

## **SECTION 17: STUDENT ORGANIZATIONS AND ACTIVITIES**

### **17.1 Student Involvement**

Students have the right (and are encouraged) to form clubs and organizations, and to join associations to promote their common interests. Information on forming a new club on campus can be found under the Student Government Association page on Moodle. All new student clubs must be reviewed and approved by the Student Government Association. If the organization desires to use or operate on or within university facilities it has the responsibility to follow NUNM policies and procedures.

Approval is required of any organization using the NUNM name, address or facilities. Please see the NUNM website for a complete list of current and existing student clubs and organizations.

### **17.2 Student Government Association**

The NUNM Student Government Association (SGA) is an elected government of the student body that oversees the management and distribution of the student activity fees collected each term with registration. According to the NUNM Student Body Constitution, the mission of the Student Government Association is “to serve as a forum that represents the common needs of the student body. The SGA acts as a liaison for the student body and the board, administration, faculty and staff. The SGA is committed to enhancing all aspects of student life through programs that enrich students spiritually, culturally, socially and intellectually.

Students elect a central management team – which is composed of executive officers, class representatives and student liaisons to university committees. Elections for SGA positions occur every spring term (except for the incoming first-year class, whose class-wide election is conducted in the fall term). All members of the student body are invited to attend and participate in all SGA meetings. For more information consult any member of the SGA or the director of student life and inclusion.

### **17.3 Program and Curriculum Review Committee**

Membership in the Program and Curriculum Review Committee includes representatives from the faculty, academic staff and student body. The committee is responsible for ongoing review of all curricula, including proposals for new classes, programs and other significant changes. A student representative from each program is elected annually, and all student representatives are considered voting members of the committee. Student visitors are welcome to attend committee meetings.

### **17.4 Student Publications**

Students have the right and the freedom to organize for the production of student publications as vehicles for free inquiry and free expression in the NUNM community. They are responsible for producing publications that conform to the canons of responsible journalism and the laws respecting publications (i.e., libel, advertising, etc.). Student publications are intended for distribution on campus. Student publications are not to be placed in student mailboxes (except for *The Phoenix*), as these are reserved for the use of university administrators and faculty, and for student-to-student, personal communication. Publications cannot carry the endorsement of NUNM or use the NUNM seal without review of the Marketing and Communications Office.

### **17.5 Activities**

The Office of Student Life is a resource for any student group or organization interested in holding a sponsored student event on campus; including, but not limited to, room reservations, speaker contract signing, questions regarding catering and food service, etc.

The Student Government Association (SGA) helps students organize athletic teams (i.e., softball, basketball and soccer), produce an annual “No-Talent Show,” a Chinese New Year celebration and speaker series, among many other activities. Events through SGA are funded from the student activity fee billed to all students each term. NUNM is committed to supporting extracurricular activities for its students. Those with ideas or interests should contact their class officers or the student activities and events coordinator.

Any unsponsored events and/or commercial activities may contact the Office of Continuing Education to discuss renting space on campus.

### **17.6 Hallway Table Reservation**

Hallway Table Reservations are for NUNM clubs, organizations and business partners only. Student clubs and organizations may reserve tables on the first floor of the Academic Building for promotion of their club, an upcoming event or other NUNM student club related business. Any signage must be attached to tables and not to the walls. To reserve a table contact the NUNM Campus Information Center at 503.552.1555.

Student representatives of companies must go through the Office of Advancement for approval. See Section 12.6 Commercial Activities policy.

### **17.7 Room Reservation**

Student clubs and organizations may reserve academic building classrooms through the Campus Information Center for promotion of their club, an upcoming event or other NUNM student club related business. To reserve a classroom fill out the room reservation form at [nunm.edu/room-reservation/](http://nunm.edu/room-reservation/) or contact the NUNM Campus Information Center at 503.552.1555. A room reservation will be confirmed by the Campus Information Center. Without the confirmation email, a room will not be listed in the calendar and students should not assume that the reservation has been granted.

