

SECTION 6: ADVISING, LEAVE OF ABSENCE, WITHDRAWAL

6.1 University Advising

Upon entering NUNM each student is assigned a faculty advisor or mentor by the Center for Academic Success. Faculty advisors include all full-time faculty and a select group of adjunct faculty members. University advisors/mentors are ongoing contacts for their assigned students throughout the duration of the student's enrollment. University advisors/mentors facilitate a connection to the institution, serve as a student advocate, and assist in general student support. Advisors/mentors help students by referring them to appropriate staff and other resources. They will also be a point of contact for other faculty to register any concerns and, when needed, serve as a starting point for a university response.

Students are highly recommended to meet with their advisors/mentors early in the academic year and then on an as needed basis. Advisors have an advisor handbook that is updated annually to help guide the student appropriately. Academic advising is managed and administered by the Center for Academic Success.

MSiMR students are assigned a research faculty mentor upon enrollment. Faculty mentors assist students with research projects. MSiMR students are enrolled in a Research Practicum course with their assigned mentor as the instructor every term until the completion of the program. Faculty mentors also serve as the chair of the student's thesis committee.

6.2 Academic Advising

The Center for Academic Success administers academic advising for all students. Guidance is available to assist in creating a personal timetable for students on an extended program, and for academic and professional progress. Although students are not required to consult with an advisor/mentor, students who are not making satisfactory academic progress must consult with an academic advisor in the Center for Academic Success. Faculty advisors/mentors are notified in writing when a student they have been advising/mentoring has been placed on academic probation or has a sanction imposed on them for nonacademic behavior. The faculty advisor/mentor is expected to contact the student concerning the issues to ensure that the student is accessing the assistance available to them. Students who are pursuing any track other than the standard published tracks must confer with the Center for Academic Success to ensure all requirements are met.

The Center for Academic Success and academic advisors are responsible for advising students on the following:

- Academic probation (meet with all students on academic probation)
- Changing tracks (four- to five-year, etc.)
- Academic aspects of leaves of absence (regular or medical)
- Questions regarding concurrent track options
- Requests for permission to take exams late (with an excused absence only)
- Grade appeals
- Petitions for excused absences
- General questions regarding academic progress and success

6.3 Advising and Support Chart

ADVISING and SUPPORT	DEPARTMENT	CONTACT	DESCRIPTION
Academic Advising	Student Life: Center for Academic Success	Director of academic progress, academic advisor	Program and course information and changes, petitions to deviate from standard curriculum, concurrent track options, excused absences, academic contracts, faculty-referred academic concerns, academic probation
Academic Support	Student Life: Center for Academic Success	Director of student success and access, academic advisor	<i>Study skills</i> and strategies resources, including time management and test-taking techniques. <i>Tutoring</i> : to receive tutoring or discuss becoming a peer tutor. <i>Testing Center</i> for students receiving approved excused absences and academic accommodations. <i>Disability and academic accommodations</i> . <i>Referrals</i> to both on- and off-campus resources.
Career Advising	Career Services	Manager	Career exploration, job development and career advocacy and training
Clinic Advising	All Programs and Office of the Registrar	Faculty advisor, associate registrar or clinic faculty	Review of progress, consult regarding challenges
Disability Services; Academic Accommodations	Student Life	Director of student success and access	Evaluation, notification
		Dean of students	Compliance officer
Financial Counseling	Financial Aid	Director or counselor	Budgeting tools, loan options, federal work-study program
Faculty Advising	Faculty and Mentors (assigned)	Faculty advisor/mentor	Facilitate connection to the institution, answer questions on specifics of program and profession, serve as a student advocate, assist in general student support, refer students to appropriate staff and other resources, promote and discuss professionalism as relevant to program of study
Health and Wellness	Student Life	Director	Insurance information, faculty notification
		Dean	Support, referral, medical leave
Learning Styles	Student Life: Center for Academic Success	Director	Off-campus referral
		Academic advisor	Facilitate faculty training

Personal Counseling	Student Life	Counselor or counseling intern	Counseling services, crisis management, peer counseling, referral
Preceptor Rotations	College of Naturopathic Medicine	Associate dean of clinical education	Scheduling, tracking hours, general information
Tutoring Support	Student Life: Center for Academic Success	Director, academic advisor, admin. assistant	Match student tutors to students
Withdrawal or Leave	Student Life	Director or dean	Support for problem-solving, exit interviews

