

SECTION 3: STUDENT RECORDS AND REGISTRATION

3.1 Student Contact Information

Students are responsible for submitting accurate contact information, in writing, to the registrar for registration to be complete. The contact information provided by the student must include, but is not limited to, an accurate email address, mailing address and phone number. Any changes in contact information must be submitted to the Registrar's Office, using the "Change of Address" form found on the NUNM website. It is the responsibility of the student to verify that change has occurred.

3.2 Registration

The Office of the Registrar will notify students regarding registration details. All continuing students are registered for the upcoming academic year's fall classes by the end of spring quarter. Students may attend only the specific course sections for which they are registered. Non-adherence to this policy will result in no credit for the course. Students will not be registered for courses, labs or clinic shifts that occur at overlapping times. Credit will be earned for only one course during any given segment of time. All changes in courses and sections must be made through the Office of the Registrar.

Students cannot register for elective courses that overlap with core classes, including travel courses, unless approved by their program deans. Students must submit the "Petition to Overlap Classes" form for deans' approval prior to registration.

Students who wish to be registered for less than the full-time curriculum must receive written approval from the program dean. No student may add or begin classes after the end of the second week of any quarter.

3.3 Credit Hour Policy

Credits are awarded based upon hours of instruction. NUNM is on a quarter system. A quarter is defined as 12 weeks (summer quarter is 11 weeks). Credits for coursework are awarded according to the following:

1 Lecture credit = 12 hours instruction per quarter + 24 hours per quarter outside of class time

1 Laboratory credit = 24 hours instruction per quarter + 12 hours per quarter outside of class time

1 Clinical credit = 24 hours instruction per quarter + 12 hours per quarter outside of class time

1 Tutorial credit = 12 hours of instruction per quarter + 24 hours per quarter of outside of class time

3.4 Eligibility to Register

Matriculated degree-seeking students are eligible to register for NUNM courses. A non-degree seeking student is someone who is not a matriculated NUNM student or is matriculated into the School of Research & Graduate Studies (SoRGS). Non-degree seeking students may request permission to attend a course either for credit or as an audit. Persons who wish to attend a course as a non-degree seeking student must complete a non-degree seeking application available through the Admissions Office. Once approved, the non-degree student must obtain signatures from the program dean and faculty member, as well as meet the prerequisites for the course. Approval is based upon space availability and meeting of prerequisite requirements. Graduates of accredited NUNM programs may apply for entry into certificate programs offered at NUNM,

provided they meet the specific requirements. Practitioners seeking continuing education units (CEUs) should contact the Office of Advancement.

3.5 Challenge Examinations – Graduate Level Only

NUNM policy allows an individual to challenge by examination the content of a required course. Applicants who have been accepted may request to challenge a course prior to matriculation. This option is only available to students who have appropriately documented prior graduate coursework and there is a question as to whether or not the information covered sufficiently meets NUNM requirements. Transfer credit policies and course descriptions are outlined in the university catalog and are available from the Office of Admissions. There must be a difference in hours between a transfer course and the university's course and/or a question of equivalency of material covered in order for a challenge exam to be given. After the challenge exam has been administered, the grade is recorded and the student is notified of the results. If the student fails the exam, they must register for the course and pay the appropriate tuition.

To be considered for a challenge exam, the student must:

- Complete transfer credit review during the admissions process to identify which courses may be eligible for challenge. Students who are applying for transfer credit reviews must sign the “NUNM Transfer of Credit Agreement” form upon admission to the university. Transfer credits will not be considered after matriculation.
- Obtain a “Transfer/Challenge Exam” form from the registrar, and submit this to the program dean and the instructor (to which the challenge exam is related) for approval. Once permission is obtained, the program dean (or designee) will facilitate arrangements for the student to take the challenge exam.
- Pay the appropriate fees and submit an “Exam” form, located in the testing center, to the instructor before taking the exam.
- Take the challenge exam prior to the offering of the course that is being challenged; the exam must be taken, graded, and the grade submitted to the registrar no fewer than two weeks prior to the start of the quarter in which the course is offered.