If an event is being held after business hours, the chief of security must be notified, with a two-week notice. Failure to provide adequate notice will result in a cancellation of the room due to inadequate security staffing. The Campus Information Center must be notified promptly of cancellation; failure to do so will affect future reservation status.

Classrooms are not for individual student studying. Students seeking a space for studying can do so in the NUNM library, student lounge or any of the student study rooms on campus. Student representatives for partner companies, unsponsored events, and commercial promotions must go through the Office of Advancement for approval prior to booking a room. See Section 12.6 Commercial Activities policy.

### **17.8 Student Travel**

The purpose of the NUNM Student Travel policy is to promote safe travel and conduct for students attending approved off-campus activities and events outside the Portland Metropolitan area. This policy covers individual students and student groups who travel on behalf of, or are financially supported by, student groups and organizations; or who use a university-owned or rented vehicle. All NUNM students involved in approved activities and event travel will represent NUNM to the best of their ability and abide by the Student Code of Conduct and Honor Code.

Students participating in activities are responsible for their personal behavior and any resulting consequence. NUNM is not liable for loss, damage, injury or other consequences resulting from student participation in events; or failure to comply with university rules and regulations, or local, state, federal or country-of-travel laws. Failure to comply with NUNM's Student Code of Conduct or Honor Code may result in disciplinary action.

This policy also covers educational travel for course requirements such as traveling to and from preceptor rotations, clinical rotations, retreats, or elective courses. Students are encouraged to follow this policy when engaging in activities and events not considered under this policy. All NUNM students involved in approved activities and event travel will represent NUNM to the best of their ability and abide by the Student Code of Conduct and Honor Code.

### **Academic Related Travel Requirements**

This includes travel for course requirements such as traveling to clinical rotations, retreats, field work, etc.

1. If a student is driving a rented or university-owned vehicle, proof of a valid driver's license and proof of insurance must be provided. Students agree to abide by and follow all federal and state transportation laws.
2. If a student is driving a personal vehicle, the student's insurance policy should be in effect. The university's insurance policy does not cover students driving personal vehicles. In the event a student has an accident while using a personal vehicle during academic travel, the accident should be reported to both the student's insurance carrier and the faculty/staff advisor or the Student Life Office.
3. Students are responsible for the purchase of their own fuel and food.
4. Additional travel requirements may be required by individual courses. Students should review syllabi and contact individual academic program deans for additional information and requirements.

### **Non-Academic Requirements**

All students who travel for approved activities and events must meet the following general requirements:

1. Travel should be planned so as not to interfere with academic responsibilities.
2. If travel will interfere with academic responsibilities, the following steps must be taken for approval:
  - a. The student must be in good academic standing;
  - b. The student must discuss the possibility of excused absence documentation with the program dean or program associate dean at least three (3) weeks prior to the trip;
  - c. The student must contact their faculty and make arrangements for written excused absences and make up assignments for missed class time; and
  - d. The student must arrange for substitutes for any missed clinic shifts. (Students who have already missed two (2) clinics shifts during a term are not eligible.)
3. If a student is driving a rented or university-owned vehicle, proof of a valid driver's license and proof of insurance must be provided. Students agree to abide by and follow all federal and state transportation laws.
4. If a student is driving a personal vehicle, the student's insurance policy must be in effect. The university's insurance policy does not cover students driving personal vehicles. In the event a student has an accident while using a personal vehicle for

- approved travel, the accident should be reported to both the student's insurance carrier and the faculty/staff advisor or the Student Life Office.
5. Students are responsible for the purchase of their own fuel and food items unless otherwise approved for reimbursement through the Student Government Association scholarship process.
  6. Students must complete and submit the "Student Travel" form and travel itinerary to the Office of Student Life at least seven (7) business days in advance. A copy of the "Student Travel" form must be signed by the appropriate faculty advisor, academic dean and/or club advisor prior to submission.
  7. If students are requesting reimbursement through the Student Government Association scholarship process, a copy of the "Student Travel" form must accompany the request.

