

## **SECTION 12: OTHER STUDENT POLICIES**

### **12.1 Academic Freedom**

NUNM faculty and students are free to question, discover and test all knowledge appropriate to their discipline as judged by the academic community in general.

### **12.2 Relationships—Faculty/Staff and Students**

Faculty, staff and student interaction is encouraged to help maintain communications throughout the NUNM community. Faculty/staff and student contact is encouraged to provide role models for students; faculty members are expected to be available to students at regular hours for consultation regarding classroom material.

There are situations when dual relationships within the community may occur, such as faculty/staff and students have both a professional and social relationship including, but not limited to sexual relationships, where faculty/staff members assume multiple roles with the same student. This can include teaching, evaluation, advising, mentoring, program administration, or a privileged therapeutic relationship (doctor/patient or counselor/client). The complexity of these dual relationships is challenging and can obscure perceived or actual objectivity, and create a conflict of interest due to inherent power differentials.

Therefore close personal relationships between faculty/staff and students, in the presence of a conflict of interest where the student could be favored or discriminated against at NUNM, either of which would be in violation of the NUNM policy on discrimination, are strongly discouraged. In addition, a breach of confidentiality and professional ethics could occur, also resulting in violation of NUNM policies.

*For these reasons, close personal relationships between faculty or staff employees and students, including but not limited to romantic or sexual relationships, are strongly discouraged, and any ensuing favor or discrimination is strictly prohibited.* In the situation when a romantic or sexual relationship ensues, the employee is required to disclose the relationship to their immediate supervisor and Human Resources. Subsequently, the student will need to meet with the dean of students to ensure that the rights of the student are protected.

Each case will be handled by NUNM on an individual basis depending on the specific facts and circumstances of each case. If an actual or potential conflict of interest is determined, NUNM may take whatever action (including corrective action) it deems appropriate under the circumstances.

### **12.3 Student Practice Policy**

Being a student of medical student carries with it a professional responsibility. To the general community, you are a representative of NUNM and the profession. To maintain high standards for quality, the following policies apply to each student enrolled at NUNM:

- NUNM defines “practicing medicine without a license” as diagnosing, treating and advertising to do such without licensed supervision or licensure.
- For professions that are regulated by Oregon state licensure (including medicine, acupuncture, massage, etc.): No NUNM student shall practice, advertise to practice, or accept compensation of any type for practicing these professions unless the student has obtained the required license in the state of Oregon.
- For healing modalities that are not licensed in Oregon (iridology, herbalism, homeopathy, etc.): No NUNM student shall practice medicine, advertise to practice, or accept compensation of any type for practicing any unlicensed healing or diagnostic modality. Students shall not offer their status as an NUNM student as a qualification to perform healthcare modalities, except within the scope of university-approved programs under the direct supervision of professionals recognized and

- appointed as supervisors by NUNM.
- Students are allowed to practice skills enhancement of techniques learned as part of their curriculum.

A violation of the above policies will subject the student to sanctions set forth in the Student Conduct Code, including suspension from NUNM.

#### **12.4 Appearance and Dress on Campus**

NUNM expects its students to present themselves in a manner consistent with their future profession. Students should be neat and clean. Although we want to continue to foster the individuality of each student, it is important to remember that visitors and clinic patients frequent our halls. Therefore extreme or immodest dress should be avoided, and shoes must be worn at all times (unless the wearing of shoes conflicts with classroom participation). Any student who registers for a clinic shift must abide by the clinic dress code whenever in the clinic. Closed-toe shoes must be worn in all laboratory/clinical settings.

Please, also see the Fragrance-Free Campus policy under Section 12.14.

While NUNM recognizes that student practice of bodywork techniques on peers may require various stages of undress, nudity is not permissible in any NUNM common area. Common areas include, but are not limited to, food service areas, student lounge, halls, restrooms and any other areas to which the community has access without keyed entry. All bodywork practice on university premises must be done in approved, scheduled classrooms.

