NUNM complies with the Equal Opportunity Act of 1965, American Disabilities Act of 1990, Title IV of the Higher Education Act as federally reauthorized in 1998, and Title IX of the Educational Amendments of 1972. These acts and amendments prohibit discrimination on the basis of age, sex, race, national or ethnic origin, religion or disability, or veteran's status in any of its policies, procedures or practices. NUNM also complies with Oregon state discrimination laws that prohibit discrimination for sexual orientation, marital status, gender identity and family relationship. NUNM adheres to guidelines set forth by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Information Portability and Accountability Act (HIPAA) that pertain to limitations and rights of access to student records (FERPA) and patient-protected health information (HIPAA).

NUNM's nondiscrimination policy covers admission and access to, and treatment and employment in university programs and activities, including but not limited to academic admissions, financial aid, educational services and employment. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The dean of students has been designated to handle inquiries regarding NUNM’s Title IX policies and procedures.

Rachael Allen, MS
Title IX Coordinator
National University of Natural Medicine
049 SW Porter St., Portland, OR 97201
rallen@nunm.edu | 503.552.1607
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I. STUDENT HANDBOOK
SECTION 1: UNIVERSITY ACCREDITATION, MISSION AND ORGANIZATION

1.1 Authorization
NUNM complies with the Equal Opportunity Act of 1965, American Disabilities Act of 1990, Title IV of the Higher Education Act as federally reauthorized in 1998, and Title IX of the Educational Amendments of 1972. These acts and amendments prohibit discrimination on the basis of age, sex, race, national or ethnic origin, religion or disability. NUNM also complies with Oregon state discrimination laws that prohibit discrimination for sexual orientation, gender identity, marital status, and family relationship. NUNM also adheres to guidelines set forth by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Information Portability and Accountability Act (HIPAA) that pertain to limitations and rights of access to student records (FERPA) and patient-protected health information (HIPAA). To ensure compliance with these requirements, NUNM enacts policies and procedures, and articulates protocols in the university catalog, the university student handbook, hence forth called the “student handbook,” departmental policy and procedural guides, and employee manuals.

The NUNM student handbook is written and distributed by the Office of Student Life under the direction of the dean of students. It is the official notification of its policies, rules, regulations and standards of conduct. Students are responsible for understanding and abide by the policies rules, regulations, and standards of conduct.

This handbook contains general NUNM and school-specific policies. Program-specific handbooks or guidelines distributed to students at the beginning of each academic year may contain more detailed information about program policies and requirements.

NUNM regularly reviews its policies to improve the institution and the quality of education provided. Policy, rules, regulations and standards of conduct changes to the student handbook are made without prior notice, including during the course of any academic year, to any course offering, requirements, policies, regulations, dates, and financial information or other information contained in this handbook. The student handbook is available in a viewable and downloadable PDF format at nunm.edu. Paper copies are available by request from the Office of Student Life.

The student handbook is not a contract between NUNM and current or prospective students and it should not be construed in any way as forming the basis of a contract. NUNM disavows any intent to enter into a contractual relationship with any current or prospective student with the university student handbook. NUNM reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

NUNM may reproduce or modify this handbook, or parts of it, for distribution in other formats (e.g., on a web page or in other forms for computer access or in school or academic department publications). As a result, students, applicants and other users of this handbook should consult with appropriate offices to verify the current text or status of the policies, procedures or information contained herein and to determine whether information in this handbook or other publications has been superseded or changed.

The student handbook is available in a viewable and downloadable PDF format at nunm.edu. Paper copies are available by request from the Office of Student Life.
NUNM is authorized by the Oregon Higher Education Coordinating Commission Office of Private Postsecondary Education, Office of Degree Authorization.

1.2 University and Program Accreditation
NUNM is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited university or university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial, but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. An inquiry regarding an institution’s accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Ave. N.E., Ste 100
Redmond, WA 98052
425.558.4224 | nwccu.org

The degree program in naturopathic medicine is accredited by the Council on Naturopathic Medical Education (CNME), a specialized accrediting agency.

Council on Naturopathic Medical Education
PO Box 178
Great Barrington, MA 01230
413.528.8877 | cnme.org

NUNM’s MSOM program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). ACAOM is a specialized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. Graduates of the DSOM program have completed all of the requirements of the MSOM program, and therefore also receive the MSOM degree, which qualifies graduates to apply for licensure in Oregon and other states, and to take all of the AOM examinations administered by NCCAOM—used in most states as the basis for licensure. The DSOM is eligible for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM); NUNM is currently seeking ACAOM candidacy/accreditation for the program. However, NUNM can provide no assurance that candidacy or accreditation will be granted by ACAOM.

Accreditation Commission for Acupuncture and Oriental Medicine
8941 Aztec Dr.
Eden Prairie, MN 55347
952.212.2434 | acaom.org

1.3 NUNM Mission, Values and Vision
The mission of National University of Natural Medicine is to educate and train physicians, practitioners and pre-professionals in the art, science and research of natural medicine.
The values of National University of Natural Medicine are respect, integrity, creativity, innovation, environmental stewardship, commitment, and excellence.

The vision of National University of Natural Medicine is to be the known leader in natural medicine education, research, and patient care.

The mission of the College of Naturopathic Medicine is to educate and train physicians in the art, science and research of naturopathic medicine.

The mission of the College of Classical Chinese Medicine is to transmit the art, science and spirit of Chinese medicine to cultivate clinical practitioners rooted in the ancient tradition of the medical scholar.

1.4 Title IX Coordinator
Rachael Allen, MS
Dean of Students
National University of Natural Medicine
049 SW Porter St.
Portland, OR 97201
503.552.1607 | rallen@nunm.edu

The Title IX coordinator’s responsibilities are critical to the development, implementation and monitoring of meaningful efforts to comply with Title IX legislation, regulation and case law. In broad terms, the Title IX coordinator oversees monitoring of university policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of NUNM’s Title IX compliance.
1.5 University Alignment Model

National University of Natural Medicine
Alignment Model

Product of our Product
*Healthy Self*

Purpose
To promote and exemplify health, sustainability and self-healing through education, research, and service.

Vision
NUIM is the known leader in natural medicine education, research, and patient care.

Values
Respect, Integrity, Creativity, Innovation, Environmental Stewardship, Commitment, Excellence

Point of balance in which heaven & earth merge in the human being
Via medicatrix naturae

Mission
To educate and train physicians, practitioners and pre-professionals in the art, science and research of natural medicine.

Capabilities & Strategies
Departments and initiatives align with purpose, vision, values, mission, strategic objectives and annual business plan

Accomplishments & Tactics
Measurable to provide evidence of meeting strategic objectives and annual business plan

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1.6 Organization and Governance
NUNM is a nonprofit 501(c) (3) corporation organized under Oregon law. The university is governed by a board of directors whose members serve three-year terms and represent the general community. The board oversees the organization and exercises management through the president. NUNM’s day-to-day operations are performed by the president, administration, faculty and staff.

1.7 Board of Directors
Executive Committee Members
Board Chair Willow Moore, DC, ND
Vice Chair Mohan Nair, MS
Secretary Lori Blankinship, ND
Treasurer B. Winston Cardwell, ND, MSOM
Chair Christoph Kind, ND
President, Ex-Officio David J. Schleich, PhD

Directors
Sonia de Quateli Doi, MD, MA, PhD
Don Drake
Jodi Delahunt Hubbell
Patricia “Patti” Kramer, PhD
Adina Matasaru, JD
Anupam Narayan, MBA
Judith A. Ramaley, PhD

Campus Representation (Non-voting)
Faculty Representative Gaia Mather, ND
Staff Representative Ashley Hardt
Senior Student Representative Andrea Bustamante, NMS4/AOMS4
Junior Student Representative Vacant

1.8 Administration
Office of the President
President David J. Schleich, PhD
Executive Assistant to the President Colleen Corder

Office of the Provost
Provost, Chief Academic Officer, and Vice President of Academic Affairs Glenn Smith, EdD
Emeritus Staff Andrea Smith, EdD

Office of Institutional Effectiveness
Vice President of Institutional Effectiveness, and Assistant Provost Cheryl Miller, MA
Senior Institutional Research Analyst Georgia Portuondo, MSI

Finance and Administration
Vice President of Finance and Administration, and Chief Financial Officer Gerald Bores, MBA
Vice President of Human Resources Kathy Stanford, MS, PHR
Human Resources Generalist Fox McGregor
Payroll and Benefits Manager
Sandra Brydson
Human Resources Administrative Specialist
Mary Adney
Director of the Office of Equity and Inclusion
Ayasha Shamsud-Din, MSeD
Accounting Specialist/Student Transactions
Susan Wilkes
Assistant Controller
Ellen Yarnell
Accounts Payable Specialist
Valerie Striplin
Health Centers Billing Manager
Gina Gossage
Health Centers Billing Lead
Annie Jaouak
Clinic Billing Associate
Jesse Dance-Taylor
Director of Security
Spencer Brazes
Lead Campus Security Officer
Michael Hale
Campus Security Officers
Seth Brown, Aaron Lamb, Matthew Ward
Facilities Manager
David McAllister
Facilities Lead
Thomas Coward
Garden Coordinator / Adjunct Faculty
Ellen Donald
Information Technology Manager
Steven Fong
Information Technology Coordinators
Dexter Asis, Frank Zhang

Retail Operations
NUNM Store Coordinator
Vanessa Reeves, MA

Health Center Medicinary
Medicinaries Manager
Jennifer Baier
Medicinaries Assistant Manager
Dana Herms, ND
Medicinary Quality Assurance Supervisor
Jennifer Brusewitz, ND
Medicinary Quality Assurance Assistant
Erin Moreland, MSOM
Lead Medicinary Service Representatives
Stephen Jacobsen, MSOM; Kristy Viaches
Medicinary Service Representatives
Elisa Finos; Briana Gabel; Teresa Gryder, ND; Polly Hatfield; Margaret Havlik, ND; Jennifer Kemnitz; Anna Stoerch

Health Center Laboratory
Laboratory Director
Sonia Kapur, PhD, HCLD
Laboratory Technicians
Tsering Shalung; William Smith; Tammy Vogel, MLT
Laboratory Customer Service Specialist
Damarcus Hunt
SIBO Center Laboratory Technicians
Audra Lee; Crystal MacPherson, CMA (Lead); Kristy Regan, MScN

Health Center Operations
Associate Vice President of Health Centers and Auxiliary Operations
Nora Sande, CASP
Chief Medical Officer and Dean of Health Centers
Regina Dehen, ND, MAcOM
Administrative Support and Data Coordinator
Kara Christiansen
Director of Operations—Lair Hill and Beaverton Health Centers
Renee “Rae” Wright
Operations Assistant Manager—Lair Hill and Beaverton Health Centers
Sara Callahan
Operations Coordinators—Lair Hill Health Center
Referral Coordinator
Medical Records Assistant
Medical Records Coordinator
Patient Services Operations and Outreach Supervisor
Patient Services Representatives

Information Center Supervisor
Information Center Coordinators

Community Health Centers Manager
Community Health Centers Assistant Manager
Community Health Centers Operations Coordinator
Senior Epic Site and Report Specialist
Epic Site Specialist & Trainer

Office of Development, Continuing Education and Alumni Affairs
Director of Development
Advancement Officer
Advancement Event Specialist/ CE Coordinator
Continuing Education Manager
Alumni Officer
Rare Book Room Curator
Lead Gerontologist, Age Wise Institute
Lead Physician, Traditional Roots Institute
Lead Physician, Women in Balance Institute
Lead Physician, Food as Medicine Institute
Nutrition Coordinator, Food as Medicine Institute

Office of Marketing and Communications
Director of Marketing and Communications
Director of Public Relations and Communications
Art Director and Lead Photographer
Content Strategist
Graphic Designer
Social Media and Communications Coordinator

Office of Instructional Design and Technology
Director of Instructional Design and Technology
Audio Visual and Instructional Technology Coordinators
Web Developer

Office of Admissions and Enrollment Management
Vice President of Enrollment Management
Director of Admissions
Assistant Director of Undergraduate Admissions
Admissions Counselors
Recruitment and Admissions Coordinator

Simonette Kabbe, Mary VanZant
Gloria Gaxiola
Teale Niles
Wilderness Cowan
Michael Burge
Miranda Hansen, Julie Marks, Charlee McGuire, Shantelly “Telly” Miles, Evan Reinhold, Anthony Sweeting
Carolee Barrus
Belle-Suzanne Raymond, Coleman Holniker
Brooke Linn, MA
Ada Catanzarite
Erika Sanchez
Ann Wagoner
Jeanna Smith
MiKayla Ryan, MBA
Elysia Nelson, MPA
Ashley Hardt
Jeremy Sloan
Vacant
Sussanna Czeranko, ND
Amy Henderson, MA
Orna Izakson, ND, RH (AHG)
Megan McCormick, ND
Julie Briley, ND
Manda Draper, MScN
Sherrie L. Martel
Marilynn Considine
Vanessa Morrow
Madeline Ross
Vacant
Kate Schoknecht
Justin Fowler, MEd
Keegan Murphy, Molly Bailen
Michael Fields
Beth Woodward, MBA
Ryan Hollister, MA
Tyler Bieber, MA
Janela Harris; Ashton Lloyd;
Andrea Tomoe, MA
Sonia Ji
Director of Financial Aid: Laurie Radford  
Assistant Director of Financial Aid: Sally Kalstrom  
Undergraduate Financial Aid and Federal Work-Study Counselor: Christina Fong

**Office of Student Affairs**

Dean of Students: Rachael Allen, MS  
Director of Academic Success and Access: Morgan Chicarelli  
Academic Advisor: Chris Ballard  
Director of Counseling Services: Adrienne Wolmark, MSS, PhD  
Assistant Director of Counseling Services: Heather Sutch, MSW  
Director of Career and Alumni Services: Tafflyn Williams-Thomas  
Student Activities and Events Coordinator: Kristoffer Vo  
Student Life Administrative Coordinator: Megan Kimmelshue  
Registrar: Kelly Garey  
Associate Registrar: Lindsey Johnson, MM  
Assistant Registrar: Julia Reisinger  
Office Assistant: Colin Anderson

**Academic Affairs**

**College of Naturopathic Medicine**

Dean: Shehab El-Hashemy, MBChB, ND  
Associate Dean of Academics: Vacant  
Associate Dean of Clinical Education: Carrie Baldwin-Sayre, ND  
Associate Dean of Residency: Diane “Dee” Saunders, ND, MSiMR  
Assistant to the Dean: Alison Pillette  
Clinical Education Coordinator: Katherine “Kate” Martinez  
Graduate Medical Education Coordinator: Jena Novotny  
Academic Coordinators: Robin Nelson, Melissa Tennyson

**College of Classical Chinese Medicine**

Dean: Laurie Regan, PhD, ND  
Founding Professor: Heiner Fruehauf, PhD  
Associate Dean of Academics: Alexandra “Zally” Adams, MEd  
Associate Dean of Clinical Education: Andrew McIntyre, MSA  
Associate Dean of LHHCAl Education: Daniel Silver, MTCM  
AOM Residency Director: Lauri Elizabeth, MAc  
Assistant to the Dean: Jeaneth Villegas, MA  
Administrative Coordinator: Jennifer Peterson, PhD

**School of Graduate Studies**

Dean: Charles “Chuck” Kunert, PhD  
Associate Dean of Academics: Chinwe Okeke, MD, MHA  
Associate Dean of Administration: Heather Schiffke, MATCM  
Program Chair, Master of Science in Ayurveda: Savita Rajurkar, MD, PhD, ND (India)  
Program Chair, Master of Science in Global Health: Siobhan Maty, MPH, PhD  
Program Chair, Master of Science in Integrative Medicine Research: Douglas Hanes, PhD  
Program Chair, Master of Science in Integrative Mental Health: Angela Senders, ND, MCR  
Program Chair, Master of Science in Nutrition: Andrew Erlandsen, ND
Nutrition Internship and Kitchen Coordinator  Marne Bishop, MScN
Academic Coordinator  Dietra Stivahtis

