJ. Adjunct: *TCM Pain Management*

Patricia Murphy, ND, LAc: ND, National College of Naturopathic Medicine, 1984; diploma, Oregon College of Oriental Medicine, 1986; post-graduate intensive training in environmental medicine, Southwest College of Naturopathic Medicine, 2001-2002. Past positions: faculty member, Oregon College of Oriental Medicine, 1984-1991; literature research contributor, "Pollution in People" study, Oregon Environmental Council, November 2007. Current positions: visiting faculty, Oregon College of Oriental Medicine, 2007-present; member, Board of Directors, Oregon Physicians for Social Responsibility and Environmental Health Committee; private practice, 1984-present. Adjunct: *Environmental Medicine*

Lyn Patrick, ND: graduated from Bastyr University in 1984 with a doctorate in naturopathic medicine. Since 1985 she has been practicing general family medicine, as well as specializing in Women's Health Care, chronic hepatitis C, HIV, eating disorders and the biochemical treatment of drug, alcohol, and nicotine addiction. Lyn has made significant contributions in the areas of teaching and research on clinical nutrition and chronic illness. Adjunct: *Western Herbs and Supplements, Dietary Therapy and Reduce Inflammation*

Whitfield Reaves, MS, BS, LAc: Bachelor of Science degree from University of Oregon, Eugene OR, 1973; Diploma, California Acupuncture College, Los Angeles CA, 1979; Diploma, Beijing Medical College, Beijing China, 1981; Oriental Medicine degree from SAMRA University of Health Sciences, Los Angeles CA, 1983. Previous positions: faculty, SAMRA University of Health Science, California Acupuncture College, Los Angeles CA, 1980-86; faculty, Southwest Acupuncture College, Santa Fe NM, 1986-89. Current positions: private practice; faculty, Southwest Acupuncture College, Boulder CO, 1997 to present; Founder, Acupuncture Sports Medicine Apprenticeship Program, Boulder CO, 2006 to present. Adjunct: *TCM Pain Management*

Sadhna Singh, DAOM, MSOM, MB/BS: DAOM at American College of Traditional Chinese Medicine, San Francisco 2012; MSOM at American College of Acupuncture and Oriental Medicine, Houston 2003; Bachelor of Medicine and Surgery at Guru Nanak Dev University, Punjab, India 1983. Previous position: Resident in Department of Obstetrics and Gynecology at Safdarjang Hospital, New Delhi, India; Chief Medical Officer at Aashlok Hospital, New Delhi, India; Medical Escort Doctor at AEA International, SOS Assistance, Singapore. Current position: private practice. Adjunct: *TCM Gynecology, Clinic Supervisor*

Coleen Smith, DAOM, MSOM, RN: DAOM at American College of Traditional Chinese Medicine, San Francisco 2012; MSOM at American College of Acupuncture and Oriental Medicine, Houston 2004; Diploma of Nursing, Edmonton, AB, Canada 1986. Current position: private practice. Adjunct: *TCM Gynecology, Clinic Supervisor*

George Stretch, DN, DAOM, LAc, DAAPM, DNBAO: Doctor of Naprapathy, National College of Naprapathic Medicine, Chicago, Illinois, 1988; Licensed Acupuncturist, Midwest College of Acupuncture and Oriental Medicine, Chicago, Illinois; Doctor of Acupuncture and Oriental Medicine, American College of Traditional Chinese Medicine, San Francisco, California, 2011. Current positions: Instructor for the Masters Program of Oriental Medicine at the National University of Health Science in Lombard, IL; Director and Owner of the Elgin Naprapathic Healthcare and Pain Management Clinic, Elgin, Illinois; Creator and Instructor of Compass Diagnostic Seminars for Naprapaths and Physical Therapists. Adjunct: *Advanced Physical Assessment, TCM Pain Management, Clinic Supervisor*

Jason Su, DAOM, MB/BS, LAc: Zhejiang College of Traditional Chinese Medicine, Zhejiang, China, 1983; Licensed Acupuncturist, California, 1988; DAOM, American College of Traditional Chinese Medicine, 2009.