The following statement is for veteran students inquiring about prior credit: “Any veteran receiving GI Bill benefits while attending NUNM is required to obtain transcripts from all previously attended schools and submit them to the VA school official for review of prior credit.”

Students who have questions regarding transfer credit should review the NUNM catalog for policies.

3.6 Transfer Credits Between NUNM Programs

Graduate-Level Programs

Some course credits may be eligible for transfer among NUNM programs to satisfy program requirements. For more information regarding which courses might be transferable between programs, contact the Center for Academic Success and/or program dean. All transfer credits are evaluated for relevance and are subject to approval by the program chair or dean.

Undergraduates Taking Graduate-Level Course

An undergraduate student who is pursuing a baccalaureate degree at National University of Natural Medicine may take one or more (maximum of nine credit-hours) graduate courses if the student meets all of the following conditions:

1. The student must be within 45 credits of graduation.
2. The student must have an overall grade point average of 3.0 or better through the preceding term.

3. The student must meet the prerequisites for the course.

The following additional parameters apply:

- The student may only take graduate-level courses from a preapproved list of courses from the School of Research & Graduate Studies (SoRGS) and the College of Classical Chinese Medicine (CCM). Courses from the ND program are not available for undergraduate students.
- The student shall pay the graduate tuition rate for all graduate-level courses and will earn graduate-level credit.
- The graduate credit may be used to satisfy elective requirements in the undergraduate program.
- The student may apply a maximum of six graduate credit hours toward undergraduate elective requirements.
- Graduate students receive priority enrollment in graduate-level courses.
- There must be a minimum of five graduate students enrolled in a graduate-level course for undergraduate students to enroll.
- Internal transfer of credit is subject to NUNM's graduate transfer credit requirements.
- Earning graduate credits as an undergraduate is not a guarantee of future admission into any graduate program at National University of Natural Medicine.

3.7 Auditing

Students may audit a lecture course, space allowing, if they have met the prerequisites, have obtained the instructor's consent, and have registered for the course. The course will appear on the student's official transcript as an audit, even though auditing means that a student will not be evaluated or receive credit. Classes taken as an audit must be declared by the end of the quarter's second week. Audited courses are not eligible for challenge exams. See the Financial Policies section for information on fees.

3.8 Educational Enhancement Registration

Current students who wish to repeat a course they have previously passed at NUNM may do so, space allowing, with the permission of the instructor and program dean. The charge is 30% of the regular tuition, plus full payment of any course fees. The "Education Enhancement Registration" form must be filed by the end of the quarter's second week. No credits or grades will be given.

3.9 Student Records

The registrar maintains permanent records of each student enrolled at NUNM. Unless otherwise required by law or special circumstances, the university will follow the policies set forth in this section. Typically, a student's record contains an application file, personal information necessary for NUNM business, grade reports, and records of any official action by NUNM concerning the student. Students are notified annually via email of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) – commonly referred to as the "Buckley Amendment." Students who wish to review their records may do so by submitting a request in writing 48 hours prior to the time they wish to view their records. Students may not take copies of documents. NUNM will maintain information on students in a secure, confidential manner in accordance with FERPA, and to that end will observe the following guidelines:

- University officers may review student records on an as needed basis.
- NUNM holds the following information as directory information, which may be disclosed in response to legitimate requests: name, address, telephone number, and university email address, dates of attendance, enrollment status (full time, part time and leave of absence), academic program, graduation date and awards received.

NUNM will only print the following information in directories: name, year in school, university email, telephone.

- Personal information about students will not be shared with third parties on or off campus except as directed in writing by the student, the courts or governmental agencies. A student who wishes to review their records may do so by submitting a request in writing 48 hours prior to the time they wish to view their records.
- A student may not make copies of documents in their files.
- A student who believes information contained in official records is inaccurate, misleading or a violation of privacy may request that the records be amended.
- In the event of a disagreement between a student and the administration as to the disposition of an issue, the student has the right to place a personal position statement in their academic file.
- A student has the right to file complaints with the appropriate agencies concerning alleged failures by NUNM to comply with applicable laws and rules, and/or their implementing regulations.
- Students may request information to be withheld by completing a directory hold request available from the Registrar.
- NUNM may, in accordance with the Family Educational Rights and Privacy Act, disclose personally identifiable information from a student's education record without consent if the disclosure is in connection with a health or safety emergency.