6.4 Voluntary Leave of Absence

Students considering a leave of absence must schedule an appointment with the Office of Student Life. A student in good academic standing (i.e., has no outstanding grades of incomplete, failed remediate or failure for required courses, and is not on academic or disciplinary probation) and who has satisfied all financial obligations to NUNM, may apply for a leave of absence of up to, and not more than, one academic year (four academic quarters—regardless of enrollment of summer term), which entitles the student to re-enter NUNM during a predetermined quarter the following academic year, provided there is space in the class. Students taking less than a full academic year off may not be allowed to continue with a full class load due to sequential courses and missing prerequisites. In such instances, the student may be required to enter a new educational track that must be approved by the student’s program dean and registrar. The program deans and/or academic advisor can guide students through a new schedule. Students who take a leave of absence will earn a grade of “W.” If the student withdraws with 80% or more completion of the course, the student may be eligible to petition the faculty member for an incomplete grade. See the Incomplete policy under Section 5.7. Students who are on a leave of absence cannot participate in any academic activities, including remediating incomplete grades or exams, and/or participating in clinical rotation shifts, including preceptor rotations. Concurrently enrolled students are not required to take a leave from both programs at the same time, allowing them to remain in one program while on leave from the other program.

The registrar must be advised of a student’s intention to return to NUNM within 30 days of intended return, and before the beginning of the quarter for which the student plans to register. The registrar will instruct the student to fill out and submit a “Returning Student Notification” form to the following offices: Registrar; Financial Aid; academic dean or Center for Academic Success; and Student Life. The form should be returned to the Registrar’s Office when it is completed.

If a student does not return within one year, the student will be considered administratively withdrawn from NUNM and will be required to submit a new application for admission. The student will need to satisfy admission requirements in effect at the time of reapplication, but may request that the application fee be waived. A leave of absence normally will be granted to any student who is in good standing (i.e., has no outstanding grades of incomplete, fail remediate or failure for required courses, and is not on academic or disciplinary probation), and who has satisfied all financial obligations to NUNM.

Students are not allowed to take more than one year (four quarters) of absence from NUNM during their academic career.

6.5 Medical Leave of Absence

Students considering a medical leave of absence must schedule an appointment with the Office of Student Life. In the case of a medical leave of absence, which may be granted to a student on academic probation, appropriate documentation is required from the attending physician. The physician must indicate the necessity of granting the leave.

A student who is not in good academic standing (i.e., has outstanding grades of incomplete, failed remediate or failure for required courses, or is on academic or disciplinary probation) and who has satisfied all financial obligations to NUNM, may apply for a medical leave of absence of up to, and not more than, one academic year (four academic terms), which entitles the student to re- enter NUNM during the predetermined term the following academic year, provided there is space in the class and the student has provided medical documentation stating the student is fit to return to classes. Students taking less than a full academic year off may not be allowed to continue with a full class load due to sequential courses and missing prerequisites. In such instances, the student may be required to enter a new educational track that must be approved by the student's program dean and registrar. The program deans and/or academic advisor can guide students through a new schedule. Students who take a leave of absence will earn a grade of "W." If the student withdraws with 80% or more completion of the course, the student may be eligible to petition the faculty member for an incomplete grade. See the Incomplete policy under Section 5.7. Concurrently enrolled students are not required to take a leave from both programs at the same time, allowing them to remain in one program while on leave from the other program.

Students who are on a medical leave of absence cannot participate in any academic activities, including remediating incomplete grades or exams; and/or participating in clinical rotation shifts, including preceptor rotations. A student who wishes to return from a medical leave of absence must provide to the director of student life and conduct adequate documentation from the attending physician demonstrating the student's fitness for returning to the program. After documentation has been reviewed and accepted by the Office of Student Life, the registrar will be advised of the student's intention to return to NUNM. The advisement of a student's intention to return must be given within 30 days of intended return, and before the beginning of the quarter for which the student plans to register. The registrar will instruct the student to fill out and submit a "Returning Student Notification" form to the following offices: Registrar; Financial Aid; Center for Academic Success; and Student Life. The form should be returned to the Registrar's Office when it is completed.

If a student on a medical leave of absence does not return within one year, the student will be considered administratively withdrawn from NUNM and will be required to submit a new application for admission. Any incomplete grades will be converted to a failing grade. The student will need to satisfy admission requirements in effect at the time of reapplication, but may request that the application fee be waived.

A student who is not in good academic standing (i.e., has outstanding grades of incomplete, failed remediate or failure for required courses, or is on academic or disciplinary probation) and is serving in the military will be granted a medical leave of absence without medical documentation. The student must submit documentation of their time serving from the military branch.

Students are not allowed to take more than one year (four terms) of absence from NUNM during their academic career.