**Helfgott Research Institute**
Director  Ryan Bradley, ND, MPH
Research Coordinator  Trina Soileau
Research Coordinator/Interim IRB Liaison  Emily Stack
Research Investigators  Jeanette Johnstone; Alison Lacombe, PhD; John Phipps, PhD, MS; Jennifer Ryan, ND, MSiMR; Ashley Scherman, PhD; Angela Senders, ND, MCR; Erica Sharpe, PhD; Deanne Tibbitts, PhD; Heather Zwickey, PhD

**School of Undergraduate & Part-Time Studies**
Dean  Timothy Irving, DC, MS

**Library**
University Librarian  Noelle Stello, MSLIS
Associate Librarian  Christina King, MSOM, MLS
Circulation Coordinator  Leah Burch, MLIS
Evening/Weekend Library Supervisor  Vacant

1.9 Faculty
**College of Naturopathic Medicine**

**Full-Time Faculty**
Tammy Ashney, Assistant Professor; ND, National College of Natural Medicine, 2009
Carrie Baldwin-Sayre, Assistant Professor, Associate Dean of Clinical Education; ND, National College of Naturopathic Medicine, 2004
Kelly Baltazar, Assistant Professor; ND, Bastyr University, 2005; DC, National University of Health Sciences, 2006; MS, National University of Health Sciences, 2009
Richard Barrett, Professor; ND, National College of Naturopathic Medicine, 1986
John Brons, Professor; PhD, UCLA, 1978; MAcOM, Oregon College of Oriental Medicine, 1993
Ryan Chamberlin, Assistant Professor; DO, Western University of Health Sciences, 1995
Lai Chim Chan, Assistant Professor; ND, National College of Natural Medicine, 2014
Bracey Dangerfield, Assistant Professor; PhD, Maharishi International University, 1992
Shehab El-Hashemy, Dean—College of Naturopathic Medicine; ND, Canadian College of Naturopathic Medicine, 2004; MBChB, Faculty of Medicine at Cairo University, 1994
Maleah Ermac, Assistant Professor; ND, National College of Natural Medicine, 2010
Megan Golani, Assistant Professor; ND, National College of Natural Medicine, 2012
Paul Kalnins, Assistant Professor; ND, MSOM, National College of Naturopathic Medicine, 1998
Richard Lok, Assistant Professor; ND, National College of Natural Medicine, 2009
Gaia Mather, Assistant Professor; ND, National College of Naturopathic Medicine, 1990
Jessica Nagelkirk, Assistant Professor; ND, National College of Natural Medicine, 2012
Kate Patterson, Assistant Professor; ND, National College of Natural Medicine, 2010
Nancy A. Scarlett, Professor; ND, National College of Naturopathic Medicine, 1997
Tom Walton, Assistant Professor; DC, Western States Chiropractic College, 2010
Anna Wieman, Assistant Professor; ND, National College of Natural Medicine, 2011
Kimberly Windstar, Professor; Med, California State University, 1982; ND, National College of Naturopathic Medicine, 1991
Adjunct Faculty
Amy Bader, ND, National College of Naturopathic Medicine, 2000
Laura Baffes, DC, National University of Health Sciences, 1992
Roger Batchelor, DAOM, Oregon College of Oriental Medicine, 2007
Alicia Bigelow, ND, National College of Naturopathic Medicine, 2004
Nathaniel Bingham, ND, National College of Natural Medicine, 2013
Ryan Bradley, ND, Bastyr, 2003; MPH, University of Washington, 2009
Meghan Brinson, ND, National College of Natural Medicine, 2010
Jennifer Brusewitz, ND, National College of Naturopathic Medicine, 2000
Laurent Chaix, ND, National College of Naturopathic Medicine, 1995
Loch Chandler, ND, MSOM, National College of Naturopathic Medicine, 2001
Ceslie Cocks, ND, National College of Natural Medicine, 2014
Elizabeth Collins, ND, National College of Naturopathic Medicine, 1996
Stephanie Culver, ND, National College of Natural Medicine, 2014
Catherine Darley, ND, Bastyr University, 2002
Elizabeth “Liz” Davidson, ND, National College of Natural Medicine, 2012
Regina Dehen, ND, National College of Naturopathic Medicine, 1997;
MAcOM, Oregon College of Oriental Medicine, 1995
Daniel DeLapp, DC, Los Angeles University of Chiropractic, 1986; MAcOM, Oregon College of
Oriental Medicine, 1996; ND, National College of Naturopathic Medicine, 1997
Lysanji Edson, ND, National College of Naturopathic Medicine, 1996
Andrew Erlandsen, Assistant Professor; Program Chair, Master of Science in Nutrition;
ND, National College of Natural Medicine, 2011
Christie Fleetwood, ND, Bastyr University, 2004
Leslie Fuller, Assistant Professor; Associate Dean of Academics; ND, National College of
Natural Medicine, 2009
Steve Gardner, DC, Western States Chiropractic College, 1977; ND, National College of
Naturopathic Medicine, 1994
Jennifer Gibbons, ND, National College of Naturopathic Medicine, 1998
Laura Gouge, ND, National College of Natural Medicine, 2015
Mary Grabowska, ND, National College of Naturopathic Medicine, 1993;
MAcOM, Oregon College of Oriental Medicine, 1994
Timothy Irving, DC, Western States Chiropractic College, 2005; MS, University of
Bridgeport, 2009
Keivan Jinnah, ND, MSOM, National College of Naturopathic Medicine, 1998
Sonia Kapur, PhD, Postgraduate Institute of Medical Education & Research, 1994;
MSc, Panjab University, 1986
Rosetta Koach, ND, National College of Naturopathic Medicine, 1998
Dohn Kruschwitz, Associate Professor; MD, University of Iowa University of Medicine, 1966;
ND, National College of Naturopathic Medicine 1997
Molly Marcum, JD, Lewis & Clark Law School, 1983; BS Nursing, University of Oregon
School of Nursing, 1978
Glen Nagel, Assistant Professor, ND, National College of Naturopathic Medicine, 1993
Heidi Peterson, ND, National College of Naturopathic Medicine, 1999;
MS, Northwestern University, 1993
Phyllecia Rommel
Kayle Sandberg-Lewis, MA, Goddard College, 2000
Steven Sandberg-Lewis, Professor; ND, National College of Naturopathic Medicine, 1978
Dee Saunders, ND, MSIMR, Associate Dean of Residency, National College of Natural
Medicine, 2015
Allison Siebecker, ND, MSOM, National College of Naturopathic Medicine, 2005
Meghan Sperandeo, ND, National College of Natural Medicine, 2013
Jillian Stansbury, ND, National College of Naturopathic Medicine, 1988
Lisa Taulbee, ND, National College of Natural Medicine, 2010
Jared Zeff, ND, National College of Naturopathic Medicine, 1979
Katherine Zieman, ND, National College of Naturopathic Medicine, 1993
Matthew Zorn, ND, National College of Naturopathic Medicine, 2002
Heather Zwicke, PhD, University of Colorado Health Sciences Center, 1998

**College of Classical Chinese Medicine**

**Full-Time Faculty**
Roger Batchelor, Associate Professor; DAOM, Oregon College of Oriental Medicine, 2005
David Berkshire, Assistant Professor; MAcOM, Oregon College of Oriental Medicine, 2001
Xiaoli Chen, Associate Professor; Master of Medicine, Doctor of Medicine (China), Chengdu University of TCM, 1987, 1994
Heiner Fruehauf, Founding Professor—College of Classical Chinese Medicine; Professor; PhD, University of Chicago, 1990
Kenneth Glowacki, Assistant Professor; MSTOM, Pacific College of Oriental Medicine, 2002
Brenda Hood, Assistant Professor, PhD, Chinese Academy of Social Sciences, Beijing, 2006
Joon Hee Lee, Assistant Professor, DAOM, Oregon College of Oriental Medicine, 2011; MSOM, Samra University, Los Angeles, 2004
Robert Quinn, Assistant Professor, MAcOM, DAOM, Oregon College of Oriental Medicine, 1998, 2008
Laurie Regan, Dean—College of Classical Chinese Medicine; Assistant Professor; PhD, Harvard University, 1991; ND, National College of Naturopathic Medicine, 1997
Daniel Silver, Assistant Professor; MTCM, Five Branches Institute, 2006
Brandt Stickley, Assistant Professor, MS, American University of Traditional Chinese Medicine, 2001

**Adjunct Faculty**
Alexandra “Zally” Adams, Med, DePaul University, 2011
Luke Adler, MATCM, Emperor’s College of Traditional Oriental Medicine, 2007
John Brons, PhD, UCLA, 1978; MAcOM, Oregon College of Oriental Medicine, 1993
Jennifer Brusewitz, ND, National College of Naturopathic Medicine, 2000
Loch Chandler, ND, MSOM, National College of Naturopathic Medicine, 2001
Turtle Farahat, MSOM, National College of Natural Medicine, 2014
William Frazier, MA, Academy for Five Element Acupuncture, 2001
David Frierman, Certificate of Completion, San Francisco College of Acupuncture, 1989
Michael Givens, MA, St. John’s College, 2003; MSOM, National College of Natural Medicine, 2009
Ellen Goldsmith, MSOM, National College of Naturopathic Medicine, 1999
Eric Grey, MSOM, National College of Natural Medicine, 2009
Rebecca Groebner, MAc, National College of Natural Medicine, 2011
Paul Kahns, Assistant Professor; ND, MSOM, National College of Naturopathic Medicine, 1998
Harry King, MSOM, Acupuncture and Integrative Medicine College, Berkeley, 2010
Pikshan Ko
Manfred Kubny, PhD, Ludwig-Maximilians University, 1994
Heather Nichole Lambert, ND, MAc, National College of Natural Medicine, 2013
Jingyuan Liu, PhD, Louisiana State University, 2017
Meiru Liu, PhD, Portland State University, 2017
Gwen LoVetere, MAcOM, Oregon College of Oriental Medicine, 1994
Andrew “Andy” McIntyre, Associate Dean of Clinical Education—College of Classical Chinese; MSA, Bastyr University, 1994
Bryan McMahon, MSOM, Beijing University of Chinese Medicine, 2010
Michael McMahon, MAc, National College of Natural Medicine, 2011
Karin Parramore, MSOM, National College of Natural Medicine, 2012
Christine Pearson, MSOM, National College of Natural Medicine, 2012
Youping Qin, Master of Medicine, Doctor of Medicine (China), Chengdu University of TCM, 1999, 2002
Nancy Scarlett, ND, National College of Naturopathic Medicine, 1997
Tamara Staudt, ND, MSOM, National College of Naturopathic Medicine, 1998
Kimberly Tippens, ND, MSAOM, Bastyr University, 2003; MPH, Oregon Health & Science University, 2012
Edythe Vickers, Diploma, Oregon College of Oriental Medicine, 1986; ND, National College of Naturopathic Medicine, 1987
Guangying Zhou, Master of Medicine, Doctor of Medicine (China), Chengdu University of TCM, 1999, 2002
Heather Zwickey, PhD, University of Colorado Health Sciences Center, 1998

Emeritus Faculty
Rihui Long, Emeritus Professor; Master of Medicine (China), Chengdu University of TCM, 1984

School of Graduate Studies

Faculty
David Allerdice, ND, National College of Natural Medicine, 2008
Deah Baird, ND, Bastyr University, 1994; MS, Portland State University, 2008
Adam Baratta, MS, National College of Natural Medicine, 2015
Krista Barlow, MS, National College of Natural Medicine, 2015
Adam Benjamin, PhD, University of Iowa, 2007; MSW, Portland State University, 2011
Anne-Marie Benjamin, MA, Naropa University, 1997
Ryan Bradley, ND, Bastyr University, 2003; MPH, University of Washington, 2009
Stephanie Brell, MSW, San Jose State University, 1999
Jennifer Bruzewitz, ND, National College of Naturopathic Medicine, 2000
Laura Carim-Todd, PhD, Universitat de Barcelona, 2004
Lauren Chandler, MSW, Portland State University, 2007
Dulcie Childs, MS, University of Alabama, 2015
Andrea Del Olmo, ND, National College of Natural Medicine, 2013
Corina Dunlap, ND, National College of Natural Medicine, 2014
Andrew Erlandsen, Assistant Professor; Program Chair—Master of Science in Nutrition;
ND, National College of Natural Medicine, 2011
Chelsie Falk, ND, National College of Natural Medicine, 2013
Leslie Fuller, ND, National College of Natural Medicine, 2009
Melissa Gard, PhD, University of Kansas, 2012
Jennifer Gibbons, ND, National College of Naturopathic Medicine, 1998
Claudelle Glasgow, PsyD, Chicago School of Professional Psychology, 2006
Megan Golani, ND, National College of Natural Medicine, 2012
Ellen Goldsmith, MSOM, National College of Naturopathic Medicine, 1999
Lowell Greib, ND, Canadian College of Naturopathic Medicine, 2003; MSc, University of Waterloo, 1999
Douglas Hanes, Associate Professor; PhD, University of Michigan, 1999
Stephen Higgins, MSOM, National College of Natural Medicine, 2012
Wendy Hodsdon, ND, National College of Natural Medicine, 2007
Ann Holland, ND, MSOM, National College of Naturopathic Medicine, 2004
Charles “Chuck” Kunert, Dean—School of Graduate Studies, PhD, University of Oregon, 1985
Andrew Litchy, ND, National College of Natural Medicine, 2011
Siobhan Maty, Program Chair—Master of Science in Global Health; MPH, Johns Hopkins University, 1996; PhD, University of Michigan, Ann Arbor, 2002
Meredith McClanen, ND, National College of Naturopathic Medicine, 2006
Jacqueline McGrath, ND, National College of Naturopathic Medicine, 2004
Elissa Mendenhall, ND, National College of Naturopathic Medicine, 2005
Jessica Montgomery, MSW, Portland State University, 1993
Carolyn Nygaard, ND, National College of Natural Medicine, 2009
Tabatha Parker, ND, National College of Naturopathic Medicine, 2004
Zoe Presley, MA, Pacifica Graduate Institute, 2010
Savita Rajurkar, MDAM, Graduate Diploma in Naturopathy (India), College Of Naturopathy, 1996; ND, Indian Board of Alternative Medicines, 2000; PhD, Tilak Maharashtra University, 2007
Lisa Regan-Vienop, MPH, Tulane University, 1993
David Riley, MD, University of Utah, 1983
Ian Rubin, MA, Goddard College, 2006
Jennifer Ryan, ND, MSiMR, National College of Natural Medicine, 2012, 2013
Kayle Sandberg-Lewis, MA, Goddard College, 2000
Nancy Scarlett, ND, National College of Naturopathic Medicine, 1997
Angela Senders, Program Chair—Master of Science in Integrative Mental Health; ND, National College of Naturopathic Medicine, 2005; MCR, Oregon Health & Science University, 2014
Lisa Silverman, PhD, Rutgers University, 1993; MCMHC, Portland State University, 2013
Julie Smircic, MSW, Portland State University, 1997
Selin Strait, MA, Antioch University, 2011
Jennifer Stratton, MS, National Louis University, 2012
Deanne C. Tibbitts, PhD, Oregon Health & Science University, 2011
Kim Tippens, ND, MSAOM, Bastyr University, 2003; MPH, Oregon Health & Science University, 2012
Krista Tricarico, ND, National College of Naturopathic Medicine, 2005
Madeleine Tuson-Turner, ND, National College of Natural Medicine, 2016
Nicole Vasilevsky, PhD, Oregon Health & Science University, 2009
Johnna Voght, PhD, Pacific University, 2008
Shannon Weeks, ND, National College of Natural Medicine, 2009
Wendy Leigh H. White, ND, University of Bridgeport, 2008
Jenna Wilson Crain, ND, National College of Natural Medicine, 2013
Heather Zwickey, PhD, University of Colorado Health Sciences Center, 1998

Guest Instructors
Nova Knutson
Ramona White
School of Undergraduate and Part-Time Studies

Faculty
Todd Basil, MS, California State University, 2016
Dulcie Childs, MS, University of Alabama, 2015
Erin Currie, PhD, University of Utah, 2010
Bracey Dangerfield, PhD, Maharishi International University, 1992
Andrea Del-Olmo, PhD, National College of Natural Medicine, 2013
Corie Edwards, ND, National College of Natural Medicine, 2009
Megan Golani, ND, National College of Natural Medicine, 2012
Douglas Hanes, PhD, University of Michigan, 1999
Dana Johnson, MS, Durham University, 2012
Zeenia Junkeer, ND, Southwest College of Naturopathic Medicine, 2010
Amanda Margolin
Alyssa Ogi, MFA, University of Oregon, 2015
Coty Richardson, MS, A.T. Still University of Health Sciences, 2010
Nhu To-Haynes, MPH, Portland State University, 2010
Nicole Toussaint, PhD, Portland State University, 2013
Rebecca Tuttle, MD, Baylor College of Medicine, 2012
Nicole Vasilevsky, PhD, Oregon Health & Science University, 2009
Wendy Leigh H. White, ND, University of Bridgeport, 2008

Library
Christina King, Instructor; MSOM, National College of Natural Medicine, 2009; MLS, Emporia University, 2014
Noelle Stello, Assistant Professor; MSLIS, University of Illinois, 2005

SECTION 2: UNIVERSITY CATALOG

2.1 Current University Catalog
Copies are available at nunm.edu. Requests for paper copies of the current catalog can be made to the Office of Admissions.