Each student is responsible for furnishing, completely and accurately, all information required by NUNM so that it may perform its proper function as an educational institution. If a student's circumstances change (e.g., name, address, financial situation, etc.), the student is responsible to ensure that appropriate university officials are informed of the changed circumstance as soon as possible.

No part of a student's file, except directory information as noted above, will be released to any person outside of NUNM without written consent of the student, except as required by law. Records for students attending NUNM under the provisions of the Veterans Administration will be accessible to certain authorized state and federal personnel without prior consent in accordance with 45 CFR, part 99.31 and part 99.35.

FERPA does not apply to employment situations, nor does it apply to candidates for matriculation to NUNM. However, Human Resources and the Office of Admissions adhere strictly to guidelines of professional conduct. All student admission applicant and employee applicant records are the property of NUNM and will not be released or returned except as outlined above.

3.10 Student Record Retention Policy

NUNM retains student records, both academic and non-academic in accordance with state and federal regulations. Non-permanent records containing confidential information will be destroyed by pulping or shredding. NUNM's policy regarding student records is discussed in Section 3.8, above. Below outlines timeframes for record retention after a student graduates or separates from the university:

- Academic Standing Reports: Include academic deficiency and the status changes of academically deficient students. Records may include: reports containing student names, grades, and numbers of previous suspensions and probations; student petitions for re-evaluation; and related documentation and correspondence. These records are maintained for three (3) years by the Registrar's Office and one (1) year by the dean's offices.

- Admissions Reports: This series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence. Records are retained by the Office of Admissions, permanently for final reports and five (5) years for all other records.
- Denied Admissions/No Show Records: This series documents the application and evaluation process for students applying to enter who are denied admission or who were admitted but failed to enroll or withdraw. Records may include but are not limited to: applications for admission; test scores; standardized examination reports; foreign student financial documentation; letters of recommendation; resumes; transcripts; and related documentation and correspondence. Records are retained by the Office of Admissions for three (3) years after denial of admission; one (1) year after notification of admission if applicant fails to enroll; one (1) year for test scores of students that do not apply. Student Life retains all records for one (1) year.
- Prospective International Student Records: This series documents institution assistance to international students who are considering attendance at the institution. Records may include but are not limited to: letters of inquiry from prospective students; official replies to inquiries; completed applications and admittance forms; local data sheets; advisory notes; and related documentation and correspondence. The Office of Admissions retains for two (2) years for non-admitted applicants records; until admitted for admitted applicant's records, which then become part of the primary designated signing officials records.
- Class Lists: Provide faculty with an official record of enrolled students in their course. The series is used to cross-check students who have enrolled against those who have registered, as well as in the generation of statistical reports. Information in the series includes: student names; term; and enrollment/registration status. These records are maintained for one (1) term by the Registrar's Office and faculty.
- Enrollment Reports: This series is used to provide the chief financial officer with a record of enrollments that may be used for planning and research. Information contained in the reports includes student names and levels, demographic data and academic majors. Records may include but are not limited to: working papers; final reports; and related documentation and correspondence. Records are permanently retained by the Registrar's Office for final reports; two (2) years for all other records. Other copies are permanently kept by the Office of Institutional Research and Compliance, chief financial officer and provost.
- Commencement Records: Document commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence. Records are maintained by the dean of students for two (2) years. Commencement programs are maintained permanently by the Registrar's Office.
- Graduation Petition Forms: Document students' requests to have diplomas and other graduation records distributed to specific addresses. Records include: diploma order form; diploma information form listing permanent addresses for diplomas to be mailed to; students' names; school within the institution; and certificates applied for. These records are maintained for one (1) year by the Registrar's Office.
- Examinations, tests, term papers and homework records, including online and paper documents, document student subject mastery in institution courses. Records may include but are not limited to: examinations and answers; quizzes and answers;

homework assignments; course papers; term papers; and essay assignments. These records are maintained by the faculty for one (1) term after completion for uncontested grade results; and until resolved for contested grade results. Moodle and online course documents will be archived and retained for 5 years.