6.6 Involuntary Leave of Absence

This policy is designed to maintain the health and safety of all campus community members. A student may be restricted from campus or subject to an involuntary leave of absence, when, due to a mental, emotional, physical or psychological health disorder, their continued presence at the university poses a significant risk of substantial harm to themselves or others or **is creating a substantial disruption to the educational environment**. A significant risk is based upon an individualized assessment and constitutes a high probability of substantial harm that cannot be mitigated by reasonable means.

In most situations where a student's medical, psychiatric or psychological condition poses a threat to themselves or to others, the student will be highly encouraged by the dean of students (or designee) to voluntarily accept a leave of absence (LOA) or medical leave of absence (MLOA). However, if the student does not take such a voluntary leave, the involuntary leave of absence (ILOA) process may commence.

If a student has taken actions that either are identified as being a significant risk to the health or safety of oneself or other(s), or is creating a substantial disruption to the educational environment; the dean of students (or designee), acting on behalf of NUNM and in consultation with the CARE Team, may initiate the ILOA process as set forth below. The significant risks may include, but are not limited to, acute danger/loss of life, inability to independently manage daily tasks, or inability to cooperate with necessary support services, etc.

If the decision is made to place the student on an ILOA, the student is prohibited from participating in any academic or non-academic NUNM activities (including participating in student clubs and organizations), including remediating incomplete grades or exams, and/or participating in clinical rotation and preceptor rotations. The student may be subjected to actions including, but not limited to:

- A temporary banning from campus;
- Withdrawal from class attendance or experiential learning (i.e., preceptor rotations, community education, university-sponsored travel, etc.)
- An interim suspension of participating in any campus or off-campus NUNM activities; and/or
- Completion of a mental health, substance abuse, or other necessary evaluation conducted by an appropriate off-campus licensed health provider.

Students will receive a written description of the details of the ILOA pertaining to them including the appeal procedures as outlined in Section 14 of the student handbook.

The letter regarding the ILOA will be placed in the student's file with a copy sent to the program dean(s), director of academic access and success, registrar, director of financial aid and the provost. The Registrar's Office will notify course instructors of the student's leave status.

A student who wishes to return from an ILOA must provide to the dean of students (or designee) adequate documentation as outlined in the initial letter from the attending physician or mental health professional demonstrating the student's fitness for returning to NUNM.

Students taking less than a full academic year off may find, upon their return, that the appropriate course load required to stay on track will not qualify them for full-time financial aid. In such instances, the student may be required to enter a new educational track that must be approved by an academic advisor/program dean and the registrar.

Students who take an ILOA will earn a grade of “W” for enrolled courses at the time the leave is instated. If the student has completed at least 80% of the course at the time of the withdrawal, they may be eligible to petition the faculty member for a grade of “Incomplete.” See the Grading policy under Section 5.7.

6.7 Withdrawal from School

Students may initiate formal withdrawal by meeting with the Office of Student Life. Students withdrawing from school at any time during the school year must complete an exit interview with Financial Aid and submit a completed Leave/Withdrawal form available from the dean of students or director of student life and conduct. Failure to register for any quarter is considered a withdrawal, and the student will need to submit a new application and application fee for readmission. Students who withdraw from NUNM will earn a grade of “W.” A student facing an alleged violation of the Code of Conduct or Honor Code is not permitted to withdraw from NUNM until all allegations are resolved. A student required to attend an ARAC meeting is not permitted to withdraw or take a leave of absence from NUNM until they have resolved the referral to the committee.

6.8 Concurrent Student Leave of Absence

Students are only allowed to be enrolled in two (2) programs concurrently. Concurrent students who take a leave of absence or withdraw from their primary degree program must also take a leave of absence or withdraw from their second program. In the case of a leave of absence, students are assured a seat in both programs upon return to NUNM. Any exception to this policy must be petitioned to the dean of students (or designee) and is subject to the conditions outlined below.

For concurrent students who choose to take a leave of absence or withdraw from their primary program and wish to continue the series of courses in their secondary program for the remainder of the academic year, the following conditions apply:

- There is not an option of continuing in their secondary degree program at a full-time status nor returning early from the leave of absence to the primary program.
- Concurrent students who elect to continue in their secondary degree program while on a leave of absence from their primary program are not eligible for Title IV financial aid. Students may be reviewed for aid eligibility in the next academic year.
- Concurrent students cannot add core courses in their secondary program until the next matriculation start date.

This policy may not apply to students with a MSiMR secondary degree program.

6.9 Federal Loan Exit Interviews

Federal regulations require that any student who has received a federal loan while attending NUNM and who leaves for any reason, including official leaves of absence, must participate in a loan exit interview. Exit interviews are conducted online at studentloans.gov. Additional information may be obtained by calling the Financial Aid Office.