2.2 Courses
For a full description of courses, please refer to the current university catalog.

2.3 Facilities
For a full description of facilities, please refer to the current university catalog.

2.4 Tuition and Fees
Tuition and fees are listed in the current catalog and are available in the Business Office. Financial policies and information are also listed in this student handbook, Section 9.

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 Student Services website (under Registrar). 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 pre-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 complete a “Petition to Deviate” form and receive written approval from the Center for Academic Success and/or 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

Credit hours will not be adjusted if individual students utilize more or less study time as listed above, and will be held responsible for knowing all material. Students who feel they require additional study time should seek resources from the Center for Academic Success.

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 into a degree program at NUNM. Students who have matriculated into a degree seeking program and have taken a leave from their primary program may not take courses as a non-degree student.

Non-degree seeking students must complete a “Non-Degree Seeking” application, which is available through the Office of Admissions. 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 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 Development.
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 of Core Credits Between NUNM Programs

Graduate-Level Programs

Some core 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 program dean. All transfer credits are subject to approval by the program chair or dean, and proper documentation must be submitted to the registrar.

Undergraduates Taking Cross-Listed Graduate-Level Courses

Undergraduate students who are pursuing a baccalaureate degree at National University of Natural Medicine may take any elective course in the undergraduate program and cross-listed courses in graduate programs as long as they meet the prerequisites. In addition, core courses in other undergraduate programs can be taken for elective credit (maximum of 18 credits).

The following additional parameters apply:

1. Cross-listed courses have been approved for undergraduate credit by both the dean of the School of Undergraduate Studies and the dean of the course to be cross-listed for undergraduate students to attend.
2. Cross-listed courses may have different course requirements, competencies, or objectives for undergraduate students.
3. Graduate students receive priority enrollment in graduate-level courses.
4. There must be a minimum of five graduate students enrolled in a graduate-level course for undergraduate students to enroll.
5. Internal transfer of credit is subject to NUNM’s graduate transfer credit requirements.
6. 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 signature, 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 first 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.

Student records fall under one of the categories listed below. The Family Educational Rights and Privacy Act of 1974 (FERPA) governs student access to, and the University’s non-disclosure obligations related to, each student’s “Education Record,” which generally refers only to documents that fall under the category of student academic records, including any Academic Review and Appeal Committee records.

In the event a student conduct hearing or other proceeding results in an official sanction of probation, suspension or expulsion, the Student Conduct file will also become part of the student’s “Education Record.”

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.”

A student may also view the following documents related to the student, under the restrictions stated in each category: Special Accommodations, Grievances, and Student Conduct.

NUNM will consider a student’s request to view other documents not maintained in one of the files above (Education Record, Special Accommodations, Grievances, and Student Conduct) on a case-by-case basis, and may grant or reject such a request in whole or in part, in its sole discretion, based on a variety of factors, including: the stated reason for the request; whether the ability to view the requested documents may affect the student’s success at NUNM; whether sensitive information related to other students or individuals is included in those documents and,
if so, whether that information can be redacted; and whether confidential faculty and/or administrative deliberations or other information are included in the documents.

Students who wish to review their Education Record, Special Accommodations, Student Grievances, and/or Student Conduct files 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.

Categories of Student Files and Related Access Policies:

- **Student Academic Records**: This file maintains documents that track a student’s academic progress at the institution: application documents; 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 another 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; Academic Review and Appeals Committee Records; and Student Conduct file for any proceedings that result in probation, suspension, or expulsion.

- **Academic Review and Appeals Committee Records**: This file maintains a record of any ARAC proceedings, including: notice of ARAC meeting or hearing and supporting documents (such as transcripts, test scores, or recommendations by faculty); student response and supporting documents; written summary of meeting or hearing; ARAC decision; notice of appeal and supporting documents; summary of meeting or hearing on appeal; final decision of NUNM; documentation of fulfillment or failure to fulfill sanctions. The following are not maintained in the ARAC Record, and are not available for student review: audio recording, if any, of ARAC meetings or hearings; deliberations by the members of ARAC, internal emails, and notes of discussions prepared by and for committee members’ use and, if necessary, provost review.

- **Student Conduct Records**: This file maintains a record of proceedings before the Honor Council regarding a violation of the Community Expectations, Code of Conduct, Classroom Behaviors Guidelines, Academic Integrity Policy, or Honor Code. The file includes: written statement of the allegations against the student and any supporting documents; the student’s response and supporting documents; a written summary of any meeting or hearing, including a summary of witness statements and other evidence presented at the meeting or hearing; the findings of the applicable administrative person or committee; final notices to the student; appeal documents; sanctions imposed, if any; and a record of the fulfillment of or failure to fulfill such sanctions. The following documents are not maintained in the official Student Conduct File, and are not available for student review: audio recordings, if any, of any Honor Council and/or Student Appeals Committee meeting or hearing; and deliberations by the members of the Honor
Council and/or Student Appeals Committee, internal emails related to deliberations, and notes of discussions prepared by and for the Honor Council or Student Appeals Committee.

- **Grievance File:** Documents related to grievances brought forward by students against the institution that do not result in litigation. Records include: notices of grievance and supporting documentation; notices of any meetings or hearings scheduled related to the grievance, including notice of any appeal meeting or hearing; written response by NUNM and supporting documentation; written summary of the meeting or hearing; settlement agreements or other written statement of resolution; statement of appeal, and supporting documentation; NUNM response to appeal and supporting documentation; final determination by NUNM. Internal communications and deliberations by NUNM, including emails and notes of discussions, are prepared by and for NUNM use, are not maintained in the Grievance file, and are not available for student review. Any grievance that results in litigation will be subject to applicable rules regarding discovery, attorney-client privilege, and attorney work product.

- **Title IX, Discrimination, or Harassment File.** Documents related to any report or complaint of discrimination or harassment in violation of Title IX or any other applicable law. The student filing a complaint or report shall have the right to review the following documents in the file: his or her complaint or report and supporting documents, if any; investigative summary, with the names of other students redacted; draft report; summary of decision regarding the alleged perpetrator; notice to student of resolution; appeal documents, if any; and no contact orders, if any. Only the following other individuals are authorized to view the file and related information: the Title IX coordinator; the assigned investigative staff; the student’s selected advocate, if any; the student’s advisor, if necessary to support the student; law enforcement, if requested by the student and/or if a NUNM official is required by law to file a report with law enforcement. Any NUNM administrative official who would otherwise have access will be barred from access if he or she is named or otherwise implicated in the complaint or report.

- **Special Accommodations:** Documents that track the application, admission, selection and progress of students participating in special accommodations serving, guiding and aiding students. Some documents in this file may be copies of documents maintained in the student’s Education Record. 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. Internal communications and deliberations by NUNM, including emails and notes of discussions regarding the feasibility of any requested accommodation, are prepared by and for NUNM use, are not maintained in the Special Accommodations file, and are not available for student review. Some records may be exempt from disclosure to third parties other than the authorized individual(s) within NUNM without a release by the student, because of the Americans with Disabilities Act or other privacy laws.
- **Student Advisory File:** Information regarding academic progress and related issues within a specific department or program sent to university advisor/mentor, and related discussions. Records may include but are not limited to: copies of documents in the Student Academic Records file, Academic Review and Appeal Committee file, Special Accommodation file, and/or Student Conduct file; advisors’ notes; awards; complaints, comments, and commendations by other students and/or faculty; and related documentation and correspondence. These files are for use and reference by the university advisor/mentor and other administrative officials, and are not available for student review.

NUNM will maintain all information on students in a secure, confidential manner, including maintaining each student’s Education Record in accordance with FERPA, and to that end will observe the following guidelines:

- University officers and faculty 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, half 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 their Educational Record 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 Educational Record, 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. Other student files are also held in confidence and only disclosed as authorized.
by the student, permitted or required by law, or as necessary to other NUNM officials to fulfill their administrative duties.

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 and maintain strict confidentiality. All student admission applicant and employee applicant records are the property of NUNM and will not be released or returned except as outlined above.

FERPA exception:
Education records do not include “Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.”

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 3.9, 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 signed release of information requests, and authorizations or denials in accordance with FERPA. Education Records, as defined in Section 3.9; requests for release of personally identifiable information; records of disclosures made to third parties; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence. Except as otherwise stated in this Section 3.10, these records are maintained by the Registrar’s Office for the life of the affected record; or until the student terminates, in writing, the Student Non-Disclosure Request; or 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
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 and supporting documentation; notices of any meetings or hearings scheduled related to the grievance, including notice of any appeal meeting or hearing; written responses by NUNM and any supporting documentation; written summary of the meeting or hearing; settlement agreements or other written statement of resolution; statement of appeal and any supporting documentation, and NUNM response; and final determination by NUNM. Records are maintained by the office of the dean of students for three (3) years after last enrollment. Copies of grievance outcome letters 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 institutional assistance to international students that primarily concern admissions and immigration issues. 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. Some documents in this file may be copies of documents maintained in the student’s Education Record. 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. Internal discussions, emails, and notes of discussion about accommodation requests are not part of the file, and are not available to students. Some records may be exempt from disclosure to third parties other than the authorized individual(s) within NUNM without a release by the student, because of the Americans with Disabilities Act or other privacy laws. A student may review his or her Special Accommodation Records at any time, upon submitting a request at least 48 hours in advance. Records are maintained by the Center for Academic Success 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. These include: 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 records. Except as otherwise indicated in this section, 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; excused absence documentation; and student status change forms. Records are maintained by the Registrar’s Office, the Center for Academic Success, and the Office of Admissions for one (1) year.

- Theses and Capstone 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. Degree programs can elect to have final and accepted copies of theses and dissertations added to the Library’s permanent collection. Duplicate copies are retained by program offices. 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.

- CARE Team Notes: The CARE Team meeting notes are maintained by the chairs of the CARE Team for seven (7) years after last enrollment.

The list above is separated according to document retention period, and does not reflect the types of files maintained by NUNM for FERPA purposes and/or student access purposes. That information is outlined in Section 3.9.
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 Graduate Studies full-time student status requires enrollment of no fewer than 8 credits per quarter. Half-time student status requires enrollment of at least 4 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, 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 week one (1) 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 (or designee). Students who are withdrawing from the institution will receive a grade of “W” regardless of the week they withdraw. See Section 6.6 for more information. Non-attendance in any course will earn a grade of “F.” All grades are included on student transcripts.

Weekend courses may be added or dropped up to one week 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 half time must meet with the director of financial aid.

Week 1 – Students may add/drop/change sections/change to audit and receive a 100 percent (100%) refund with a grade of “W” (withdrawal) on the transcript. Change to audit requires instructor signature.

Week 2 – Students may add/drop/change sections/change to audit, instructor signature required. Students may drop/change sections and instructor must indicate the grade of “W” (withdrawal). A refund will be administered at 75 percent (75%).
Week 3 – Students may drop with instructor and program dean signature required, and
instructor must indicate the grade of “W” (withdrawal). A refund will be
administered at 50 percent (50%).

Week 4 – Students may drop with instructor and program dean signature required, and
instructor must indicate the grade of “W” (withdrawal) or “WF” (withdrawal
failing). A refund will be administered at 25 percent (25%).

Weeks 5-12 – Course cannot be dropped. Failure to attend a registered course will result in the
grade of “F.” No refunds given.

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 one week before the course begins. One hundred percent (100%) of
the tuition will be refunded for courses officially dropped by the deadline. Lab and retreat fees are non-refundable once the term begins, even when the course occurs later in the term.

Clinic Rotations
To add or drop a clinical rotation, students must contact the associate registrar. Students have a
three- to five-day period after the clinic assignment schedule has been posted to make any
changes to their clinic schedule (add or drop rotations) without being charged. This period is
known as the “clinic adjustment period.” The final deadline to make changes is indicated on the
clinic schedules. A $50 add/drop/switch fee will be charged for any rotation changes after the
final deadline, which is approximately one week after the “ clinic adjustment period” has ended.
Students who request any changes in their clinic rotations after the deadline must fill out a
“Petition to Deviate from Current Policy or Requirements” form and submit it for approval to the
program dean. The student will be notified of the decision by the associate registrar. Students are
responsible for attending their clinic shifts until decisions are finalized. All fees concerning clinic
rotations will apply.

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

3.13 Independent Study
Independent study is offered only when specific, approved circumstances require the student to
achieve the course competencies outside of the normal classroom venue. This could happen, for
example, when there is an unavoidable scheduling conflict for a student on an approved non-
standard track.

To accomplish an independent study, the student must:
1. Complete the “Independent Study” form, which includes getting approval from the
   program dean and the course instructor, and having the course instructor define how the
course competencies will be achieved
2. File the form with the Registrar’s Office prior to the start of the term
3. Pay any requisite fees
4. Complete all course requirements within the normal term, or register for a second quarter
   (tuition required)
Independent study is not allowed for elective courses when the student has completed the elective requirement for their program.

3.14 Certificate Programs
NUNM offers certificates 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.

SECTION 4: ATTENDANCE
4.1 Eligibility to Attend Classes and Clinical Rotations
Students are authorized to attend only those classes, sections or a clinical rotation for which they have registered. Students may only enroll in Moodle courses for which they are registered. Students who are absent without permission from the program dean (or designee) the first day of class, or the first shift of a clinical rotation, without permission from the program dean (or designee) may be dropped from that course, especially if there is a waiting list.

4.2 Attendance and Participation
NUNM fosters a rigorous and engaging academic educational environment. Students are encouraged to attend all classes, tutorials and labs. Students are responsible for learning the content from any classes that they miss. Due to the nature of practicals classes (e.g., tutorials, labs, etc.), attendance, preparation and active participation are imperative and cannot be made up. NUNM expects a minimum attendance of 80% of all courses.
Each syllabus will define the course attendance requirements and will stipulate the number of permitted class absences. Students absent more than the permitted number may be subject to a reduced grade or failure of the course. Faculty may take into account the level of participation and habitual tardiness when calculating a course grade. Students are responsible for being aware of, and for meeting, their faculty’s attendance expectations, which are detailed in each course syllabus.