- Family Educational Rights and Privacy Act (FERPA) Documents: Include the process of student information release requests and consent authorizations or denials in accordance with FERPA. Records may include but are not limited to: requests for formal hearings; requests for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence. These records are maintained by the Registrar's Office for the life of the affected record or until the student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records.
- Student Non-Disclosure Requests Records: Requests by students to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act (U.S. Public Law 93-380). This series may contain, but is not limited to: student requests for non-disclosure of directory information and memoranda distributed to pertinent departments informing units that might have pertinent information not to disclose that information. These records are maintained by the Registrar's Office for one (1) year for revoked requests; permanent for all other records.
- Grade Roster Reports: Reflect grades awarded by instructors and serve as the basis for students' official academic records. Records include: student names and social security numbers (not on report since implementation of SONIS); course titles and numbers; sections; grades awarded; and instructors' signatures. These records are maintained by the Registrar's Office for ten (10) years for records created after implementation of the Student Information System; 25 years for records created before implementation of the Student Information System.
- Instructor's Grade Records: This series documents test scores, classwork scores and final grades for students that may be used as back-up to the official academic records held by the registrar. Records may include but are not limited to: instructors' grade books; grade confirmation reports; grade confirmation and change records; and final grade rosters. These records are retained by faculty for two (2) years.
- Grievance Records: Regard grievances brought forward by students against the institution that do not result in litigation. Grievances may pertain to academic issues; affirmative action and equal opportunity; student conduct; and other issues. Records include: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Records are maintained by the Office of the Dean of Students for three (3) years after last enrollment. Other copies may be received by the program deans and Provost Office, which are maintained for three (3) years after resolution.
- Name Change Records: Document students or applicants name changes as reported to the Admissions or Registrar's Office by students. Records may include but are not limited to: letters requesting change in name; name change forms; lists or reports of students with changed names; and related documentation and correspondence. These records are maintained by the Admissions and Registrar's Office for two (2) years after degree completion or last enrollment.

- **International Student Records:** Include institution assistance to international students that primarily concern admissions, immigration issues and other non-academic matters. Records may include but are not limited to: copies of visas; scholarship information; institution admissions forms; international student advisors' notes; explanations for student withdrawals; and related documentation and correspondence. Records are maintained by the designated signing official (currently registrar) for seven (7) years after last enrollment for all student records of matriculates. One (1) year after failure to enroll for all student records of non-matriculates. Other copies are retained by the Office of Admissions until matriculation and then records are transferred to the primary designated signing official.
- **Residency Program Records:** This series is used to provide a record of the administration of residency program. Residencies may be within the institution or off campus, and for class credit and/or pay. Records may include but are not limited to: applications for residency inside and external to the institution; agreements with departments; postings/notices; student resumes; transcripts; copies of contracts; proposed institution listings; notes; and related documentation and correspondence. The associate dean of residency and academics retains these records for five (5) years.
- **Placement Survey Records:** This series documents the results of a placement survey conducted periodically. Records may include but are not limited to: reports and questionnaires that provide the following information on individual alumni: career status or job title; continuing education; geographic location; source of finding employment; relationship of employment to major; salary; computer training needs; and number of years enrolled. These are permanently retained by Alumni Affairs for reports; three (3) years for questionnaires.
- **Special Accommodation Student Records:** Documents that track the application, admission, selection and progress of students participating in special accommodations serving, guiding and aiding students. This series consists of the individual files for students participating in special institution programs that provide services ranging from counseling and tutoring to tuition waiver assistance. Records may include but are not limited to: application documentation; personal information; medical and health documentation; admission and non-acceptance documentation; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Some records may be exempt from disclosure because of the Americans with Disabilities Act. Records are maintained by the Office of Student Life for seven (7) years for accepted and enrolled participants; two (2) years for denied admission or did not enroll after acceptance.
- **Student Academic Records:** Documents that track a student's academic progress at the institution. Records may include but are not limited to: institution academic transcripts; transcripts from other institutions; notices of admission, readmission, denial and acceptance; records of grade changes; petitions for exemption from institution regulations and procedures; student status change forms; standardized examination reports; letters of recommendation; applications for admission to an institution; registration for preceptor hours and evidence of the completion of the preceptor hours; narrative evaluations on preceptor; evaluations; requests to audit courses; major department/degree change requests; assignment of an advisor; curriculum layout; certification of transferred courses; grade reports; clinic proficiency objectives (CPOs); clinic shift record forms; clinic community education