Previous positions: TCM Physician (China), Zhejiang Hospital of Traditional Chinese Medicine, China; faculty, 1990-2003; Acting President, 2002-03, Dean of Faculty, 2000-2003, Dean of Clinic, 1993-2000, Assistant Dean of Clinic, 1992-1993, Meiji College of Oriental Medicine, Berkeley, CA. Current positions: private practice. Core: *DAOM Council member, TCM Gynecology, Clinic Supervisor*

Chulong Xue, DAOM, MB/BS, LAc: Bachelor of Medicine degree from Guangzhou University of Traditional Chinese Medicine, 1984; DAOM, American College of Traditional Chinese Medicine, San Francisco, 2010; Licensed Acupuncturist, California, 2005. Previous positions: Visiting Lecturer and Director, Asante Academy of Chinese Medicine, Middlesex University, London, UK; Clinician, London, UK; Orthopedic Surgeon, Guangzhou University of TCM, China; Clinical practice and research, Guangdong Academy of TCM, China; Research and management, China Academy of TCM, Beijing, China. Current positions: private practice. Adjunct: *TCM Pain Management, Clinic Supervisor*

Jia-Ling Yu, MB/BS, LAc: post-doctorate in Herbology and Acupuncture, Petrol Medical College, Shengdong, China, 1980; graduate, First Shanghai University, Shanghai, China, 1965; graduate, Second Shanghai Medical University, Shanghai, China, 1960. Previous positions: faculty, Suzhou Science and Technology College, Suzhou Community College and Suzhou Medical University, China; faculty, Academy of Chinese Culture and Health Science, Oakland, CA. Current positions: private practice. Adjunct: *TCM Dermatology*

Ella Woods, DAOM, MSTCM, MBA, BS, LAc: BS in Biology/Zoology, Union University, Jackson TN, 1968; MBA from San Francisco State University, 1992; MSTCM, American College of TCM, San Francisco CA, 2005; DAOM, ACTCM, 2009. Previous positions: Senior Manager of Research and Development, Genentech Inc.; Consultant/Analyst at High Tech Business Decisions, Moraga CA, 2001-03. Current position: private practice. Adjunct: *DAOM Council member, Life Style and Diet*

Bingzeng Zou, PhD, DC, MB/BS, LAc: PhD in Integrative Orthopedics and Traumatology, China Academy of Chinese Medical Sciences, Beijing China, 1994; Doctor of Chiropractic, Life University, Marietta, Georgia, 1999; Bachelor of Medicine in TCM, Guangzhou University of TCM, Guangzhou China, 1983. Previous position: faculty, TCM physician, orthopedic surgeon, Institute of Orthopedics and Traumatology, China Academy of Chinese Medical Sciences, Beijing China, 1983-1996; faculty member 2000-2008, Academic Dean 2003-2008, Southwest Acupuncture College, Albuquerque/Santa Fe, NM. Current positions: ACTCM Vice President for Academic Affairs and Dean of Faculty, Professor, Faculty Practice. Core: *DAOM Council member, TCM Pain Management, Advanced Physical Exams, Case Study, Capstone Writing, Clinic Supervisor*

*Changes may occur in the doctoral faculty members.

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Michael Blossom, MFA	Facility Manager
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Daniel Geren, MSTCM, BS, LAc	Academic Support Administrator
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Steve Given, DAOM, LAc	Dean of Clinical Education/Director of Academic Assessment
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Tze-yue Gigi Hu, PhD, BA	Development Officer
Denise Hsu, MB/BS, LAc	MSTCM Department Chair, Chinese Medicine
Ian Hua	Clinic Receptionist
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Daniel Jiao, DAOM, MB/BS, LAc	MSTCM Department Chair, Herbal Medicine
Laura Kado, MBA, BA	DAOM Program Assistant
Jung Kim, DAOM, MSTCM, LAc	Assistant Dean of Clinical Education
Kimberly Koljat, MA	Admissions Counselor
Yan Li, MS	Network Administrator
Lena Liu, BA	Administrator/Assistant to the President
Paolina Malendoff	Clinic Insurance Billing
Billy M. Muchtar, MBA	Financial Management Assistant
Andrea Natta, DAOM, MSTCM, LAc	Academic Advisor
Pamela Olton, LAc, MT (ASCP)	MSTCM Department Chair, Acupuncture
Ruby Qing Ren, BS	Clinic Receptionist
Michael Sano, MA, BA	Director of Student Affairs and Alumni Relations
Tracy Tognetti, MSTCM, BA, LAc	Clinic Manager
Yumiko Tomobe, MFA	Admissions Advisor
Sara Wang, BA	Library Administrator
Carla Wilson, DAOM, MA, LAc	Director of DAOM Program and Research
Devin Wu, DAOM, MSTCM, PT, LAc	MSTCM Department Chair, Western Sciences
Michelle Xiaoming Wu, BA	Clinic Receptionist
Chuan Yeung, BA	Pharmacy Coordinator
Alice Yu, BA	Clinic Receptionist

Contact Us

Main Campus

455 Arkansas Street, San Francisco, CA 94107
(415) 282-7600 Phone
(415) 282-0856 Fax

Pioneer Square Campus & Shuji Goto Library

555 De Haro Street, San Francisco, CA 94107
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Community Clinic

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ACTCM Website

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Email Addresses

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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–6 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.