Students who believe they have a disability that inhibits their attendance and participation in class or clinic are encouraged to contact the Center for Academic Success to discuss potential accommodations.

The clinical attendance policy is outlined in Section 6.2 (Clinic Absences) in the Student Clinic Section of this handbook.

4.3 Absence Policy
Within the context of an adult learning higher education environment, NUNM understands that life events outside of student control happen occasionally. Possible reasons for missed courses include, but are not limited to, minor or major illness of students or their dependents, family emergency, bereavement and religious holiday/observation. In an effort to reduce undue burden on students, supporting documentation is not required as long as the absence does not exceed the attendance threshold set by faculty. See Section 4.2 for minimum attendance requirements.

Faculty will exercise discretion on absences within the established attendance requirements for their course as outlined in their syllabus. Faculty may require the student to make up missed sessions, establish make-up assignments, and/or expect that the student will independently study the material that they missed.

Students who are expecting a longer absence (i.e., military deployment, hospitalization) for factors outside of their control should contact the Center for Academic Success to discuss a Leave of Absence or Withdrawal. Faculty decisions on absences can be appealed to the appropriate program dean.

4.4 Examinations and Completion of Assignments
Students are required to complete all examinations and assignments on schedule. An absence from an examination will generally be granted a grade of zero. Please note that NUNM does not accommodate a student’s desire to take final examinations early due to travel arrangements or other reasons that are not outside of reasonable control.

Students who miss an examination for reasons outside reasonable control will submit a MISSED EXAMINATION APPLICATION directly to the instructor or course coordinator in charge of the course within 24 hours. Faculty may approve or deny this request. If they approve, students will schedule their missed exam with the Center for Academic Success and follow steps as outlined on Moodle. There may be associated costs with make-up examinations. Students whose applications are denied will not be allowed to take a make-up examination—which may result in failure of the course.

Students whose missed examination applications are denied may submit an appeal to their program dean (or designee) along with supporting documentations. The dean (or designee) may grant or deny this appeal at their discretion. If the appeal is granted, the student will be required to make up an equivalent examination. This examination will be equivalent in content but may be different in structure and style than the originally scheduled examination.
Assignments submitted after the deadline will be graded according to the policy stated on the course syllabus.

Students who believe they have a disability that inhibits their ability to complete examinations or assignments should contact the Center for Academic Success to discuss potential accommodations.

4.5 Make-Up Examinations
Make-up examinations may be offered to students in certain circumstances (see Section 4.4 for Examinations and Completion of Assignments policy). All make-up and remediation examinations must be completed by the stipulated deadline or a failing mark will automatically be recorded. Students must adhere to the following procedures:

1. Within 24 hours of a missed exam/quiz, students must submit a MISSED EXAMINATION APPLICATION directly to the instructor of the course for review.
2. If approved, the student will schedule their missed exam with the Center for Academic Success and follow steps as outlined on Moodle.

4.6 Religious Observance Policy
The NUNM community is enriched by individuals of many faiths who have various religious observances, practices and beliefs. The university recognizes that, on some occasions, classes, exams, clinic shifts or other required academic activities may conflict with a student’s religious holiday observance. NUNM will reasonably accommodate a student’s religious holiday observance, unless the accommodation would cause an undue hardship.

The following guidelines apply to all students who wish to miss or be excused from a clinical or academic requirement for a religious observance or restriction:

1. A student requesting to be exempt from requirements, or who seeks an academic modification, for religious observances must submit a written request to the Center for Academic Success the term prior to the required academic activity that conflicts with the student’s religious observance. The Center for Academic Success will consider whether the requested accommodation would result in an undue hardship for staff, faculty, students or others in the NUNM community. An accommodation for a religious holiday observance will not be allowed if it would result in an undue hardship.
2. A student who is requesting to be absent from clinic rotations due to a religious holiday observance must follow the clinical excused absence policy in Section 6.2 of the Student Clinic section, which includes notifying the faculty member, the associate registrar, and finding a substitute. See Clinic Section 6.3 for more information.
3. Requests to reschedule OSCE exams for religious observation purposes must be submitted the term prior to the quarter in which the OSCE is being held, due to the difficult nature of scheduling these exams.
4. Students requesting time off from classes to observe a religious holiday should refer to the corresponding absence policy.

Students are encouraged to contact the director of academic success and access or the dean of students if they have any questions about religious holiday observance and these guidelines.

Please see Section 4.3 for the absence policy. An absence does not negate the student’s responsibility for material or assignments due during the period of absence.
### 4.7 Weeks 11 and 12 Policy

During fall, winter and spring terms, instruction at NUNM is delivered in 12-week quarters. As outlined in the course syllabi, faculty have the discretion to either hold classes during weeks 1-10, reserving weeks 11 and 12 for review/testing—OR deliver new material during all 12 weeks of the course. If new material is delivered in all 12 weeks of the term, the final exam will be given on the last day of the course. If a class is canceled during the first 10 weeks due to inclement weather, faculty illness, or other acceptable reasons, students should expect that missed material will be presented weeks 11 and 12. **As material may need to be delivered during weeks 11 and 12, students are expected to be available for makeup classes held during those weeks, even if all of their course syllabi denote week 11 and/or 12 as optional.**

### 4.8 Student Collaboration on Classwork

A “take-home exam” is to be the student’s own work exclusively. Sharing of answers is not permitted and could be a violation of the Academic Integrity Policy as outlined in Section 14.5. A “homework assignment” may be a collaborative effort, depending upon guidelines set by the faculty. For laboratory write-ups the faculty member must clearly set the guidelines. In summation, “exam” means no collaboration; “assignment” means collaboration may be permitted.

### SECTION 5: GRADING AND PROMOTION

#### 5.1 Grading

NUNM maintains high standards of scholarship, and recognizes its responsibility to provide each student the best opportunity to complete the program successfully. At the beginning of each course, the instructor is required to define clearly for class members the objectives of the course and the standards and methods by which student achievement will be measured. Students are responsible for checking their grades online in SONIS. Courses that are graded using the P/F grading system are not included in a student’s GPA.

For students enrolled in any program (fall 2015 or later): At the end of each course, each student’s performance is reported to the registrar using the following letter grading system.

A student’s grade-point average will be calculated using the following chart:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>59 or less</td>
<td>0.0</td>
</tr>
<tr>
<td>W/WF</td>
<td>N/A</td>
<td>Not calculated</td>
</tr>
</tbody>
</table>

- A (SUPERIOR PERFORMANCE): passing
- B (SATISFACTORY PERFORMANCE): passing
- C (MARGINAL PERFORMANCE): passing
- D (UNSATISFACTORY PERFORMANCE): not passing for graduate-level courses, passing for undergraduate
- F (FAILURE): not passing, permanent grade
• P (PASS): satisfactory performance
• W (WITHDRAWAL): student withdrew from course
• WF (WITHDRAWAL, FAILING): student withdrew from course while failing
• I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
• T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation
• AU (AUDIT)
• IP (IN PROGRESS)
• R (REMEDIATION REQUIRED): marginal performance (temporary grade) – graduate level only
• RC (REMEDIATED C): pass remediation exam – graduate level only
• RP (REMEDIATED PASS): grade given for a passed medical clinic rotation, but with required skills remediation – graduate level only

For students enrolled in the ND or CCM programs prior to fall 2015: At the end of each course, each student’s performance is reported to the registrar using the following pass/fail grading system:
• H (HONORS): superior performance; equivalent to “A,” not available for all courses
• P (PASS): satisfactory performance; equivalent to “B” or “C”
• FR (FAIL REMEDIATE): marginal performance (temporary grade)
• RP (REMEDIED PASS): Equivalent to “C-”
• F (FAILURE): unsatisfactory performance (permanent grade); equivalent to “F”
• I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
• W (WITHDRAWAL): student withdrew from course
• WF (WITHDRAWAL, FAILING): student withdrew from course while failing
• AU (AUDIT)
• CMP (COMPLETE): used for courses that are not graded, but attendance is required and a specified number of hours need to be completed, such as preceptor hours
• T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation
• NC (NOT COMPLETED): hour requirement or attendance not met
• IP (IN PROGRESS)

5.2 Grade of “R/FR” — Graduate Level
“R” (remediation required) or “FR” (fail remediate) is a temporary grade. Students who fail a course may receive an R/FR grade rather than an “F” (fail) if they meet the criteria listed in Section 5.1 above.

“R” grades are converted to either an “RC” (remediated C) if the remediation exam is passed or a D/F if the remediation exam is failed. “FR” grades are converted to either an “RP” (remediated pass) or “F”—not to a “P” or an “H.” Grades of R/FR are not eligible for grade appeals.

Students who receive two or more R/FR grades (regardless of whether they have been changed to RC/RP) will be placed on academic probation and must sign an academic contract. Students earning three or more R/FR grades (regardless of whether they have been changed to RC/RP) will be required to appear before the Academic Review and Appeals Committee (ARAC), and may be suspended.
An R/FR grade that has not been remediated by the end of the second week of the following term (for a spring term course by the end of the third week of summer term) will automatically be converted to an “F.”

5.3 Remediation — Graduate Level Only
Students who receive an “R/FR” are eligible to sit for remediation exams and/or projects. All remediation exams and/or projects must be completed and grade changes submitted to the Registrar’s Office by the end of week two (2) of the following term (spring term grades have until week three of summer term). For students who receive an “R/FR” grade in spring quarter and have already made verifiable travel plans that interfere with this remediation schedule, they may, with the approval of the programmatic dean, be allowed to complete the remediation by the last week of the summer term.

ND Program
ND students who earn a 67-69% (“D” range or “R/FR” grade) in lecture courses are eligible to remediate a final exam. Labs and tutorial courses may offer remediation exams at instructor discretion, based on the course material and the feasibility of offering a remediation exam. An “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

CCM Programs
CCM students who earn a 60-69% (“D” range) for their final grade may be eligible to remediate a final exam if, in the judgment of the instructor, it is likely that the student could pass the course by successfully taking a remediation exam. If a remediation exam is available, an “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

SGS Programs
SGS students who earn a 67-69% (“D” range) for their final grade may be eligible to remediate a final exam if, in the judgment of the instructor, it is likely that the student could pass the course by successfully taking a remediation exam. If a remediation exam is available, an “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

A group remediation date is scheduled for the Friday of week one in fall, winter and spring terms, and the Friday of week two in summer term. Please adhere to the following procedures:
1. Download the exam form from the faculty support Moodle page or pick up a hard copy from the Academic Support Office.
2. Pay the exam fee in the Business Office and ask the Business Office staff to mark paid on the exam form.
3. Return the completed exam form to the Academic Support Office either before or during the group remediation period.
4. Take the exam at the scheduled group remediation period and submit a grade-change form with the completed exam. All exams must be completed during the scheduled group remediation period unless the student has an excused absence from their program dean (or designee).
5. Students with approved academic accommodations may take their remediation exams with the Testing Center.

5.4 Clinical Remediation
Students who require extra support in meeting minimal levels of clinical competency are counseled and referred for additional instruction by their clinical supervisors or the program dean.

ND Clinical Skills Enhancement Tutorial
Clinical skills enhancement courses are generally scheduled over a six-week period of time; students may be referred to this course at any point during the term. The clinical skills enhancement instructor carefully assesses each student’s abilities and works with them directly throughout the duration of the course. At the end of the course, the instructor reassesses the student’s abilities and determines if the student should continue with the course. A faculty member may require or recommend a clinical skills enhancement course, even if a student receives a passing grade, if the faculty member feels the student needs additional help to remain on track in their clinical education.

When a ND student receives two or more grades of “Pass with Clinical Skills Enhancement Recommended” during their academic career, the clinical skills enhancement course becomes a requirement and the student will be registered for it the next term.

ND Objective Structured Clinical Examination (OSCE) Tutorial
An ND student who fails an OSCE exam twice will be referred to an OSCE Skills Tutorial for three sessions, and a failing grade will be recorded on their transcript. Upon successful completion of the OSCE Tutorial, the student must then register to retake the OSCE exam.

Any student who fails an OSCE exam three times is referred to the Academic Review and Appeals Committee (ARAC). Students who fail the OSCE exam three times may be suspended.

CCM Clinical Skills Remediation
Clinical evaluations of CCM student performance are done during week six (6) of the term to provide feedback and identify areas of weakness, including those that must be remediated before the end of term in order for the student to pass the clinic rotation. The clinical supervisor, in collaboration with the CCM associate dean of clinical education and the CCM dean, can assign remediation work, which can include attendance at weekly clinical skills tutorial labs run by a CCM resident.

CCM Clinic Entrance Examination
All CCM students take a practical point location examination at the beginning of the winter quarter prior to starting their internship year. Students failing this examination are given the opportunity to remediate this exam later in the same term. If the student fails the remediation exam, they must enroll in the Advanced Point Location course in the spring quarter.

CCM students also take a written clinic entrance examination during the first half of the spring term prior to becoming an intern. The written examination covers the foundational course material needed to assume responsibility for direct patient care. Students who fail this examination are given the opportunity to remediate the exam later in the same term. A remediation fee is applied. Should a student fail the written examination for a second time, their entrance into the clinic is delayed for a term, during which the student will have time to address weak areas. Another written exam will be given toward the end of this term.
5.5 Grade of “RC/RP” — Graduate Level
Students who pass a remediation exam will earn a permanent grade of “RC (remediated “C”) /RP (remediated pass).” See Section 5.4, for Clinical Remediation and/or 7.4 in the Student Clinic Section II.

Clinical Rotations and “RP” Grades
ND: A permanent grade of “RP” will be given when an ND student passes a clinical rotation, but is required to attend a clinical skills enhancement course to attain an adequate level of clinical proficiency. An “RP” grade will also be given if a student receives a passing grade on a clinic rotation but was recommended for remediation more than once.

CCM: Grades of “RP” are given when a supervisor believes a clinical weakness exists and has not been adequately improved upon by the end of the rotation. The CCM student will be required to remediate with either the associate dean of clinical education or the supervisor in order to attain an adequate level of clinical proficiency.

5.6 Grade of “D/F” — Graduate Level
For graduate–level students, a letter grade of “D” or “F” is reconsidered a failing grade. A failing grade in a required course (including clinical rotations), requires the student to repeat the course/clinic rotation the next time it is offered, usually the next year. If it is an elective course that is failed, the student is not required to retake it—however, the student is strongly encouraged to do so as they will remain on probation and/or can trigger an ARAC meeting if further courses are failed. The student is prohibited from continuing in any courses for which the failed course is a prerequisite.

The student will repeat the course at the current per-credit rate. Any naturopathic student failing a clinical rotation will be required to register for and attend skills-building.

5.7 Grade of “F” — Undergraduate Level
When an undergraduate-level student receives a failing grade, the course/rotation must be repeated the next time it is offered, usually the next year. The student is prohibited from continuing in any courses for which the failed course is a prerequisite. The student will repeat the course at the current per-credit rate.

5.8 Grade of “I”
When a student cannot complete a course in the term in which it begins, an incomplete (“I”) grade may be considered. The granting of an “I” grade is at the discretion of the faculty member and used in exceptional circumstances; and may be based upon approved excused absences provided by the Center for Academic Success. Faculty may consider the grade of “I” petition when the following criteria have been met:
- The student has satisfactorily completed a minimum of 80% of the course requirements; and
- The student is passing the course; and
- The student is unable to complete the course during the term the course is offered.