forms; course waiver requests; oral and written exam results – preliminary, qualifying and comprehensive; thesis grade form; advising checklists; on-leave requests and approvals; official graduation audit; program advisors' reports showing progress toward academic degrees; and related documentation and correspondence; departmental approval for students to enroll in independent study courses and permission sheets with students' names; course names; number of credits; and faculty signatures; probation letters; and academic review and appeals committee minutes including audio recordings. Records are maintained by the Registrar's Office permanently for transcripts, application for admission and grade change records; five (5) years for all other records. Upon graduation, student files are purged of clinic proficiency objectives (CPOs), clinic shift records and community education forms. Other copies held by the deans and the Office of the Provost are retained for seven (7) years after last enrollment.

- Student Admission Records: Include the application process for individuals seeking admission. Records may include but are not limited to: admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence. Records are maintained by the Admission's Office until matriculation and then transferred to the Registrar's Office for inclusion in the Student Academic Records.
- Student Advising Records: Provide information regarding academic progress within a specific department or program sent to university advisor/mentor. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; degree program requirement lists; departmental course waiver forms; reports showing progress toward academic degrees; advisors' notes; copies of transcripts; official graduation audits; curriculum posting sheets; recommendation letters; suspension notices; readmission notices; comprehensive exam results; awards; and related documentation and correspondence. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and are maintained for the convenience of the student academic advisors. Records are also retained by the Center for Academic Success, academic advisors and deans for one (1) year after last enrollment.
- Student Conduct Records: Document academic dishonesty and conduct and honor code violations among students. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; degree program requirement lists; departmental course waiver forms; reports showing progress toward academic degrees; advisors' notes; copies of transcripts; official graduation audits; curriculum posting sheets; recommendation letters; suspension notices; readmission notices; comprehensive exam results; awards; and related documentation and correspondence. Records are maintained by the Office of Student Life for 75 years for case files involving expulsion, degree revocation or negative notation on the transcript; ten (10) years for case files involving suspension; five (5) years for all other disciplinary case files. Other copies maintained by the Security Office are maintained for three (3) years.
- Student Organizations and Club Administrative Records: Documents that pertain to the history, development and policies of campus student organizations and clubs. Records may include but are not limited to: annual review forms; minutes; constitutions and bylaws; committee, subcommittee and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence. Records

are maintained by the Office of Student Life and Student Government Association permanently.