Classrooms may be scheduled for practice through the Campus Information Center. Students should post signs notifying the community that the classroom is in use.

#### **12.5 Weapons on University Property**

Weapons, including but not limited to guns, knives larger than three inches long, pepper spray and mace are prohibited everywhere on the NUNM campus, clinics and grounds, including inside vehicles.

#### **12.6 Commercial Activities**

Commercial activities by staff, faculty, students including by not limited to representatives of companies, and any non-campus persons are not permitted unless coordinated through the Office of Advancement; this includes room rentals, demonstrations and workshops. Any commercial activities on campus require the preapproval of the vice president of advancement. NUNM is not liable or responsible for any products or services sold on campus or at university-sponsored events.

Student representatives of supply companies are not allowed to make announcements advertising their products before, during or after classes. Advertising information may not be placed in student mailboxes. All advertisements must follow the bulletin board policy.

#### **12.7 Animals on Campus**

Animals, except for service animals (i.e., for vision or hearing impaired), are not permitted on NUNM property. In addition, service animals on NUNM premises must comply with all local ordinances, such as leash laws, etc. NUNM reserves the right to call animal control authorities to enforce this policy. A student in violation of this policy will be held financially responsible for property or personal damages caused by the animal on NUNM premises. This policy includes animals left unattended in vehicles on university property. Information regarding requests for academic accommodations, including service animals, can be found in Section 16.6.

### **12.8 Children on Campus**

Students are welcome to bring their children to campus to conduct general business or attend campus events. While on campus, children will be subject to the same conditions as all other visitors to the university. However, children are not permitted to attend class with parents. Children are not allowed to attend clinic shifts with parents unless they are being seen as a patient and accompanied by a guardian.

Parents of infants up to 12 months of age and nursing mothers who need to express/pump may request authorization to use the remote room for specific classes. All requests must have faculty and the Office of Student Life's approval.

Babysitting/childcare is not available on campus, nor is it permissible for parents to make private arrangements for on-campus babysitting/childcare. Parents are required to make suitable arrangements for off-site babysitting/childcare so that they may attend class and/or clinic shifts. The Office of Student Life can provide a list of local day care facilities.

The remote room policy and privileges does not include studying, exams, and quizzes. Students are expected to find alternative child care during exams.

### **12.9 Remote Rooms**

A remote classroom with audio/video live feeds is only available to student parents who have nursing infants and others with permission from the Office of Student Life. Students are required to submit a request form, including faculty signature, to establish expectations of class participation. Please note that not all classes are available for remote viewing due to the nature of some classes and specific instructor requirements. Babies-in-arms are permitted in remote rooms, but parents must find off-site childcare once babies begin crawling or are over 12 months of age. Due to academic concerns regarding class participation and video education, students are permitted to use the remote classroom for a maximum of two quarters per infant during their NUNM degree program (or concurrent-degree track). Exceptions to the two term limit may be granted by the Office of Student Life. The remote room policy and privileges do not include exams and quizzes. Students are expected to find alternative childcare during exams.

Students who plan to use the remote room for the sole purpose of expressing/pumping milk or nursing need to notify the Office of Student Life. Expressing/pumping and nursing in the remote room is permitted when space is not at six (6) student capacity during the time needed. If remote room is at capacity, students may use unoccupied study space or a designated lactation room. During clinic rotations, nursing mothers are permitted one 30-minute break per four (4) hour clinic rotation to pump or nurse. Children are not allowed to attend clinic shifts with parents unless they are being seen as a patient and accompanied by a guardian.

### **12.10 Mobile Phones, Pagers and Other Electronic Devices**

Electronic devices with an audible ring or tone must be turned off or silenced during classes, lectures, school-related meetings or in the library.

### **12.11 Intellectual Property and Copyrights**

NUNM policy states that copyright remains with a student author or creator unless the work is a work-done-for-hire. A work-done-for-hire is one that is supported by direct allocation of funds by NUNM for the pursuit of a specific project; is commissioned by NUNM; makes significant use of university resources or personnel; and/or is otherwise subject to a contractual obligation.