While these criteria must be met, their fulfillment does not entitle students to an incomplete grade. The instructor of a course has the final decision regarding appropriate awarding of an “I” grade.
To request an incomplete grade, the student is responsible for submitting to the Registrar’s Office an approved “Grade of Incomplete Petition” form, which can be obtained from the Registrar’s Office or the Center for Academic Success. To complete the form, a student must:

- Meet with the faculty member to complete the form and discuss the remaining course assignments to be submitted to change the grade of “I”; and
- Use the supplemental worksheet attached to the “Grade of Incomplete Petition” form to create a timeline for completion of course requirements; and
- Return the completed petition form to the Registrar’s Office.

When the student completes the work required to change the “I” grade, the faculty member will submit the “Grade Change” form to the Registrar’s Office. A grade of incomplete should be completed within the first two (2) weeks of the next term, with an extension of no more than two (2) quarters. Failure to complete the required course work by the timeline on the contract will result in a failing grade.

If a grade of “I” extends beyond two (2) quarters due to ongoing circumstances, the student may be required to take a leave of absence and will be allowed to complete the course material upon return from leave. Students who apply for a leave of absence and have not completed 80% of the coursework will receive a grade of “W” for the class, and will need to repeat it upon return from leave. A withdrawal will affect the student’s ability to continue in certain course sequences in subsequent quarters. Multiple “I” grades in one quarter may result in the inability to petition for incomplete grades the subsequent quarter.

A student requesting a grade of “I” in a course that is a prerequisite for a subsequent course may not enroll in the subsequent course until the grade of “I” is resolved or complete a petition to deviate, with faculty and dean approval. The program dean can deny registration for a student’s final professional field experience (e.g., fieldwork, internship, capstone, etc.) if an “I” grade has not been resolved.

Incomplete grades are not included when calculating GPA or total credits completed; however, “I” grades may affect a student’s satisfactory academic progress. Students requesting “I” grades should meet with the Financial Aid Office to examine the effects on their financial aid award.

An incomplete will not be awarded when a student is failing a course for the purpose of giving additional time to complete late assignments. Any student who is failing a course after week eight (8) is not eligible to request an “I.”

Grade of “I” – Graduate-Level Clinical Rotations
A grade of “I” will be given to students who are passing a clinical rotation but have missed up to 2 shifts (8 hours) during an 11- or 12-week term. Students must make up any missed shifts by the end of the following term in order to convert an “I” grade to a “P.” If missed shifts are not made up by the deadline, an “I” grade will convert to an “F.” See Sections 6 and 7 of the Clinic section of the student handbook for more detail.

5.9 Grade of “CMP”
This grade (complete) is used for courses that the student is required to attend, but no evaluation is given. Examples of such courses include, but may not be limited to, ComEx, community education or new student orientation, for which the student is required to complete a certain number of hours.
5.10 Grade of “IP”
This grade designates a course is in progress; temporary grade. Once the faculty member submits the grades, the “IP” grade will be changed to the appropriate rating.

5.11 Grade of “W”
“W” (withdrawal) is a grade used to indicate that a student has withdrawn from a course. A “W” is recorded on a student’s transcript but not included in GPA calculation. A “W” grade is, however, considered part of the courses attempted calculation as per the satisfactory academic progress policy.

5.12 Grade Appeals
Students have the right to appeal a failing grade if they perceive that there has been an error in the grading procedure, or if there is a perceived lack of clarity about the faculty member’s expectation for passing a course. The appeal must be made within two weeks of receipt of the grade. Grades of “B” or better cannot be appealed to receive a higher grade or a grade of “honors.”

A student may request a review of a grade given in an exam or a final grade for a course only in the following manner:
- A written request by the student, for a review of the grade, must be submitted to the faculty member. This appeal must be within two weeks of the posted grade.
- The faculty member will advise the student in writing of the decision within seven days of receipt of the request.

The student may appeal the faculty member’s decision in writing via a “Grade Appeal” form. The completed appeal form will be submitted to the registrar. This appeal must be made within seven days of the faculty member’s written notice to the student regarding the decision. The written appeal to the registrar must be accompanied by appropriate written documentation as to why the student feels the grade is in error, and what the outcome was of the discussion and appeal with the faculty member. The registrar will forward the appeal to the Academic Appeal and Review Committee (ARAC). The ARAC will review the documentation, including a discussion with the faculty member, and issue a recommendation to the program dean. The recommendations from the ARAC may include upholding the grade as submitted or requiring the student to remediate an exam. The ARAC may not recommend a passing grade to be substituted in place of a failing grade. The program dean will review the recommendations and will make a final decision. The student and faculty member will be notified in writing of the final decision. The decision is final and may not be appealed to higher authority.

ND OSCE Exam Appeals
ND students who have a non-passing first OSCE exam result may not appeal, since a failing grade is not given until the second exam attempt is unsuccessful.

A failed OSCE exam grade appeal must be submitted to the associate dean of clinical education within two (2) weeks of the posted grade, and will be referred to the Program and Student Assessment Committee for review. The committee will notify the student in writing of the decision within 14 days of receipt of the request.
SECTION 6: ADVISING, LEAVE OF ABSENCE, WITHDRAWAL

6.1 Academic Advising
The Center for Academic Success (CAS) administers academic advising for all students. Students who are pursuing any track other than the standard published tracks must confer with CAS to ensure all requirements are met. Students who are not making satisfactory academic progress are required to meet with a CAS academic advisor.

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

- Academic probation (meet with all students on academic probation)
- Changing tracks (four- to five-year, etc.)
- Leave of absences or withdrawing from a program or institution (voluntary or medical)
- Questions regarding concurrent track options
- Assistance with the grade appeals process
- General questions regarding academic progress and success
### 6.2 Advising and Support Chart

<table>
<thead>
<tr>
<th>ADVISING and SUPPORT</th>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Center for Academic Success</td>
<td>Director of academic success and access, academic advisor</td>
<td>Program and course information and changes, petitions to deviate from standard curriculum, concurrent track options, excused absences, academic contracts, faculty-referred academic concerns, academic probation</td>
</tr>
<tr>
<td>Academic Support</td>
<td>Center for Academic Success</td>
<td>Director of academic success and access, academic advisor</td>
<td>Study skills, learning styles, and strategies resources, including time management and test-taking techniques. Tutoring; to receive tutoring or discuss becoming a peer tutor. Testing Center for students receiving approved excused absences and academic accommodations. Referrals to both on- and off-campus resources.</td>
</tr>
<tr>
<td>Career Advising</td>
<td>Center for Career Development &amp; Alumni Services</td>
<td>Director of Career Services</td>
<td>Career exploration, job development and career advocacy and training</td>
</tr>
<tr>
<td>Clinic Advising</td>
<td>All Programs and Office of the Registrar</td>
<td>Associate dean, associate registrar</td>
<td>Review of progress, consult regarding challenges</td>
</tr>
<tr>
<td>Disability Services; Academic Accommodations</td>
<td>Center for Academic Success</td>
<td>Director of academic success and access</td>
<td>Academic accommodation request, processing and evaluation, support and compliance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean of students</td>
<td>Appeal and Compliance officer</td>
</tr>
<tr>
<td>Financial Counseling</td>
<td>Financial Aid</td>
<td>Director or counselor</td>
<td>Budgeting tools, loan options, federal work-study program</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>Student Life; Center for Academic Success</td>
<td>Director of academic success and access; academic advisor; dean of students</td>
<td>On and Off-campus referral Support, referral, leave of absence</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>Counseling Center</td>
<td>Counselor or counseling intern</td>
<td>Counseling services, crisis management, peer counseling, referrals, facilitate faculty training</td>
</tr>
<tr>
<td>Preceptor Rotations</td>
<td>College of Naturopathic Medicine</td>
<td>Associate dean of clinical education</td>
<td>General information, scheduling, tracking hours,</td>
</tr>
<tr>
<td>Withdrawal or Leave of Absence</td>
<td>Center for Academic Success</td>
<td>Director of academic success and access; academic advisor</td>
<td>General information, leave or withdrawal process</td>
</tr>
</tbody>
</table>
6.3 Voluntary Leave of Absence/Withdraw

Students considering a leave of absence or withdrawing from a program/university must schedule an appointment with the Center for Academic Success. A student in good standing (i.e., has no outstanding grades of incomplete, failed remediate or failure for required courses, and is not on academic or disciplinary probation) and who has satisfied all financial obligations to NUNM, may apply for a leave of absence of up to, and not more than, 180 days. Students in need of more than 180 days, or whose curriculum layout would dictate the need for more than 180 days, may be eligible for a temporary withdraw for up to, and no more than, one academic year (four academic quarters—regardless of enrollment of summer term), provided there is space in the class.

Students taking less than a full academic year off may not be allowed to continue with a full class load due to the sequencing of courses and prerequisites. In such instances, the student may be required to enter a new educational track that must be approved by the Center for Academic Success or program dean. The program deans and/or academic advisor can guide students through a new schedule. Students who take a leave of absence or withdraw during the course will earn a grade of “W.” If the student withdraws with 80% or more completion of the course, the student may be eligible to petition the faculty member for an incomplete grade. See the Incomplete policy under Section 5.8. Students who are on a leave of absence or withdrawn cannot participate in any academic activities, including remediating incomplete grades or exams, and/or participating in clinical rotation shifts, including preceptor rotations.

Concurrently enrolled students may take a leave/withdraw from their secondary program without taking a leave/withdraw from their primary program. However, concurrently enrolled students who take a leave of absence or withdraw from their primary degree program may also be required to take a leave of absence or withdraw from their secondary program. See Section 6.7 below.

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

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

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

6.4 Medical Leave of Absence/Withdraw

Students considering a medical leave of absence/withdraw must schedule an appointment with the Center for Academic Success. In the case of a medical leave of absence/withdraw, which may be granted to a student on academic probation, appropriate documentation is required from the attending physician. The physician must indicate the necessity of granting the leave.
A student who is not in good academic standing (i.e., has outstanding grades of incomplete, failed remediate or failure for required courses, or is on academic or disciplinary probation) and who has satisfied all financial obligations to NUNM, may apply for a medical leave of absence/withdraw of up to, and not more than, one academic year (four academic terms), which entitles the student to re-enter NUNM during the predetermined term the following academic year, provided there is space in the class and the student has provided medical documentation stating the student is fit to return to classes. Students taking less than a full academic year off may not be allowed to continue with a full class load due to the sequencing of courses and prerequisites. In such instances, the student may be required to enter a new educational track that must be approved by the Center for Academic Success. The program deans and/or academic advisor can guide students through a new schedule. Students who take a leave of absence/withdraw during the course of a term will earn a grade of “W.” If the student withdraws with 80% or more completion of the course, the student may be eligible to petition the faculty member for an incomplete grade. See the Incomplete policy under Section 5.8.

Concurrently enrolled students may take a leave from their secondary program without taking a leave from their primary program. However, concurrently enrolled students who take a leave of absence or withdraw from their primary degree program may be required to take a leave of absence or withdraw from their secondary program. See Section 6.7 below.

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

Students taking less than a full academic year off may not be allowed to continue with a full class load due to sequential courses and missing prerequisites. In such instances, the student may be required to enter a new educational track, which must be approved by the Center for Academic Success or program dean. The program dean and/or academic advisor can guide students through a new schedule.

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

A student who is not in good academic standing (i.e., has outstanding grades of incomplete, failed remediate or failure for required courses, or is on academic or disciplinary probation) and is serving in the military will be granted a medical leave of absence/withdraw without medical documentation. The student must submit documentation of their time serving from the military branch.
Students are not allowed to take more than one year (four terms) of absence from NUNM during their academic career.

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

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

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

If the decision is made to place the student on an ILOA, the student is prohibited from participating in any academic or non-academic NUNM activities (including participating in student clubs and organizations), including remediating incomplete grades or exams, and/or participating in clinical rotation and preceptor rotations. The student may be subjected to actions including, but not limited to:
- A temporary banning from campus;
- Withdrawal from class attendance or experiential learning (i.e., preceptor rotations, community education, university-sponsored travel, etc.)
- An interim suspension of participating in any campus or off-campus NUNM activities; and/or
- Completion of a mental health, substance abuse, or other necessary evaluation conducted by an appropriate off-campus licensed health provider.

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

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

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

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

Students who take an ILOA will earn a grade of “W” for enrolled courses at the time the leave is instated. If the student has completed at least 80% of the course at the time of the withdrawal, they may be eligible to petition the faculty member for a grade of “Incomplete.” See the Grading policy under Section 5.8.

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

If a leave of absence or withdraw is granted prior to resolution of institutional processes, the student will be required to attend ARAC prior to returning from leave/withdraw.

Withdrawals — Federal Title IV Aid Recipients
If a student ceases attendance (drops or withdraws) from all Title IV eligible courses in a payment period or a period of enrollment, the student is considered withdrawn for Federal Title IV aid purposes.

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

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

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

This policy may not apply to students with an MSiMR secondary degree program.
6.8 Federal Loan Exit Interviews
Federal regulations require that any student who has received a federal loan while attending NUNM and who leaves for any reason, including official leaves of absence, must participate in a loan exit interview. Exit interviews are conducted online at studentloans.gov. Additional information may be obtained by calling the Financial Aid Office.

SECTION 7: TECHNICAL STANDARDS, ACADEMIC AND CLINIC PROGRESS

7.1 NUNM Technical Standards
NUNM Technical Standards and Expectations
Health sciences programs have a societal responsibility to train competent graduates, healthcare providers and scientists that demonstrate critical judgment, extensive knowledge and well-honed technical skills. Students and graduates are engaging in a career in a profession that requires the highest standards of ethical conduct, honesty, and professionalism. NUNM students are expected to conduct themselves in accordance with the high ethical standards expected of professionals who may be required to assume responsibility for the life, health, and wellbeing of others. Every student is expected to demonstrate a level of competence consistent with these professional responsibilities and NUNM has the right to discipline, suspend or expel, at any time, any student considered unfit for a career as a practitioner of naturopathic and/or Chinese medicine, in accordance with the policies and procedures set forth in the university student handbook. The Technical Standards define the essential functions that an applicant or student must be able to perform to be admitted to NUNM, progress satisfactorily through an NUNM program of study, and to graduate.

To be qualified for health sciences programs at NUNM, those individuals must be able to meet both NUNM’s academic standards and the technical standards, with or without any reasonable accommodation as established by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Technical Standards for all Programs
For entry, participation and graduation from all NUNM programs, students must be able to:

Communication Skills
- Communicate effectively, accurately and sensitively with all community members (including but not limited to faculty, administrators, staff, peers, patients, and/or clients) both orally and in writing.

Empathy Toward Diversity
- Recognize personal perspectives on cultural and personal identity and the potential intersection with others’ cultural identities.
- Actively work to subjugate their own biases so as to act in the best interest of others.

Flexibility
- Adapt to changing environments, display flexibility, and learn to function within the uncertainty inherent to situations encountered within diverse health sciences programs.
Motor Skills
- Manipulate the equipment, instruments, apparatus, and tools necessary to complete program requirements.

Observation and Participation
- Observe demonstrations and participate in laboratory work, such as dissection of cadavers and gross and microscopic examination of specimens.

Personal Responsibility
- Admit errors and assume personal responsibility for mistakes.
- Respond to feedback, suggestions and criticism in a constructive manner and modify behavior appropriately.

Physical Capability
- Tolerate physically taxing workloads, environments, schedules and/or travel. Function effectively in times of stress.

Problem Solving and Critical Thinking
- Solve problems and think critically to develop appropriate products and services.
- Acquire and synthesize information to develop and defend conclusions regarding observations and outcomes.

Relationships
- Maintain professional, respectful, mature and compassionate relationships with all community members. Demonstrate concern for others.
- Maintain appropriate professional boundaries.
- Demonstrate the ability to express opinions, alternative points of view and/or support or challenge others in a non-conflictual manner.
- Contribute effectively within a team, and as an individual.