- **Student Statistical Reports:** This series documents student status and enrollment at the institution. Records may include: specialized listings and statistical reports pertaining to departmental and university registration; course changes; add/drops; geographical distribution of students; student age and gender data; mortality of classes; student transfers from other schools; veterans enrollment; reports documenting student and enrollment by term; and reports on other topics. These records are retained permanently by the registrar for summary and annual reports; three (3) years for all other records. Other copies are retained for one (1) year by Institutional Research.
- **Student Tracking Records:** Documents student enrollment in courses and changes in enrollment. The series also documents admission status changes, affiliation and registration in programs. Records may include but are not limited to: registration forms; registration change forms (add/drop forms); withdrawal forms; application for readmission forms; and student status change forms. Records are maintained by the Registrar's Office and Admissions for one (1) year.
- **Theses and Dissertations Records:** Document the completion and academic acceptance of these presented in the fulfillment of degree requirements. This series includes theses grade form, and final and accepted copies of theses and dissertations. Records are maintained by the Library permanently. Theses grade forms are maintained permanently by the Registrar's Office.
- **Transcript Hold or Encumbering Authorization Forms:** This series documents holds on transcripts and academic reporting information placed by the institution for a number of reasons. This series consists of forms authorizing the holding of academic records and information until a specific action is taken by the subject of the academic record. These records are maintained by the Registrar's Office until release of hold is authorized.
- **Transcript Request Forms:** This series provides a record of students' requests for transcripts to be sent to other institutions. Information on the individual form includes: student's present name and other name(s) under which the student attended; dates of attendance; home address; phone number; student signature; number of copies of transcript requested; fee status; whether official or unofficial transcripts are desired; date of request; and destination(s) of transcript(s). Records are maintained by the Registrar's Office for six (6) months for official requests and one (1) month for unofficial requests.
- **Degree Audits and Application for Graduation Records:** This series documents student completion of degree requirements. Records may include but are not limited to: work sheets, transcripts and transfer course evaluations. The series may also include official graduation audit forms that list students' names; degrees; minors; and the breakdown of degree requirements and how the applicants have fulfilled them. Records are maintained by the Registrar's Office for five (5) years after last enrollment.
- **Veterans Records:** This series documents the entitlement status and enrollment of veterans in the institution. Records include but are not limited to: Oregon State Veterans Affairs form 1006M that certifies Oregon resident veterans educational benefits entitlements; individual veteran student records that certify to the U.S. Department of Veterans Affairs that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum, and is maintaining standards required to receive entitlements; veterans attendance reports; and related

forms, documentation and correspondence. Records are maintained by the Registrar's Office for three (3) years following termination of enrollment period.

3.11 Full-Time/Part-Time Student Status

ND and CCM full-time student status requires enrollment of no fewer than 11 credits per quarter. ND and CCM half-time student status requires enrollment of at least 5.5 credits per quarter.

School of Research & Graduate Studies full-time student status requires enrollment of no fewer than 8 credits for full time, with the exception of the 9-Month Global Health and 9-Month Nutrition tracks. Half-time student status requires enrollment of at least 4 credits per quarter, except for 9-Month Global Health and 9-Month Nutrition tracks, which is 5.5 credits per quarter.

Undergraduate full-time student status requires enrollment of no fewer than 12 credits per quarter. Undergraduate half-time student status requires enrollment of at least 6 credits per quarter.

Students on financial aid, who reduce their course loads from full-time to part-time status, must meet with the director of financial aid.

3.12 Add/Drop Policy

Academic Courses

Students self-register for all core courses and may not deviate from the established curriculum unless they have submitted and received approval via a "Petition to Deviate from Current Policy or Requirements" form.

During weeks 1-2 of each quarter, students may change sections in courses for which this is applicable. During this same period, they may also register for elective courses, and must submit an "Add/Drop" form with proper signatures to the Registrar's Office. For ND students, Objective Structured Clinical Examinations (OSCEs) may not be added once the quarter has begun (they must be registered for prior to week 1).

Courses may be officially dropped only by submitting an "Add/Drop" form with proper signatures to the Registrar's Office. (See below for the grading criteria and reimbursement schedule for dropped courses.) No *core* course can be officially dropped without the program dean's signature. Students who are **withdrawing from the institution** will receive a grade of "W" regardless of the week they withdraw. See Section 6.7 for more information. Non-attendance in any course will earn a grade of "F."

Student who request to withdrawal from a course after week 6 must receive program dean and faculty approval. Courses dropped after week six (6) are ineligible for a refund. Students who withdraw from a course after week 6 will be assigned a "W/WF" based on the grade they were receiving at the time of withdrawal.

Weekend courses may be added or dropped up to the day before they begin based on the same criteria as above. Weekend courses that are dropped before they begin will receive a one hundred percent (100%) tuition refund. **Lab and retreat fees are non-refundable once the term begins, even when the course occurs later in the term.**

In addition, students who are on federal financial aid and reduce course loads that result in a change in enrollment status from full time to part time must meet with the director of financial aid.