Directions to ACTCM

By BART:

- Take BART to the 16th Street and Mission station, and then take the # 22 Fillmore Outbound. Get out at 18th and Connecticut Streets. Walk up hill (south) on Connecticut Street about 1½ blocks. ACTCM will be on your right at 450 Connecticut.

To reach the ARKANSAS CAMPUS: get out at 20th & Arkansas Streets. Turn onto Arkansas Street, walk down hill (north) ½ block. ACTCM will be on your right at 455 Arkansas Street.

To reach the PIONEER SQUARE CAMPUS: get out at 17th & De Haro Streets. Walk up hill (south) on De Haro for 1½ blocks. ACTCM will be on your left at 555 De Haro.

- Take BART to Montgomery Street Station. Board the #10-Townsend Outbound MUNI bus at Sansome & Sutter Street.

To reach the ARKANSAS CAMPUS: Get out at 20th & Arkansas Streets. Walk downhill on Arkansas street. ACTCM will be on your right at 455 Arkansas Street.

To reach the PIONEER SQUARE CAMPUS: Get out at 17th & De Haro Streets. Walk up hill (south) on De Haro for 1½ blocks. ACTCM will be on your left at 555 De Haro.

By MUNI:

- **#19-Polk:**

To reach the ARKANSAS CAMPUS: Heading south (or Outbound) to Navy Yard, get out at Rhode Island & 20th Streets. Heading north (or Inbound) to Beach Street, get out at De Haro & 20th Streets. Walk 3 blocks east, turning left onto Arkansas Street. Walk down hill (north) ½ block. ACTCM will be on your right at 455 Arkansas.

To reach the PIONEER SQUARE CAMPUS: Heading north (or Inbound) to Beach Street, get out at De Haro & 18th Streets. Walk down hill (north) ½ block. ACTCM will be on your right. Heading Outbound to Navy Yard, get out at Rhode Island & 18th Streets. Walk down hill (east) on 18th Street one block. Turn left onto De Haro. Walk down hill (north) ½ block. ACTCM will be on your right at 555 De Haro.

- **#10-Townsend:**

To reach the ARKANSAS CAMPUS: Get out at 20th and Arkansas Streets. Walk downhill on Arkansas street. ACTCM will be on your right at 455 Arkansas Street.

To reach the PIONEER SQUARE CAMPUS: Get out at 17th & De Haro Streets. Walk up hill (south) on De Haro for 1½ blocks. ACTCM will be on your left at 555 De Haro.

- **#22-Fillmore:**

To reach the ARKANSAS CAMPUS: get out at 18th and Connecticut Streets. Walk up hill (south) on Connecticut Street 1½ blocks. ACTCM is on the right at 450 Connecticut.

To reach the PIONEER SQUARE CAMPUS: get out at 17th and De Haro Streets; walk up hill (south) on De Haro for 1½ blocks. ACTCM is on the left at 555 De Haro.

By CALTRAIN:

To reach the ARKANSAS CAMPUS: Get off at the 22nd and Pennsylvania Street stop. Walk 2 blocks (north) along Pennsylvania Street. Turn left on 20th Street. Walk 4 blocks to Connecticut street. Turn right on Connecticut. ACTCM is on the left at 450 Connecticut Street.

To reach the PIONEER SQUARE CAMPUS: Get off at the 22nd and Pennsylvania Street stop. Walk 4 blocks (north) along Pennsylvania Street. Turn left on 18th Street. Walk 8 blocks to De Haro street. Turn right on De Haro. ACTCM is on the right at 555 De Haro.

Disclaimer

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The college catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

2013-2014 Academic Calendar

FALL 2013	October 07, 2013 to December 21, 2013
Early Application Deadline for Winter Quarter (MSTCM)	Tuesday 10/01/2013
Instruction Period/ Quarter Begins	Monday 10/07/2013
DAOM Doctoral Program	Friday 10/18/2013 - Monday 10/21/2013
MSTCM Open House	Saturday 10/26/2013
Advising/ Registration for Winter 2014 Quarter	Monday 11/04/2013 - Wednesday 11/13/2013
DAOM Doctoral Program	Friday 11/15/2013 - Monday 11/18/2013
Clinic Lottery	Tue 11/19/2013, Thu 11/21/2013, Fri 11/22/2013
Thanksgiving: Clinic and College Closed	Thursday 11/28/2013 - Sunday 12/01/2013
MSTCM Open House	Saturday 11/23/2013
Regular Application Deadline for Winter Quarter (MSTCM)	Sunday 12/01/2013
Completed Registration/Tuition for Winter Quarter Due	Tuesday 12/10/2013
Late Registration Fee Date	Wednesday 12/11/2013
DAOM Doctoral Program	Friday 12/13/2013 - Monday 12/16/2013
Finals Week	Monday 12/16/2013 - Friday 12/20/2013
DAOM Spring Cohort – Early Application Deadline	Sunday 12/15/2013
Instructional Period/Quarter Ends	Saturday 12/21/2013
Winter Holiday and New Year: College and Clinic Closed	Tuesday 12/24/2013 - Wednesday 01/01/2014