NUNM does not claim ownership in pedagogical, scholarly or artistic works, regardless of their form of expression, including the works of students created in the course of their education, such as dissertations, papers and articles. NUNM claims no ownership for nonfiction, novels, textbooks, poems, musical compositions, pictorial and graphic works, software or other original works that are not university works, and which make no significant use of university resources or of the National University of Natural Medicine – University Student Handbook – Revised 10/26/2016

services of NUNM staff working within the scope of their employment.

Students also retain copyright ownership for their contributions to online and/or hybrid courses that use Moodle as a tool for classroom participation. However, NUNM reserves the right to archive technology mediated course materials (Moodle courses, for example) and preserve the contributions of NUNM students. It is expected that students will agree to the practice of archiving their contributions to Moodle courses when they have signed and agreed to the Honor Code.

All use of notes, audio and visual recordings are for students' personal learning purposes and professional reference only, and cannot be redistributed in any format. This policy applies to written, audio, visual or any electronic materials, including when a student makes a personal recording of a faculty member or lecture. Written, audio, visual or any electronic materials may not be used for marketing, teaching or publication without written permission from the faculty member. Notes from a faculty member cannot be published in a book, manuscript, blog or in any other form. If materials are used outside the course, express written permission must be granted from the lecturer or faculty member. Audio or visual recordings of a faculty member or guest lecturer require written permission, received in advance, from that individual each term. Permission forms are available on the NUNM website and Moodle. Signed permission forms will be kept in the student's academic file.

If a student uses phrases, graphs, logos, photographs or drawings from published material, it must reference the original source or it will be deemed plagiarism.

Violation of copyright and/or plagiarism will be subject to disciplinary sanctions as described in Section 14.3 Code of Conduct.

### **12.12 NUNM Compliance with the Higher Education Opportunity Act (HEOA) Peer-to-Peer File Sharing Requirements**

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties, and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
- Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.

#### **Annual Disclosure**

NUNM uses a variety of methods to inform its community about copyright law:

- At the beginning of each fall term, the NUNM community receives notification regarding illegal distribution of copyrighted materials.
- This information is also posted on the university's website.

#### **Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material**

Steps taken by NUNM to combat unauthorized distribution of copyrighted material include, but are not limited to, the following:

- NUNM blocks all commonly known P2P ports at the network's border firewall.

- NUNM blocks all known P2P incoming and outgoing traffic at the network's border firewall.
- NUNM will respond promptly to all Digital Millennium Copyright Act (DMCA) notices of unauthorized copyright use.

### **Plan to Offer Legal Alternatives for Illegal File Sharing**

There are many legal sources for copyrighted material such as music and movies. EDUCAUSE offers an updated website of legal sources of online content at [educause.edu/legalcontent](http://educause.edu/legalcontent).

### **Review of Effectiveness of Copyright Infringement Deterrence Plan**

The IT department will monitor DMCA takedown notices to watch for unexpected increases that would require additional measures.

### **Digital Millennium Copyright Act, Notice and Takedown Procedures**

Notice: The Digital Millennium Copyright Act (DMCA) Notice and Takedown Procedures document the steps to be followed when the IT Compliance Office receives a complaint from a copyright holder or agent of a copyright holder.

NUNM's designated DMCA agent must comply with the proper form of a DMCA notice as described below.

According to the DMCA, a claimed infringement notification must be a written communication (email or hard copy letter) to the designated agent of a service provider. When notifying the NUNM DMCA agent of an alleged copyright infringement, the following must be provided:

- A physical or electronic signature of the copyright owner, or the person authorized to act on behalf of the copyright owner;
- A description of the copyrighted work(s) claimed to have been infringed;
- A description of the infringing material and information reasonably sufficient to allow NUNM to locate the material;
- Information reasonably sufficient to permit NUNM to contact the claimant, including name, address, telephone number and email address;
- A statement by the claimant that they have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent or the law;
- A statement that the information in the notification is accurate, and under penalty of perjury, that the claimant is authorized to act on behalf of the copyright owner

If the notice is deemed valid, the NUNM designated DMCA agent will proceed with the takedown procedure.