- Week 1 of term – Students may add/drop/change sections/change to audit and receive a 100 percent (100%) refund.
- Week 2 of term – Students may add/drop/change sections/change to audit and receive a 100 percent (100%) refund. Students withdrawing from school completely will receive a 90 percent (90%) refund.
- Weeks 3-6 of term – Instructor and program dean signature required, and instructor must indicate the grade of “W” (withdrawal) or “WF” (withdrawal failing); refund of eighty percent (80%), seventy percent (70%), sixty percent (60%), or fifty percent (50%) respectively.
- Weeks 7-10 of term – Instructor and program dean signature required, and instructor must indicate the grade of “W” (withdrawal) or “WF” (withdrawal failing) and grade is reflected on transcript; no refund allowed.
- Weeks 10-12 of term – Course can’t be dropped.

All courses starting after week one of the term will follow the same add/drop policy as outlined above.

Weekend courses – Students may use the “Add/Drop” form with appropriate signatures to add or drop a weekend course up to the day before the course begins. One hundred percent (100%) of the **tuition will be refunded** for courses officially dropped before they begin. **Lab and retreat fees are non-refundable once the term begins**, even when the course occurs later in the term.

Clinic Shifts

To add or drop a clinic shift, students must have an “Add/Drop” form approved by the program dean and the associate registrar. Students have a three- to five-day period after the first clinic schedule has been posted to make any additional changes in their clinic shift schedule (add or drop) without being charged. This period is known as the “schedule adjustment” period. The actual deadline date is indicated on all schedules posted on campus prior to the beginning of the term. A \$50 add/drop fee will be charged for any shift changes after the deadline date, which is approximately one week after the “schedule adjustment” period has ended. Students who request any changes in their clinic shifts after the deadline must fill out the “General Appeal to Deviate from Current Policy or Requirements” form and submit it for approval to the Center for Academic Success. A decision will be made and then the student will be notified by the associate registrar of the outcome. Students are responsible for attending their current clinic shifts until decisions are finalized. All fees concerning clinic shifts will apply.

The NUNM enrollment census date is the Monday of week three (3).

3.13 Independent Study

A required course may be completed as an independent study only in exceptional circumstances. Scheduling conflicts may occur for transfer, second professional degree students admitted with advanced standing, or for students who have had their normal program progress interrupted (e.g., by a medical leave of absence). This option does not apply to students following standard program track. Independent studies may be arranged for required courses by contacting the program dean and appropriate faculty. The “Independent Study” form must be completed and filed with the Registrar’s Office. Independent studies are not available for elective courses. See the section on financial policies for fee information.

3.14 Certificate Programs

NUNM offers certificates in several areas providing in-depth education in specific areas. Students can only enroll in certificate programs that are part of a degree program in which they are enrolled. A student who wishes to apply for a certificate program must do so by the second week of the term, prior to starting an elective course series. If the student fails to apply for admission into the certificate program, the university may not be able to guarantee access to these elective courses in the student's schedule. They will also not receive a certificate of completion. There is an application fee for certificate programs.

Application Process:

1. All students interested in obtaining a certificate will submit a written application to the Registrar's Office prior to beginning the elective series. Requirements for each certificate are listed on the application.
2. Students must be in good academic standing.
3. The student will be assessed a non-refundable fee.
4. Upon successful completion of the required courses, and any additional coursework as indicated on the certificate checklist, the student will receive a certificate indicating completion of the required hours of coursework
5. Courses outside the institution may not be substituted for the elective courses offered at NUNM.
6. Students wishing to withdraw from a certificate program must submit a request in writing to the Registrar's Office.

3.15 Primary and Secondary Degree Definition

A primary degree is the first program matriculated into, or for concurrently enrolled students, the degree program with the greater number of core credits. A secondary degree is defined as any degree program added after matriculation or a concurrent degree program with a lesser core credit load.

Students may not be enrolled in more than two (2) programs at one time.