WINTER 2014	January 06, 2014 to March 22, 2014
Early Application Deadline for Spring Quarter (MSTCM)	Thursday 01/02/2014
MSTCM Comprehensive Exams	Fri 01/03/2014, Sun 01/05/2014
Instruction Period/ Quarter Begins	Monday 01/06/2014
MSTCM Open House	Saturday 01/25/2014
Chinese New Year: College and Clinic Closed	Friday 01/31/2014
Advising/ Registration for Spring 2014 Quarter	Monday 02/03/2014 - Wednesday 02/12/2014
DAOM Doctoral Program	Friday 02/07/2014 - Monday 02/10/2014
DAOM Open House	Sunday 02/09/2014
Clinic Lottery	Tue 02/18/2014, Thu 02/20/2014, Fri 02/21/2014
MSTCM Open House	Saturday 02/22/2014
Regular Application Deadline for Spring Quarter (MSTCM)	Saturday 03/01/2014
DAOM Doctoral Program	Friday 03/14/2014 - Monday 03/17/2014
DAOM Open House	Sunday 03/16/2014
DAOM Spring Cohort - Admissions Application Deadline	Saturday 03/15/2014
Completed Registration/Tuition Due for Spring Quarter	Tuesday 03/11/2014
Late Registration Fee Date	Wednesday 03/12/2014
Finals Week	Monday 03/17/2014 - Friday 03/21/2014
Instruction Period/ Quarter Ends	Saturday 03/22/2014
MSTCM/DAOM China Study Abroad Program	Monday 03/24/2014 - Friday 04/04/2014

SPRING 2014	April 07, 2014 to June 21, 2014
Early Application Deadline for Summer Quarter (MSTCM)	Tuesday 04/01/2014
Instruction Period/ Quarter Begins	Monday 04/07/2014
DAOM Doctoral Program	Friday 04/25/2014 - Monday 04/28/2014
MSTCM Open House	Saturday 04/26/2014
Advising/ Registration for Summer 2014 Quarter	Monday 05/05/2014 - Wednesday 05/14/2014
DAOM Doctoral Program	Friday 05/16/2014 - Monday 05/19/2014
MSTCM Open House	Saturday 05/17/2014
Clinic Lottery	Tue 05/20/2014, Thu 05/22/2014, Fri 05/23/2014
Memorial Day: Clinic and College Closed	Monday 05/26/2014
Regular Application Deadline for Summer Quarter (MSTCM)	Sunday 06/01/2014
Completed Registration/Tuition for Summer Quarter Due	Tuesday 06/10/2014
Late Registration Fee Date	Wednesday 06/11/2014
DAOM Fall Cohort – Early Application Deadline	Sunday 06/15/2014
Finals Week	Monday 06/16/2014 - Friday 06/20/2014
DAOM Doctoral Program	Friday 06/20/2014 - Monday 06/23/2014
Instructional Period/Quarter Ends	Saturday 06/21/2014
Graduation Ceremony	Sunday 06/22/2014

SUMMER 2014	July 07, 2014 to Sept 20, 2014
MSTCM Comprehensive Exams	Fri 06/27/2014, Sun 06/29/2014
Early Application Deadline for Fall Quarter (MSTCM)	Tuesday 07/01/2014
Independence Day: Clinic and College Closed	Friday 07/04/2014
Instruction Period/ Quarter Begins	Monday 07/07/2014
DAOM Doctoral Program	Friday 07/18/2014 - Monday 07/21/2014
MSTCM Open House	Saturday 07/26/2014
Advising/ Registration for Fall 2014 Quarter	Monday 08/04/2014 - Wednesday 08/13/2014
DAOM Doctoral Program	Friday 08/22/2014 - Monday 08/25/2014
DAOM Open House	Sunday 08/24/2014
Clinic Lottery	Tue 08/19/2014, Thu 08/21/2014, Fri 08/22/2014
MSTCM Open House	Saturday 08/23/2014
Labor Day: Clinic and College Closed	Monday 09/01/2014
Regular Application Deadline for Fall Quarter (MSTCM)	Monday 09/01/2014
Completed Registration/Tuition for Fall Quarter Due	Tuesday 09/09/2014
Late Registration Fee Date	Wednesday 09/10/2014
Finals Week	Monday 09/15/2014 - Friday 09/19/2014
DAOM Doctoral Program	Friday 09/12/2014 - Monday 09/15/2014
DAOM Open House	Sunday 09/14/2014
DAOM Fall Cohort – Regular Application Deadline	Monday 09/15/2014
Instructional Period/Quarter Ends	Saturday 09/20/2014



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