Self-Awareness
- Demonstrate self-awareness of one’s emotional state and reactions and how they impact others.
- Practice appropriate strategies for effectively dealing with stress, uncertainty, and conflict.

Timeliness
- Respond and complete all assignments, duties and requests in a timely manner.

Trustworthiness
- Maintain standards of honesty and integrity, including intellectual honesty.

Technical Standards for Clinical Programs
For entry, participation and graduation from NUNM’s programs that include a clinical component, students must meet the criteria listed above in addition to the following:
**Communication Skills**

- Communicate effectively and efficiently with patients, their families and members of the healthcare team.
- Obtain a medical history in a timely fashion, interpret non-verbal aspects of communication and establish therapeutic relationships with patients.
- Record information accurately and clearly; and communicate effectively with other healthcare professionals in a variety of clinical settings.

**Motor Skills**

- Possess the capacity to perform physical examinations and diagnostic maneuvers.
- Respond to emergency situations in a timely manner and provide general and emergency care.
- Adhere to universal precaution measures and meet safety standards applicable to outpatient settings and other clinical activities.

**Observation**

- Accurately observe patients and assess findings.
- Obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan. These skills require the use of vision, hearing and touch, or the functional equivalent.

**Professional Responsibilities**

- Demonstrate the ability to meet the ethical and legal standards of the profession.

7.2 **Satisfactory Academic Progress – Undergraduate Level**

Undergraduate students must maintain satisfactory academic progress toward a degree in order to continue in the program and to continue to receive federal, state and institutional financial aid.

“Satisfactory Academic Progress” is defined as:

- Meeting and maintaining the minimum grade point average requirements (2.00); and
- Having a completion rate of 67% of courses attempted per term; and
- Having less than the maximum of 1.5 times the number of credits required to graduate, i.e., students cannot enroll in more than a cumulative of 136 attempted credits; and
  - Multiple withdrawals from courses will impact a student’s eligibility to make satisfactory academic progress.
- Degree completion within the maximum length of study (defined as 1.5 times the length of the longest undergraduate program); and
- Taking a minimum of 12 credits each term (excluding summer, unless applicable), unless on an approved deviated track.

Students are considered not making satisfactory academic progress who:

- Earn a term GPA of less than 2.00 and have a cumulative GPA below 2.00, or
- Earn a term GPA of less than 1.50

The Academic Progress Committee meets twice per academic term to determine students’ academic progress, and students may be referred to the Center for Academic Success or to the
Academic Review and Appeals Committee (ARAC). See section 7.3 for academic standing categories.

If a student is not making satisfactory academic progress during a course prior to the end of the term, the faculty member may request the student to access tutoring; and may share concerns with the program dean and/or the Center for Academic Success. This may include, but is not limited to, classroom attendance, performance on examinations, as well as any other factors that may impact the student’s success in the course.

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (see Section 10.10 Criteria for Continued Student Eligibility). These policies are separate from the institution’s satisfactory academic progress policies.

Students who have “reached maximum timeframe status,” as outlined in Section 10.14, are considered not to be making satisfactory academic progress and will no longer be eligible for federal financial aid.

If a student wants to continue their program beyond the maximum length of program timeline, they will be required to meet with the director of academic success and access and program dean to determine if they may continue at NUNM. The director of academic success and access and program dean will assess if the student can demonstrate knowledge retention and skills of their program. If it is determined that the student has gaps of knowledge and/or skills, the student will be required to complete additional academic work. Students who are permitted to continue their program beyond the one and one-half (1.5) times the length of the longest published enrolled program may be required to follow the university catalog of the year of their extended program. These students are subject to the graduation requirements of their program listed in that catalog and are required to sign an academic contract.

Students must enroll in courses per published and/or approved curriculum layouts. A minimum enrollment of one (1) credit is required to maintain student status. Any student who does not enroll in a minimum of one (1) credit each quarter will be considered withdrawn, must reapply, and will be subject to graduation requirements under the new catalog (this does not apply to standard summer breaks).

Students who have met all graduation requirements, except for the capstone/internship, must register each term for one (1) credit of “Graduation Completion” until they have completed their requirements (students will not be aid-eligible at this point); with a maximum of two academic terms. Failure to register each term for the graduation completion credit will constitute a withdrawal.

7.3 Undergraduate Academic Standing
The Registrar’s Office monitors student GPAs (both term and cumulative) for academic standing and credit completion at the end of each term (including summer) to determine sufficient progress toward degree completion. The Registrar’s Office will notify the student and the Center for Academic Success when the student is not making satisfactory academic progress. Students receiving financial aid should review the financial aid satisfactory academic progress requirements for continued eligibility in Section 10 of the NUNM Student Handbook.

Incomplete grades are not calculated as a part of a student’s GPA. Academic standing and insufficient credit completion are evaluated separately, as described below.
The following categories are used to describe a student’s academic standing when unsatisfactory:

**Academic Warning**
Academic warning status occurs when a student earns a letter grade of “D” or less in an individual course. A letter grade of “D” is identified as a concern of potential academic problems if not rectified. While on a warning status, a student is expected to meet with an academic advisor to develop a plan to address the concern.

A student may still be considered to be in good academic standing if their cumulative GPA is at or above a 2.00.

**Academic Probation**
Academic probation occurs when a student earns a term GPA of below 2.00 and has a cumulative GPA below 2.00; or earns a term GPA of less than 1.50 and has a cumulative GPA of 2.00-4.00. When placed on academic probation, a student must meet with the Center for Academic Success to sign an academic contract within one week of notification. The academic contract will identify needed resources, including but not limited to remedial work, additional coursework, tutoring, or repeating course(s); and requires that the student improve their GPA. Students who fail to complete an academic contract within one week may be withdrawn from any courses in which they are currently enrolled and/or placed on registration hold.

Students are removed from academic probation once they have earned a minimum term GPA of 2.25 and have a cumulative GPA of 2.00, and the terms of the academic contract are met.

Students may not register or receive financial aid until a current academic contract is on file in the Registrar’s Office. See Section 10.10 Criteria for Continued Student Eligibility for Financial Aid SAP policies.

A student who does not meet the criteria to be removed from the current level of standing, and who does not escalate to the next level of standing, will continue on in the current standing and be subject to the same requirements.

While on academic probation, if a student receives an additional term GPA of less than 2.00, they will be referred to the Academic Review and Appeals Committee (ARAC), as outlined in Section 7.10.

**Academic Suspension**
Academic suspension occurs when a student is ineligible to enroll at the university for a specified period of time. Suspended status is noted on the student's official transcript. Suspension is determined through the ARAC process.

A student has the right to appeal an academic suspension as outlined in Section 7.8.

**7.4 Satisfactory Academic Progress – Master Degree Programs**
Students must maintain satisfactory academic progress toward a degree in order to continue in the program and to continue to receive federal, state and institutional financial aid. Students must enroll in courses per published and/or approved curriculum layouts (unless on an approved deviated track).
“Satisfactory Academic Progress” is defined as:

- Passing grades in all academic courses and clinical rotations (for clinical students); and
- Passing all program requirements within one and one-half (1.5) times the length of the longest published enrolled program, generally between 3-5 years (with the MSOM being 6 years); and
- Maintaining a minimum number of credits each term (excluding summer, unless applicable), unless on an approved deviated track.
  - For SGS degrees, the minimum number of credits per term equals 8 credits per term.
  - For the MSOM degree, the minimum number of credits per term equals 11 credits.

Students who earn a term GPA of less than 2.50, and have a cumulative GPA below 2.65, are considered not making satisfactory academic progress.

MSOM and MSIMH clinical students who receive two (2) or more failing grades in clinic rotations, or entrance/exit exams are considered not making satisfactory academic progress in a 12-month period.

The Academic Progress Committee meets twice per academic term to determine students’ academic progress. Students making unsatisfactory academic progress will be referred to the Academic Review and Appeals Committee (ARAC) as described in Section 7.10.

If a student is not making satisfactory academic progress in a course prior to the end of the term, the faculty member may request the student to access tutoring; and may share concerns with the program dean and/or the Center for Academic Success. This may include, but is not limited to, classroom attendance, performance on examinations, and any other factors that may impact the student’s success in the course.

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (see Section 10.10 Criteria for Continued Student Eligibility). These policies are separate from NUNM’s satisfactory academic progress policies.

Students who have “reached maximum timeframe status,” as outlined in Section 10.13, depending on the enrolled program, are considered not to be making satisfactory academic progress and will no longer be eligible for federal financial aid.

7.5 Maintaining Active Enrollment for Satisfactory Academic Progress – Master Degrees
To maintain an active enrolled student status, a minimum enrollment of one credit is required. Any student who does not enroll in a minimum of one (1) credit each quarter will be considered withdrawn and must reapply, and will be subject to the graduation requirements in the catalog specific to the year of reapplication (this does not apply to standard summer breaks).

Students who have met all course requirements but have outstanding graduation requirements such as a thesis/capstone, clinical hours, clinical proficiency objectives (CPOs), preceptor hours, or other graduation requirements, must register for either one (1) credit of “Thesis/Capstone Completion” or one (1) credit of “Graduation Completion” each term until all graduation requirements are met. Master’s degree students have a maximum of one (1) academic year to complete their thesis/capstone. Students also must adhere to the maximum length of program
requirement. Students are not eligible for financial aid while registered for a thesis/capstone or graduation completion credit.

Failure to register each term for thesis/capstone/graduation completion credit will constitute a withdrawal.

If a student wants to continue beyond the maximum length of program timeline, they will be required to meet with the director of academic success and access and their program dean to determine if they may continue at NUNM. The director of academic success and access and program dean will assess if the student can demonstrate knowledge retention and skills of their program. If it is determined that the student has gaps of knowledge and/or skills, the student will be required to complete additional academic and/or clinical work. Students who are granted an extension to continue their program beyond the maximum length of program deadline may then be matriculated under the university catalog of the year of their extended program, and are subject to the graduation requirements of their program listed in that catalog. Students will be required to sign an academic contract.

7.6 Academic Standing – Master Degrees
The Registrar’s Office monitors student GPAs (both term and cumulative) for academic standing and credit completion at the end of each term (including summer) to determine sufficient progress toward degree completion. The Registrar’s Office will notify the student and the Center for Academic Success when the student is not making satisfactory academic progress. Students receiving financial aid should review the financial aid satisfactory academic progress requirements for continued eligibility in Section 10 of the NUNM Student Handbook.

Incomplete grades are not calculated as a part of a student’s GPA. Academic standing and insufficient credit completion are evaluated separately as described below.

The following categories are used to describe a student’s academic standing when unsatisfactory.

Academic Warning
Academic warning status occurs when a student earns a grade of “C.” While on a warning status, a student is expected to meet with an academic advisor to develop a plan to address the concern.

Academic Probation
Academic probation occurs when a student earns a term GPA of below 2.70 and has a cumulative GPA below 2.75.

Students are placed on academic probation when they earn:

- Two (2) or more grades of “C,” “RC” or lower in their academic career; or
- A failing grades of “D” or “F,” including clinical rotations; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

When placed on academic probation, a student must meet with an academic advisor in the Center for Academic Success to sign an academic contract within one week of notification. The academic contract will identify needed resources, including but not limited to remedial work, additional coursework, tutoring, or repeating course(s); and requires that the student improve their GPA and not fail any other courses during the probationary period.
Students who fail to complete an academic contract will be withdrawn from any courses in which they are currently enrolled. Students are advised to meet with their university advisor(s) to discuss strategies for successful completion of their program.

Students are removed from academic probation once they have earned a minimum term GPA of 2.75 and have a cumulative GPA of 2.80; any failed courses or clinic shifts are repeated and passed; and the terms of the academic contract are met.

Students may not register or receive financial aid until a current academic contract is on file in the Registrar’s Office. See Section 10.10 Criteria for Continued Student Eligibility for Financial Aid SAP policies. Students who fail to complete an academic contract within one week may be withdrawn from any courses in which they are currently enrolled and/or placed on registration hold.

A student who does not meet the criteria to be removed from the current level of standing, and who does not escalate to the next level of standing, will continue on in the current standing and be subject to the same requirements.

While on academic probation, if a student receives an additional term GPA of less than 2.70 they will be referred to the Academic Review and Appeals Committee (ARAC), as outlined in Section 7.10.

**Academic Suspension**

Academic suspension occurs when a student earns a term GPA of below 2.60 and has a cumulative GPA below 2.75.

Students are referred to the ARAC for possible academic suspension when they earn:

- Three (3) or more grades of “C” or lower in their academic career; or
- Two or more failing grades of “D” or “F”; or
- Fail two or more clinic rotation, entrance exam, or exit exam; or
- Fall below full-time status for more than one term (unless on an approved deviated track).

Academic suspension occurs when a student is ineligible to enroll at the university for a specified period of time. Suspended status is noted on the student's official transcript. Suspension is determined through the ARAC process.

A student has the right to appeal an academic suspension as outlined in Section 7.8.

*Students who fail any course (“F” or “D” grade) or clinic rotation, fail an entrance or exit exam twice, or receive two or more “RC” grades (regardless of whether remediated) will be placed on academic probation.*

**7.7 Satisfactory Academic Progress – Doctorate Degree Programs**

Students must maintain satisfactory academic progress toward a degree in order to continue in the program and to continue to receive federal, state and institutional financial aid. Students must enroll in courses per published and/or approved curriculum layouts (unless on an approved deviated track).

“Satisfactory Academic Progress” is defined as:

- Passing grades in all academic courses and clinical rotations (for clinical students); and
• Passing all program requirements within one and one-half (1.5) times the length of the longest published enrolled program, generally between 5-7 years; and
• Maintaining a minimum number of 11 credits each term (excluding summer, unless applicable), unless on an approved deviated track.

Students who earn a term GPA of less than 2.60, and have a cumulative GPA below 2.75, are considered not making satisfactory academic progress.

Clinical students who receive two (2) or more failing grades in clinic rotations, or entrance/exit exams are considered not making satisfactory academic progress in a 12-month period.

The Academic Progress Committee meets twice per academic term to determine students’ academic progress. Students making unsatisfactory academic progress will be referred to the Academic Review and Appeals Committee (ARAC) as described in Section 7.10.

If a student is not making satisfactory academic progress in a course prior to the end of the term, the faculty member may request the student to access tutoring; and may share concerns with the program dean and/or director of academic success and access about classroom attendance, performance on examinations, and any other factors that may impact the student’s success in the course.

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (see Section 10.10 Criteria for Continued Student Eligibility). These policies are separate from NUNM’s satisfactory academic progress policies.

Students who have “reached maximum timeframe status,” as outlined in Section 10.13, depending on the enrolled program, are considered not to be making satisfactory academic progress and will no longer be eligible for federal financial aid.

7.8 Maintaining Active Enrollment for Satisfactory Academic Progress – Doctorate Degrees
To maintain an active enrolled student status, a minimum enrollment of one credit is required. Any student who does not enroll in a minimum of one (1) credit each quarter will be considered withdrawn and must reapply, and will be subject to the graduation requirements in the catalog specific to the year of reapplication (this does not apply to standard summer breaks).

Students who have met all course requirements but have outstanding graduation requirements such as a DSOM capstone, clinical hours, clinic proficiency objectives (CPOs), preceptor hours, or other graduation requirements must register for either one (1) credit of “Thesis/Capstone Completion” or one (1) credit of “Graduation Completion” each term until all graduation requirements are met. DSOM student have a maximum of one (1) academic year to complete their thesis/capstone. ND students have a maximum of two academic terms to finish all outstanding requirements. Students also must adhere to the maximum length of program requirement. Students are not eligible for financial aid while registered for a thesis/capstone or graduation completion credit.

Failure to register each term for thesis/capstone/graduation completion credit will constitute a withdrawal.