### **Traveling to Foreign Countries**

NUNM encourages safe and responsible planned travel practices. Areas of consideration when planning travel for student events and activities include, but are not limited to, the following:

- Verification of safety of travel in the targeted area (weather, political stability, disease risk)
- Verification of permission to travel to the designated area, including appropriate travel visas if necessary
- Verification of legality of planned travel practices, including objects carried in luggage
- Designation of emergency contact outside of intended travel region
- Designation of local contact who will have copies of itinerary, identification and other necessary travel documents
- Obtaining necessary and recommended immunizations for region of travel
- Designation of source of back-up funding in the case of an emergency
- Verification of the procedure for obtaining personal medical insurance and health care, if needed, in the desired travel area
- Designation of meeting place/procedure if travel party is separated

### **Code of Conduct during NUNM Trips**

If a student is suspected of committing a NUNM Code of Conduct violation, or violation of the laws of the host country and/or the Code of Conduct of the host institution, the faculty member must immediately contact the NUNM dean of students (or designee) for guidance.

The following behaviors may lead to dismissal from a trip if, in the judgment of NUNM officials, they jeopardize a student's welfare, that of fellow students and faculty supervisors, the program, or the citizens of the host country. Such actions include, but are not limited to, the following:

- Violating the laws of the host country, or policies of NUNM or the host institution
- Open abuse or disrespect of the customs and values of the host community
- Theft of, malicious damage to, or misuse of others' property
- Illegal use, possession, sharing, purchase, sale or distribution of drugs (prescription or illicit), other controlled substances, or drug paraphernalia
- Intentional or reckless endangerment or abuse of others, including but not limited to, harassment, discrimination, sexual misconduct, bullying, stalking, threatening behavior or assault
- Criminal conduct
- Conduct involving moral turpitude or illegal practice of any of the healing arts

- Failure to comply with the directions of an institutional official or partner official acting in the performance of their duties
- Obstruction or disruption of teaching or other program activities
- Unauthorized absence from organized trip or fieldwork activities
- Exceeding the number of unexcused absences allowed for the program
- Academic misconduct (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty).

After a review of the conduct of concern, a student may be found to be in violation and subject to the NUNM Code of Conduct as outlined in the student handbook. A student found in violation may have sanctions imposed. Sanctions will take into account the context and seriousness of the violation. Below are some of the possible sanctions that could be imposed.

1. **Warning:** Written warning that the student has violated policies and/or regulations, and that continued or repeated violations may be cause for further disciplinary action. If deemed necessary, a faculty member may restrict the activities of a student if such activities are directly related to the violation.
2. **Loss of Privileges:** Denied specified privileges for a designated period of time.
3. **Behavioral Contract:** This contract will set out required activities including, but not limited to, seeking academic counseling, professional development advising, mental health counseling, substance abuse screening, writing a letter of apology, and other requirements as determined.
4. **Disciplinary Probation:** Written notice of a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to NUNM and/or host institution standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of dismissal from the trip or program. Depending on the student's misconduct, and at the discretion of the NUNM representative, the following are examples of probation conditions: formal apology, written apology, written analysis of misconduct with reference to local social norms, community service, alcohol/drug assessment with treatment as deemed necessary, professional counseling, payment of fines/restitution of property, and other requirements as determined.
5. **Suspension from Trip/Course:** A student may be suspended from a trip or fieldwork experience if they fail to meet the conditions of a prior written warning or commit a violation warranting immediate dismissal from the course. If dismissal is warranted, the decision and notification of this action will occur in consultation with the trip faculty, program dean, dean of students and provost. When suspended from a trip, the student is required to make immediate arrangements to return home and is responsible for any expenses related to early return. The NUNM Travel Emergency Evacuation and Medical Insurance is void for all activities except for the return travel. The student will be referred to the Honor Council and an investigative process will be conducted. A student suspended from a trip will receive a failing grade for the course(s).
6. **Interim Suspension from NUNM:** The student will be provided a written notice of interim suspension from the program(s). An NUNM representative will inform the student in writing of the action to be taken and of the appeal process. The applicable

NUNM administrative offices will be notified of the interim suspension. While on interim suspension from NUNM, the student is subject to the policies and procedures outlined in the student handbook.