### **12.13 Human Models for Instruction**

As part of the education of our students, there are various times when genital examinations or other sensitive examinations must be performed. NUNM will hire models for the learning exercises from fees paid by all students.

### **12.14 Fragrance-Free Campus**

NUNM requests that students, staff and faculty be aware of fragrances and aromas that can cause allergic reactions for some; this includes but is not limited to cigarette smoke, body odor and essential oils. NUNM requests students, staff and faculty refrain from using fragrance products (i.e., perfume, scented soaps and personal hygiene products, scented fabric softeners) prior to arriving or while on campus, at a clinic or at any NUNM event. NUNM also requests that students, faculty and staff refrain from using solvent-based highlighters, as the solvents used in the markers cause allergic reactions for some individuals and are toxic.

## **12.15 Marketing and Communications**

The Marketing and Communications Office is responsible for helping NUNM realize its vision and organizational goals of advancing its reputation as an international leader in natural medicine education, research and patient care. The office oversees marketing and communications brand management for NUNM's markets, a broad cross-section of internal and external constituencies.

### ***Media Contact and Public Outreach***

To maintain communications and messaging consistency and integrity, faculty, students and staff may not engage in or initiate contact with the media without prior approval from the PR department. The Public Relations & Communications department (within the Office of Marketing & Communications, hereinafter "PR") is responsible for external and internal communications, including publicity, public relations, media relations and government relations, to name just a few. Media relations include all media contact and engagement. PR's mission is to convey a consistent, strong message about the quality of an NUNM education and the profession. If press, TV or other media reporters request such interviews, the PR department must be notified immediately. PR will contact the reporter to approve and set up an interview, and will work with the appropriate NUNM community member to ensure success. This policy does not pertain to academic papers or symposiums.

### ***Use of NUNM Name, Logo or Seal***

The Office of Marketing & Communications must approve all public activities and events in which the NUNM name or seal is to be used to promote NUNM, and also all written or graphic materials that represent NUNM or present information about NUNM and/or our Health Centers for public display or distribution. Examples of such materials include (but are not limited to) student or departmental webpages or blogs, email newsletters or print newsletters, flyers, posters, brochures, press releases, marketing letters, and advertising of public events.

Students must demonstrate that they have obtained appropriate university administrator support prior to contacting the Marketing & Communications department for review and approval. The review process is essential to creating and maintaining a consistent, strong public image for NUNM. Prior to using university letterhead, students must obtain approval from their program's administrative office, with some exceptions (e.g., patient transfer letters by graduating students).

**National University of Natural Medicine name, seal and logo are proprietary. They may only be used by persons and associations both within and outside of NUNM who first obtain permission from the Marketing and Communications department.**

### ***NUNM's Right to Use Student Photographic Images***

NUNM reserves the right to use photographs and videotapes of students, faculty and staff for its publicity and marketing efforts. Student enrollment at NUNM constitutes *consent* for these marketing activities.

**Students who do not wish to have their photographs used must contact the Registrar's Office at the beginning of the academic year to prohibit these activities with a FERPA agreement. FERPA agreements remain in effect until a student notifies the Registrar's Office otherwise.**

Students who enroll at NUNM do so with the understanding that these photographs and videotapes might include their names, pictures, images, voices and likenesses, and that such National University of Natural Medicine – University Student Handbook – Revised 10/26/2016

photographs or videotapes might be included, published or used in NUNM publications, including print, broadcast or electronic media for publicity, commercial or marketing purposes. This policy excludes students, faculty and staff in clinic as patients. The Office of Marketing & Communications will obtain written HIPAA releases from any and all patients prior to using clinic images.