If a student wants to continue beyond the maximum length of program timeline, they will be required to meet with the director of academic success and access and their program dean to
determine if they may continue at NUNM. The director of academic success and access and program dean will assess if the student can demonstrate knowledge retention and skills of their program. If it is determined that the student has gaps of knowledge and/or skills, the student will be required to complete additional academic and/or clinical work. Students who are granted an extension to continue their program beyond the maximum length of program deadline may then be matriculated under the university catalog of the year of their extended program, and are subject to the graduation requirements of their program listed in that catalog. Students will be required to sign an academic contract.

7.9 Academic Standing – Doctorate Degrees
The Registrar’s Office monitors student GPAs (both term and cumulative) for academic standing and credit completion at the end of each term (including summer) to determine sufficient progress toward degree completion. The Registrar’s Office will notify the student and the Center for Academic Success when the student is not making satisfactory academic progress. Students receiving financial aid should review the financial aid satisfactory academic progress requirements for continued eligibility in Section 10 of the NUNM Student Handbook.

Incomplete grades are not calculated as a part of a student’s GPA. Academic standing and insufficient credit completion are evaluated separately as described below.

The following categories are used to describe a student’s academic standing when unsatisfactory.

Academic Warning
Academic warning status occurs when a student earns a term GPA of 2.95 and/or a cumulative GPA of 2.85. While on a warning status, a student is expected to meet with an academic advisor to develop a plan to address the concern.

Academic Probation
Academic probation occurs when a student earns a term GPA of below 2.75 and has a cumulative GPA below 2.80.

Students are placed on academic probation when they earn:
- Two (2) or more grades of “C,” “RC” or lower in their academic career; or
- A failing grades of “D” or “F,” including clinical rotations; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

When placed on academic probation, a student must meet with an academic advisor in the Center for Academic Success to sign an academic contract within one week of notification. The academic contract will identify needed resources, including but not limited to remedial work, additional coursework, tutoring, or repeating course(s); and requires that the student improve their GPA and not fail any other courses during the probationary period.

Students who fail to complete an academic contract will be withdrawn from any courses in which they are currently enrolled. Students are advised to meet with their university advisor(s) to discuss strategies for successful completion of their program.

Students are removed from academic probation once they have earned a minimum term GPA of 2.80 and have a cumulative GPA of 2.85; any failed courses or clinic shifts are repeated and passed; and the terms of the academic contract are met.
Students may not register or receive financial aid until a current academic contract is on file in the Registrar’s Office. See Section 10.10 Criteria for Continued Student Eligibility for Financial Aid SAP policies. Students who fail to complete an academic contract within one week may be withdrawn from any courses in which they are currently enrolled and/or placed on registration hold.

A student who does not meet the criteria to be removed from the current level of standing, and who does not escalate to the next level of standing, will continue on in the current standing and be subject to the same requirements.

While on academic probation, if a student receives an additional term GPA of less than 2.75 they will be referred to the Academic Review and Appeals Committee (ARAC), as outlined in Section 7.10.

**Academic Suspension**

Academic suspension occurs when a student earns a term GPA of below 2.60 and has a cumulative GPA below 2.75.

Students are referred to ARAC for possible academic suspension when they earn:

- Three (3) or more grades of “C” or lower in their academic career; or
- Two or more failing grades of “D” or “F”; or
- Fail two or more clinic rotation, entrance exam, or exit exam; or
- Fall below full-time status for more than one term (unless on an approved deviated track).

Academic suspension occurs when a student is ineligible to enroll at the university for a specified period of time. Suspended status is noted on the student's official transcript. Suspension is determined through the ARAC process.

A student has the right to appeal an academic suspension as outlined in Section 7.12.

Students who fail any course (“F” or “D” grade) or clinic rotation, fail an entrance or exit exam twice, or receive two or more “RC” grades (regardless of whether remediated) will be placed on academic probation.

**7.10 Academic Review and Appeals Committee**

The Academic Review and Appeals Committee (ARAC) is an institutional process with a degree-program specific outcome. The committee is composed of four faculty members and chaired by the registrar, who convenes the meetings. Program deans appoint faculty members who serve on ARAC. Meetings of ARAC are not legal proceedings. No attorneys may be present at any meeting of the committee. Students should submit any supporting paperwork for early review to the registrar, prior to the meeting with ARAC.

**Undergraduate Programs**

ARAC reviews student progress in courses. A student required to attend an ARAC meeting may not be permitted to withdraw with intent to return or take a leave of absence from NUNM until they have resolved the referral to the committee.

Essential elements reviewed by ARAC during undergraduate student hearings include, but are not limited to:

- Failure of courses
- Failure to complete an academic contract in a timely manner
- Failure to comply with the terms of an academic contract
- Failure to follow approved and/or published curriculum layout
- Failure to make satisfactory progress in the capstone project

The committee will review the situation, meet with the student, and make a recommendation to the program dean(s). Recommendations may be, but not limited to, any of the following regarding the student’s change of status:
- The ability to continue in the program under academic probation status
- Requirement of personal counseling or support for the conduct in question
- Develop and sign a revised academic contract with the Center for Academic Success that outlines a timeline for resolving GPA concerns. This may include additional restrictions on new coursework undertaken by the student until the probation status is lifted.
- Suspension from NUNM

Suspension from NUNM may occur in the following cases:
- Failure to satisfy an academic contract
- A term GPA of less than 2.25 and a cumulative GPA below 2.00 while on academic probation
- Failure to maintain satisfactory academic progress

A student who is academically suspended a second time will be expelled from NUNM, and will forfeit the opportunity to enroll at NUNM. See Section 14.13 for expulsion.

**Graduate Programs**

ARAC reviews student progress both in required courses and in the clinic. A student required to attend an ARAC meeting may not be permitted to withdraw with intent to return or take a leave of absence from NUNM until they have resolved the referral to the committee.

Essential elements reviewed by ARAC during student hearings include, but are not limited to:
- Failure of courses, clinic shifts or OSCE/entrance/exit exams
- Failure to maintain minimum level GPA
- Failure to complete an academic contract in a timely manner
- Failure to comply with the terms of an academic contract
- Remediated courses
- Failure of two or more required courses in different degree programs
- Failure to follow approved and/or published curriculum layout
- Failure to make satisfactory progress in a required research project (MSiMR students)

The committee will review the situation, meet with the student, and make a recommendation to the program dean(s). Recommendations may be, but not limited to, any of the following regarding the student’s change of status:
- Probationary status requiring advising or support for the conduct in question
- Development of a revised academic contract outlining a timeline for converting the failing grades to passing grades, which may include restrictions on new coursework undertaken by the student until the failing grades are changed. This will allow financial aid eligibility to be maintained.
- Suspension from NUNM or from a specific program
Suspension from a single university program or from all university programs may occur in the following cases:

- Failure to satisfy an academic contract
- Failure to maintain minimum level GPA
- Failure of two clinic shifts in an academic career
- Failure of two required classes in a given quarter, including electives
- Failure of two sequential classes
- Failure of the same class twice
- Failure to meet technical standards
- Receiving three or more RCs, RPs, or grades of “D” or less in an academic career
- Failure of any OSCE three (3) times for ND students
- Failure to maintain satisfactory academic progress
- A master level term GPA of below 2.50 with a cumulative GPA below 2.65
- A doctorate level term GPA of below 2.60 with a cumulative GPA below 2.75

A student who is academically suspended a second time will be expelled from NUNM, and will forfeit the opportunity to enroll at NUNM. See Section 14.13 for expulsion.

7.11 Record of Academic Review and Appeal Committee Proceedings

An audio recording of the meeting and/or hearing and confidential deliberations will be made, and individual members and/or the chair may take notes during the hearing. The recording and any notes are prepared by and for the committee members, and for the provost, to aid in his or her review of the hearing and any appeal of the committee’s decision. To protect student confidentiality and the integrity of its process, neither the recording nor the notes are available for student review.

No other electronic devices (including, but not limited to, cell phones, computers and additional recorders) may be used during the hearing or committee meeting, unless expressly permitted by the committee chair.

The official record will include:

- Notice of hearing
- Written submissions by the student, including supporting documents
- Evidence received or considered, including written statements and exhibits by other students, faculty and others; and summaries of any witness testimony at the hearing or meeting
- Statement of the matters officially noticed
- Findings and conclusions by the committee
- Written summary of the hearing
- Final decision letters, including any appeal decision letters
- Stipulations and agreements
- Documentation of the fulfillment of, or failure to fulfill, any sanction

These documents will become a part of the student’s academic records file, and will also be part of the student’s permanent record.

7.12 Appeal of Academic Suspension

A student suspended will have three (3) business days from the date of the sanction notification to submit an intention to appeal to the provost, or the provost’s designee, in writing. The student
then has seven (7) calendar days to submit the written appeal and supporting documentation to the provost or designee. The written appeal does not provide an opportunity for the committee to rehear the case. The provost, or the provost’s designee, will respond to the written appeal with a final decision within ten (10) business days, not including weekends and published holidays that the university is closed, based on assessment of the information presented by the dean and the committee, the student, and a review of the investigation process and procedure. In an unusual circumstance the provost, or the provost’s designee, may require more than 10 business days given additional information that must be taken under consideration. The provost, or the provost’s designee, will notify the student with an approximate decision date if it appears that the appeal will take longer than 10 business days. An appeal must contain the basis for the appeal limited to one or more of the following issues:

- Failure of the program dean or the Academic Review and Appeals Committee (ARAC) to follow the procedures set forth in the policy on unsatisfactory academic progress.
- The sanction is grossly out of proportion/alignment with the offense.
- Information relevant to the decision that was not available to the committee for consideration at the time of the hearing. Failure to appear at an ARAC meeting is not grounds for an appeal without an approved excused absence.

The provost may elect to uphold the decision of the dean; reverse the decision; request a different resolution; or refer the case back to ARAC if there is new information that was previously not available to ARAC for consideration.

**7.13 Reapplication and Readmissions Policy for Academic Suspension – Graduate Level**

Students who have been suspended cannot submit an application for readmission to NUNM for a minimum of one (1) calendar year from time of suspension, unless noted differently in the suspension letter. A suspended student who wishes to apply for readmission to NUNM must meet one of the following criteria at the time of suspension:

- The student had a serious illness or medical issue.
- An event, or series of events, occurred that prohibited the student’s academic performance due to high levels of stress. Examples would include a death in the family, divorce or separation from a long-term partner, or assault.
- Documentation of a disability that can be, but has not been previously or reasonably, accommodated.
- The student experienced any other serious problem that significantly affected academic performance.

Documentation may be required to prove that the situation leading to suspension has been remedied. NUNM may impose the following requirements upon readmission for a student who was academically suspended:

1. Complete remedial work prior to readmission, repeating some courses and/or clinic shifts.
2. Meet with the Center for Academic Success to sign and comply with all conditions of an academic contract.
3. Return on academic probation for a minimum of one (1) academic year, and until all previously failed courses have been resolved.

Students who have withdrawn, either administratively or voluntarily, from NUNM must wait one application cycle to apply for readmission. Withdrawn students are required to follow the application process as outlined by the Office of Admissions. NUNM may impose one or more of
the following requirements for a student who applies for readmission, and has been separated from NUNM for more than one year:

1. Take an entrance exam prior to entering the clinic to assess skill level.
2. Complete remedial work, which may include repeating some courses and/or clinic shifts.
3. Meet with the Center for Academic Success to sign and comply with all conditions of an academic contract if on academic probation when withdrawn. The student will remain on academic probation until all previously failed courses have been resolved.
4. Submit and pass an additional drug screening and/or background check.

Expelled students are ineligible for reapplication or readmission to NUNM.

Completing these steps does not guarantee readmission to NUNM. These are the criteria for consideration for reapplication. Questions regarding this policy may be directed to the director of admissions, the program dean or dean of students.

7.14 Reapplication and Readmissions Policy for Academic Suspension – Undergraduate Level

Undergraduate students who have been academically suspended cannot submit an application for readmission to NUNM until the following criteria have been met:

- Demonstrated success of a minimum of 12 credits from an accredited college or university with a GPA of 2.50 or above (Submit transcript to the Office of Admissions.); and
- Submit a reapplication to the Admissions Office. The student should include a personal assessment of their poor performance, and a plan of action for successful completion of their NUNM degree.

NUNM may impose the following requirements upon readmission for a student who was academically suspended:

1. Student must meet with the Center for Academic Success to sign and comply with all conditions of an academic contract.
2. Return on academic probation until the student earns a minimum term GPA of 2.50 and has a cumulative GPA of 2.00.

Expelled students are ineligible for reapplication or readmission to NUNM.

Completing these steps does not guarantee readmission to NUNM. These are the criteria for consideration for reapplication. Questions regarding this policy may be directed to the director of admissions, the program dean or dean of students.

SECTION 8: CHANGE OF TRACK, CHANGE OF DEGREE, AND GRADUATION

Students are admitted into program(s) with a corresponding track (curriculum layout).

8.1 Change of Track

Students are admitted to a specific program (see catalog for listing of available tracks) and are required to follow their educational track. Within a track, students are not allowed to drop required courses or take required courses ahead of schedule.

After matriculation, students may request to change tracks to any of the standard educational tracks by submitting a “Track Change” form, approved by an academic advisor, to the Registrar’s
Office. Once processed by the Registrar’s Office, students must follow their new educational track. All track requests must be completed by week eight of the quarter prior to the quarter in which the change takes effect.

Due to the timing of some deviations or track changes, a student may lose their full-time status. Adjustments to individual tracks may be required due to course conflicts. Students who deviate from their approved educational track may be required to take a leave of absence or fall under a new course catalog curriculum.

8.2 Deviation
Students are admitted to a specific program (see catalog for listing of available tracks) and are required to follow their educational track. Within a track, students are not allowed to drop required courses or take required courses ahead of schedule. Students may deviate from the standard educational tracks for the following reasons:

1) Approved and documented disability accommodation
2) Leave of absence/withdrawal
3) Transfer credits
4) Failure of a required course
5) Adding a second program
6) Conflicts of required courses

Students seeking to deviate from their standard educational track are required to meet with the Center for Academic Success to discuss options and approval. Deviation requests must be accompanied by the appropriate documentation before approval can be given. A track change also requires a signature from the Financial Aid Office, since there is likelihood of award modification to the student.

Due to the timing of some deviations or track changes, a student may fall from full-time status. Adjustments to individual tracks may be required due to course conflicts. Students approved for deviations must maintain institutional and financial aid Satisfactory Academic Progress within their program(s).

8.3 Change/Addition of Degree(s)
Students who wish to withdraw from one degree program and enroll into another must formally apply through the Center for Academic Success before applying through the Office of Admissions. Once admitted, an academic advisor will work with the program dean to approve and inform the student regarding potential transfer credit, challenge exam options, and establish a new track. Students must meet with the Office of Financial Aid, since there is likelihood of award modification to the student. Students who are not making satisfactory academic progress in their original program may not be aid eligible for their new program.

Students who wish to add an additional degree, i.e., become a concurrently enrolled student in two degrees, must formally apply through the Office of Admissions. Once admitted, the student will work with the Center for Academic Success to establish a new track. Students must meet with the Office of Financial Aid, since there is likelihood of award modification. Students may pursue no more than two degrees concurrently.

Students who matriculate into a second degree will do so under the catalog corresponding to the year in which the student begins the new degree. See Sections 3.5 and 3.6 regarding challenge exams and transfer credit petitioning.
8.4 Graduation Requirements
Candidates for graduation must complete the following within the same calendar year as the commencement ceremony they participate in:

- Satisfy all courses in the degree program curriculum
- Satisfy clinic requirements for all medical students
- Demonstrate competence in all technical standards outlined in Section 7.1 of the university student handbook
- For medical students, demonstrate satisfactory professionalism for a health professional
- If a transfer student enrolled in a clinical program, at least three (3) years of professional training must be completed as an enrolled as a student at NUNM
- If a second professional degree student, complete at least two (2) years of professional training enrolled as a student at NUNM
- Satisfy thesis or capstone project if required for degree
- Satisfy all financial obligations to NUNM

The official graduation date is the last day of the term in which all requirements are completed.