7. **Expulsion:** Expulsion permanently terminates the individual's rights and privileges as a student of NUNM. The individual may not apply for readmittance to NUNM. The student is banned from college property, functions, events and activities. When expelled from NUNM, the student is required to make immediate arrangements to return home and is responsible for any expenses related to early return. The NUNM Travel Emergency Evacuation and Medical Insurance is void for all activities except for return travel. The applicable NUNM administrative offices will be notified of the expulsion.

Students have the right to appeal a suspension or expulsion from NUNM as outlined in Section 14 of the student handbook.

### **17.9 Naturopathic Professional Organizations**

The American Association of Naturopathic Physicians (AANP) is the national professional organization for naturopathic medicine. This organization is the leader in promoting the political, financial, regulatory, ethical and educational interests of the profession. Students are encouraged to become members of AANP and can join at a reduced cost. AANP sponsors a convention every summer that attracts naturopathic physicians from all over the world, and is educational and inspiring for all who participate.

#### **American Association of Naturopathic Physicians (AANP)**

**818 18th St. NW, Suite 250**

**Washington, DC 20006**

**866.538.2267 | [naturopathic.org](http://naturopathic.org)**

The Association of Accredited Naturopathic Medical Colleges (AANMC) promotes cooperation and collaboration among the North American naturopathic medical schools whose graduates are eligible for licensure.

#### **Association of Accredited Naturopathic Medical Colleges (AANMC)**

**818 18th St. NW, Suite 250**

**Washington, DC 20006**

**800.345.7454 | [aanmc.org](http://aanmc.org)**

The Oregon Association of Naturopathic Physicians (OANP) is a state organization with purposes similar to the AANP's and is also open to students. Many other states have naturopathic professional organizations; contact AANP to locate the organization in the state where you plan to practice.

#### **Oregon Association of Naturopathic Physicians (OANP)**

**P.O. Box 5876**

**Portland, OR 97228**

**503.262.8586 | [oanp.org](http://oanp.org)**

### **17.10 Chinese Medicine Professional Organizations**

The mission of the American Association of Acupuncture & Oriental Medicine (AAAOM) is to promote excellence and integrity in the professional practice of acupuncture and Oriental medicine, thereby enhancing public health and well-being. AAAOM has a student organization, AAAOM-SO, that is open to all acupuncture and Oriental medicine students.

**American Association of Acupuncture and Oriental Medicine (AAAOM)**  
**P.O. Box 96503 #44114**  
**Washington, DC 20090-6503**  
**866.455.7999 | [aaaomonline.org](http://aaaomonline.org)**

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is the only national organization that validates entry-level competency in the practice of acupuncture and Oriental medicine through professional certification. NCCAOM certification or a passing score on NCCAOM certification examinations are documentation of competency for licensure as an acupuncturist in 44 states plus the District of Columbia, which represents 98% of the states that regulate acupuncture.

**National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®)**  
**76 South Laura St., Suite 1290**  
**Jacksonville, FL 32202**  
**904.598.1005 | [nccaom.org](http://nccaom.org)**

The Oregon Association of Acupuncture and Oriental Medicine (OAAOM) is a unified professional organization that supports and enhances the practice and practitioners of acupuncture and Oriental medicine in the state of Oregon.

**Oregon Association of Acupuncture and Oriental Medicine (OAAOM)**  
**P.O. Box 14615**  
**Portland, OR 97293-0615**  
**503.893.5993 | [oaaom.com](http://oaaom.com)**

The American Organization for Bodywork Therapies of Asia (AOBTA) is a professional membership organization representing instructors, practitioners, schools and programs, and students of Asian bodywork therapy.

**American Organization for Bodywork Therapies of Asia (AOBTA)**  
**P.O. Box 343**  
**West Berlin, NJ 08091**  
**856.809.2953 | [aobta.org](http://aobta.org)**