### ***Social Media Guidelines***

NUNM social media guidelines apply to students, staff, faculty and contractors who create or contribute to social networks, blogs, wikis, or any other kind of social media on behalf of the university. Representing NUNM via social media is an opportunity and responsibility that should be used respectfully.

As a member of the NUNM community, you represent the university when using an NUNM recognized social media channel. The purpose of using these communication channels is to support the university's mission, goals and programs, and share university news and information. Be professional and follow these guidelines:

- *Use of NUNM Logo, Photos, Visual Images*
  - NUNM logos, images, photos and/or visual identity cannot be used for personal social media without the university's permission.
- *Disclosure*
  - Be transparent: Use your real name, identify your affiliation with NUNM.
  - Be truthful: Anything you publish must be true and not misleading. Please represent NUNM with integrity.
- *Awareness*
  - NUNM students/faculty/staff are personally responsible for the content published online. Remember, anything you post lives forever in cyberspace.
  - Don't reveal confidential or HIPAA information. If you're not sure, then that's a red flag—check with the Office of Marketing & Communications.
  - Exercise discretion, thoughtfulness and respect.
  - When making a reference, link back to the source.
- *Use Common Sense*
  - By identifying your affiliation with an NUNM, you create perceptions about your expertise and about NUNM. Make us all proud.
  - Try to add value. What you publish will reflect on NUNM's brand.
  - Respect your audience and be courteous. Avoid topics that may be considered objectionable or inflammatory.
  - Should you have a genuine concern about NUNM, contact an NUNM administrator. Social media is an inappropriate forum for airing grievances.
  - If you make a mistake, admit it; be upfront and quick with your correction.
- *Creating Branded Social Media Pages*
  - Official NUNM pages/accounts currently exist. Creating branded NUNM social media pages like Facebook, Google+, Twitter, Pinterest, etc. is not allowed without approval from the Office of Marketing & Communications.
  - The university does support the creation of social media pages for groups, special interests, etc. While NUNM does not monitor personal websites, the Office of Marketing & Communications will address issues that violate established graphic, logo and social media guidelines.

If you have any questions about posting content on social media sites, please contact the Office of Marketing & Communications. Due to the evolving nature of social media, these guidelines are subject to revision by the Marketing & Communications team.

### **12.16 TB Test Compliance and Release of TB Records**

Tuberculosis (TB) is a highly infectious, serious disease that is prevalent among certain populations in the United States and other countries, and presents a significant risk to healthcare workers exposed to patients who may have contracted TB. Healthcare facilities are required to ensure that employees exposed to at-risk populations are free of TB to prevent transmission of the disease. They are also required to identify employees who may have been exposed to TB prior to being hired.

NUNM applies this testing policy to students, employees and volunteers, as the risk of working in a medical setting may be high. Incoming new students, students returning from over one year of leave, and students who have spent more than 2 weeks traveling to areas of the world where TB is endemic must be tested with the TB Spot or QuantiFERON Gold blood test, which is to be completed during new student orientation and before matriculation in classes. The TB Spot and QuantiFERON Gold In-Tube blood tests demonstrate the presence of antibodies in the blood to the tuberculosis bacteria, indicating exposure, but not necessarily active disease. If an employee, student or volunteer has a positive blood test, they will be asked to have a chest x-ray to rule out active pulmonary disease in order to protect the university community. Students and volunteers must perform the testing, including the chest x-ray if necessary, at their own expense. If the chest film is negative for active pulmonary disease, the individual will be allowed to remain on campus unless they develop clinical signs of active disease. Individuals with active pulmonary tuberculosis will not be allowed on campus until certified free of disease, in accordance with CDC and Multnomah County Health Department policy.

The TB Spot and QuantiFERON tests are approved by the CDC as a reliable alternative to the traditional skin testing, and have been adopted by NUNM as its preferred surveillance methods. NUNM reserves the right to change its policy in light of public health developments. In certain clinical rotations, annual testing may be required due to increased risk. NUNM recommends that anyone who has spent time in high-risk countries, or extended time with at risk populations, be retested 8-10 weeks after exposure. A list of both high-risk countries and at risk populations can be found on the CDC website.

### **12.17 NUNM Mailbox Policy**

NUNM will communicate with students through a variety of formats. Information sent to students from NUNM via university mailboxes is considered official communication and should be treated as such. To ensure the security of student mail within the NUNM community, all students will be assigned an NUNM mailbox and code during new student orientation. Students will maintain the same mailbox through their tenure at NUNM. However, students who take a leave of absence will have their mailbox reassigned. No outside solicitation mailings are allowed in student mailboxes. The Registrar's Office maintains the official list of mailbox assignments and combinations. A student who forgets their mailbox combination should contact the Registrar's Office.

Students are responsible for checking their mail regularly, and reading and responding to all mail in their mailboxes, including any announcements, correspondence from university offices, and other official university business. **All mail** (including exams and papers) must include both the student's name and mailbox number. Mail without a student's name or mailbox number may be delayed in delivery, returned to sender, or destroyed.

Mail distribution occurs one time daily, Monday through Friday. NUNM mailboxes are for internal mail only. Students should not receive any type of mail from the U.S. Postal Service or receive vendor products. If a student is receiving vendor products on behalf of a specific office, arrangements are made with that office to receive the products for the student.

In addition, students are not allowed into the faculty/staff mailroom unless accompanied by an NUNM employee.

### **12.18 Student Health Insurance**

NUNM does not require students to carry medical health insurance coverage as a part of their enrollment at the university. Students who do not qualify for the Oregon Health Plan are eligible to enroll in the health centers' Compassionate Care Program, which offers discounts based on household income for medical services.

### **12.19 Insurance for Cultural Immersion Trips, International Electives and Global Health Fieldwork**

Students who travel as a part of their program requirements are required to have a personal medical insurance policy that is in effect prior to the date of departure of their trip. NUNM provides emergency medical expense, evacuation and travel assistance coverage for travel courses through On Call International. In case of emergency, On Call International will coordinate a response plan in conjunction with university officials. This coverage is in effect during sponsored trips and fieldwork, and when traveling between the city of origin and the trip destination. Coverage is not provided for personal trips taking place in conjunction with NUNM sponsored trips.

Coverage through On Call International is subject to limitations including the following:

- Coverage is limited for pre-existing conditions. Individuals with pre-existing conditions or other health concerns should contact their trip faculty and/or program dean to discuss coverage.
- Coverage is not available for individuals aged 81 and older.
- Coverage is not available for claims associated with the use of recreational drugs or alcohol.

### **12.20 No Smoking Policy**

NUNM is a smoke-free campus. Smoking is not allowed on any part of the campus grounds, including the NUNM Health Centers.

### **12.21 Use of Candidate Status in Student Email Signature or Business Cards**

Due to regulations of the Oregon Office of Degree Authorization (ODA) and the Oregon Board of Naturopathic Medicine (OBNM), students are not allowed to claim unearned degrees in Oregon. As a state-approved institution of higher education, NUNM is only allowed to confer earned degrees, not candidacy. The use of this terminology constitutes a violation and can have effects on the accreditation status of NUNM.

Therefore, students are not to use the following terminology: "degree candidate," "ND3," "ND/MSiMR projected graduation date 2015," or similar as part of their email signatures, on their resumes and/or business cards.

Instead, students are permitted to refer to the program in which they are enrolled, "NUNM Naturopathic Medicine Program, Class of 2016," the expected graduation class they are on track to meet, "NUNM College of Classical Chinese Medicine," a combination of these two things,

“NUNM Master of Science in Integrative Medicine Research, Class of 2015,” and may refer to themselves as a Naturopathic Medical Student (NMS) or Acupuncture and Oriental Medicine Student (AOMS) in combination with their class year, “NMS3.” Students who fail to comply with the policy will be counseled appropriately. Failure to comply after initial counseling will result in a referral to the Honor Council.