MSOM
*Master’s Thesis*
Students who matriculated prior to fall 2014 and have not switched to the “revised MSOM” curriculum are required to complete a master’s thesis by the middle of the final term of their last year. A master’s thesis instruction document is provided to all students in the spring term of their next-to-last year; a master’s thesis course in the summer of the final year prepares students to write their master’s thesis.

DSOM
*Doctoral Capstone Project*
Students are required to complete the three portions of the doctoral capstone project—written report, project presentation, and professional practice vision statement—by the end of the final term of their last year. The Imaginal and Experiential Inquiries I-XIII course series supports the choosing of a viable capstone topic. The Doctoral Capstone Tutorial in the summer of the final year prepares students to write their capstone report. In the Doctoral Capstone Mentorship, the chair of the student’s capstone committee guides the completion of their capstone project. Information about the doctoral capstone project, including a timeline of all requirements, is available in the DSOM Capstone Project Handbook located in the Capstone Moodle course page.

MSiMR
*Master’s Thesis*
Students are required to complete a master’s thesis by the middle of the final term of their last year. Information about the master’s thesis is available in the MSiMR handbook located in the Capstone Moodle course page.

Undergraduate Capstone
Undergraduate students are required to complete a capstone project by the middle of the final term of their last year. Information about the capstone project is available on the Capstone Moodle course page.
8.5 Participation in Commencement Ceremonies
NUNM holds a celebratory commencement ceremony once a year at the end of the spring term. Any student who completes, or is projected to complete, their degree requirements in the same calendar year may participate in the commencement ceremony. All students must submit a “Petition to Graduate” form by end of fall term prior to the calendar year they anticipate graduating. Participation in a commencement ceremony does not indicate a fulfillment of all degree requirements resulting in a diploma.

A diploma will not be issued to students until all clinical, academic and financial requirements have been met—regardless of participation in a commencement ceremony. ND students are ineligible to sit for clinical licensure examinations until all required work is completed. MSOM and DSOM students are not eligible for licensure until all required work is completed.

All requirements under Section 7.2 and 7.4, Satisfactory Academic Progress, are in effect for students who are participating in commencement and will not complete their requirements. Students who do not complete their graduation requirements by the end of spring term must submit a “Status Change” form to extend beyond spring term.

Students who fail to complete graduation requirements by the end of the spring term must remain registered for a minimum of one (1) credit to maintain student status. Students who have registered and paid for all required courses and electives will need to register each term for a graduation completion course (1 credit) or thesis/capstone completion (1 credit) until they have completed their requirements (students will not be aid-eligible at this point). Students may take one (1) additional year to complete their degree requirements from projected date of graduation.

Any student who does not enroll in a minimum of one (1) credit each quarter will be subject to an administrative withdrawal and the reapplication process through the Admissions Office. Any student who is reapplying will be subject to all degree requirements in place at that time if readmission is granted.

8.6 Elective Credits
Each program has a minimum number of elective credits required to graduate. Master and doctoral students may take elective credit from any NUNM graduate-level degree program as long as they meet the prerequisites. Undergraduate students may take any elective course in the undergraduate programs and cross-listed courses in graduate programs as long as they meet the prerequisites. In addition, undergraduate students can take core courses in other undergraduate programs for elective credit (maximum of 18 credits). The number of elective credits will vary based on degree program and credits transferred toward the degree.

8.7 Community Education (ND and CCM only)
Students may begin accumulating community education hours upon matriculation to NUNM. All activities not sponsored by NUNM must be preapproved by the ND associate dean of clinical education or the CCM community education coordinator, and must have a designated NUNM faculty or staff advisor/supervisor. A tracking form must be signed and filed with the Registrar’s Office upon completion of the event.

Activities that qualify for community education hours must be designed to enhance the student’s ability to present oneself professionally to the public or other professionals outside of their respective fields while increasing the awareness of naturopathic and classical Chinese medicine in the community. Community education opportunities are plentiful and may be of the student’s own design, or may be preplanned events such as health fairs, community events and professional
association activities where students are educating the public about natural medicine. Projects that educate the NUNM campus community are also appropriate, as long as the skills gained are applicable to becoming a naturopathic physician or a practitioner of Chinese medicine.

In addition to public speaking, students may earn community education hours for conducting research and/or producing written materials that increase community awareness of naturopathic and classical Chinese medicine. These events are not to be used as forums in which students practice medicine, give specific medical advice or diagnose disease.

Students may earn a maximum of 10 hours of community education per activity (including the combination of time needed for preparation and delivery), and are encouraged to gain experience and develop skills in as many different types of professional outreach as possible. Twenty-four (24) total hours of community education are required to meet ND and DSOM requirements for graduation. Twelve (12) total hours of community education are required to meet MSOM requirements for graduation. ND/MSOM students are required to complete 12 hours of community education for each program.

SECTION 9: FINANCIAL POLICIES AND FEES

9.1 Changes in Tuition and Fees
Tuition and fee rates are reviewed annually and subject to change. For the most current tuition and fees, please refer to the current NUNM catalog online at nunm.edu.

9.2 Tuition and Fee Payment Policy
When students register for classes at NUNM they incur charges on their account. Tuition and fees for each quarter are due and payable in full at the beginning of each term. Students are financially responsible for all classes for which they are registered by the due date, even if a class is added after the term has begun. Deadlines for payment are as follows:

- **End of second week** – Registration and transcript holds are placed on accounts with balances
- **End of fourth week** – Late fees may be applied to accounts with outstanding balances
- **Adding a class** – If added within the first two weeks of term, the deadline is the same as above. If added after the second week, payment for added classes is due and payable at the time of registration

Student billing is posted to the online billing system, Sonis. The university does not generate paper bills for students prior to the beginning of each term. The Business Office will strive to provide a courtesy paper statement to those with a balance due within the first two days of class. Students are not excused from paying their tuition bill by the posted deadlines if no paper statement is received since real-time billing is available online through their Sonis account.

All tuition and fees are listed in U.S. currency. NUNM maintains tuition, fee and refund policies that are fair and uniformly administered. The Business Office may apply a late payment fee of $50 to a student’s account, unless the student has paid the balance due or made arrangements (i.e., a deferral promissory note) by the end of the fourth week of each quarter.

Students unable to pay their entire financial balance must see the Business Office to make payment arrangements before the due date. A promissory note may be written to defer payment of tuition until the last day of the quarter. There may be a $20 fee assessed for each deferral. The Business Office may deny or rescind a student’s eligibility for a promissory note if a student
misses the required payment due dates, provides inaccurate or incomplete information, or has a poor credit history. Students are not permitted to register for a quarter until all money owed the university is paid in full from previous quarters.

Credit for courses will not be given until tuition and fees have been paid in full. (The Business Office may also block future registration until all debts have been paid in full.) Transcripts or diplomas will not be issued to students if they owe the university any money, regardless of the source (e.g., outstanding clinic balances). Students with past-due accounts who pay in full with a personal check will have transcripts or diplomas issued to them two weeks after payment.

Any adjustments or modifications to the schedule of tuition charges are subject to the approval of the chief financial officer.

9.3 Summer Quarter Tuition
The ND and CCM programs require summer term attendance for a minimum of one summer quarter. Curriculum layouts, including summer quarter requirements can be found on the NUNM website. The ND/DSOM and ND/MSOM concurrent tracks require attendance of two summer quarters.

9.4 Other Expenses
Students are required to purchase textbooks and other personal equipment, including name tags and business cards, as well as basic diagnostic equipment, for use in courses and clinic. These costs vary from year to year. Please see the current university catalog for current information.

9.5 Student Responsibilities
1. Students are responsible for ensuring that charges on their statement are correct and that all tuition for classes, lab fees, and other applicable fees have been applied. It is also the student’s responsibility to pay all charges on their account by the due date, whether or not they have received a courtesy paper statement. If tuition and fees are being paid by parents or relatives on behalf of the student, the university regards this as a private arrangement between student and the other third party. The university will deal directly with the student regarding the payment of fees or any queries regarding a student statement.
2. Students experiencing financial problems in the payment of any tuition and fees are responsible for contacting the Business Office to make satisfactory arrangements.
3. Students are responsible for keeping NUNM informed of their current contact information, as addressed in Section 3.1. Students must submit changes to their contact information to the Registrar’s Office.
4. Students are responsible for formally withdrawing from classes they wish to drop. Students who fail to formally drop classes during the refund period are responsible for the tuition charges. (See Section 3.12 on Add/Drop policy.)
5. Any assessment or judgment against a student for damage to NUNM property, whether arising from a Student Conduct Code proceeding or a court action, shall be considered money due NUNM as if it were tuition. No transcripts or diplomas will be released to the student until the amount due the university has been paid. The Business Office may also block future registration.

NOTE: NUNM is not responsible for any loss of, or damage to, the personal property of a student.
9.6 Tuition and Fee Refund Policies (not including off-campus experiential learning trips and field work)
If a student finds it necessary to withdraw from NUNM, the following policies apply:

- The application fee, submitted with the initial application for acceptance into NUNM, is nonrefundable.
- The acceptance deposit fee will be forfeited if the student withdraws after accepting admission, but before attending classes.
- Calculation of tuition refunds is based on the date the student begins NUNM’s withdrawal process.
- Tuition refunds will first be applied to balances due NUNM. If a student receiving financial aid is eligible for a refund, that refund is returned to the federal financial aid program.

Tuition refunds are calculated according to NUNM’s tuition and fee refund policy outlined below:

<table>
<thead>
<tr>
<th>Week of Qtr.</th>
<th>Tuition Refund Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week</td>
<td>100% tuition</td>
</tr>
<tr>
<td>Second week</td>
<td>100% tuition (if withdrawing from one program)</td>
</tr>
<tr>
<td>Second week</td>
<td>90% tuition (withdrawing from school completely)</td>
</tr>
<tr>
<td>Third week</td>
<td>80% tuition</td>
</tr>
<tr>
<td>Fourth week</td>
<td>70% tuition</td>
</tr>
<tr>
<td>Fifth week</td>
<td>60% tuition</td>
</tr>
<tr>
<td>Sixth week</td>
<td>50% tuition</td>
</tr>
<tr>
<td>Beyond sixth week</td>
<td>No refund</td>
</tr>
</tbody>
</table>

- If a student receiving financial aid is eligible for a tuition refund, that refund is returned to the federal financial aid program. Any refund of tuition and fees resulting from a withdrawal or a reclassification of tuition status must be applied to the recipient’s financial aid awards before any payment is made to the student. Tuition refunds are calculated according to NUNM’s tuition and fee refund policy. Return of Federal Title IV funds is calculated according to U.S. Department of Education regulations. (See Financial Aid Section 10 for more information.)
- Students whose accounts were paid in full often have a balance due NUNM after withdrawal. The Title IV return of funds policy operates independently of the university’s tuition refund policy. It is possible for a withdrawing student to owe NUNM money because aid must be returned to the Title IV program, but the student is not entitled to a refund of institutional charges.
- Federal regulations for this refund policy allow the university to retain an administrative fee that reduces the institutional charges subject to refund. This fee is five percent (5%) of total charges up to a maximum of $100.
- Federal regulations require that any student who has received a loan while attending NUNM and who leaves the university for any reason (including official leaves of absence), must participate in a loan exit interview. Exit interviews are conducted by the Financial Aid Office and can be arranged by calling that office. Students are required to bring a completed “Student Status Change” form that contains the appropriate dean’s signature for their program(s) of enrollment. Additionally, students will be required to complete an online exit counseling session at nsllds.ed.gov as mandated by the U.S. Department of Education. (See Financial Aid Section 10 for more information.)
9.7 Experiential Learning — Tuition and Deposit Refund Policies

Many off-campus experiential learning experiences at NUNM require that travel/accommodation/catering arrangements be made well in advance. These include retreats and travel-based (trip) courses. The tuition and fee refund policies for such events differ from those of standard on-campus courses.

Off-Campus Retreat Courses (e.g., qigong, CCM immersion, and naturopathic medicine retreats)

Students formally dropping a retreat prior to the start of the retreat can get full tuition reimbursement. However, they are not eligible for a retreat fee refund once the term has started.

Shan Ren Dao Retreat

Students must submit an application for this two-week retreat, and be interviewed and accepted prior to registration. The tuition and retreat fee refunds policy is the same as for other off-campus retreat courses.

Travel-Based (Trip) Courses (e.g., global health experience trips, China trip)

Students must apply and be accepted to travel-based (trip) courses. Once accepted, they will sign and submit an agreement to be registered for the travel, and are required to reserve their spot with a 50% deposit at the time of registration. The deposit will be charged to the student’s NUNM account. The deposit is used to make travel arrangements, including accommodations and other travel-related expenses. The travel deposit may be assessed several months prior to the trip itself.

After the travel deposit has been assessed, a student who wishes to drop the trip must submit an add/drop form and is subject to the following refund rates:

Deposits for off-campus experiential learning trips will be refunded at 100% up to eight (8) weeks prior to the departure date. If the course is dropped within eight (8) weeks of the start date, the deposit is non-refundable.

Tuition will be refunded at same schedule in Section 9.6 if the student withdraws from the institution.

9.8 Travel-Based Course Policy for Non-Credit Students in School of Graduate Studies

Priority for enrollment in travel-related courses is given to students registered for credit. Students who wish to participate, but not receive academic credit, will not be approved until it has been determined that there are slots available in the course.

Non-enrolled students who wish to participate in the travel course will first need to apply to be a non-degree seeking student with the Office of Admissions.

Enrolled NUNM students who wish to participate in a School of Graduate Studies (SGS) travel-related course, but do not want to receive academic credit for the experience, must obtain approval to enroll in the course from the lead faculty member and the SGS dean.

ALL non-credit seeking students must:

- Submit a payment of an administrative fee, in lieu of tuition. The fee will be 20% of the full tuition for the course;
- Pay any travel-related fees by the deadlines established for the submission of course deposit and other fees;
• Be subject to the course deposit refund policy;
• Complete a travel contract and provide required documentation (e.g., passport, proof of personal health insurance, vaccination records);
• Participate in course-related activities and discussions; and
• Abide by the NUNM Code of Conduct and Travel Code of Conduct as outlined in the current student handbook.
• Students taking travel courses for no academic credit will not receive federal financial aid to cover the course.

The student or person wishing to participate in a SGS travel-related course, but who do not desire academic credit for the travel-related course, must complete the following steps:

1. Submit an application to be considered for the course.
2. Be accepted to participate in the travel-related course.
3. If the student is currently not an NUNM student (non-degree seeking student), they must fill out a Non-Degree Seeking Student Application (available from Admissions) and submit to the Admissions Department. Once approved as a non-degree seeking student they should submit the acceptance letter to the instructor of the course then proceed to step 4. If the student is a current NUNM student, but does not wish to earn academic credit for the travel-related course, they should proceed to step 4.
4. Meet with the instructor supervising the travel-related course and sign the “Permission to Participate as a Non-Credit Seeking Student in a SGS Travel-Related Course” form;
5. Submit the “Permission to Participate as a Non-Credit Seeking Student in a SGS Travel-Related Course” form to the SGS dean to obtain his/her signature.
6. Complete the “Travel-Related Course Fee Deposit and Refund” policy document.
7. Forward the signed forms and administrative fee to the director of operations of SGS for deposit in the account designated for the travel-related course.
8. Provide the registrar with a copy of the signed “Permission to Participate as a Non-Credit Seeking Student in a SGS Travel-Related Course” form, who will then register the student in the course with no academic credit.

Priority for enrollment in travel-related courses is given to students registered for credit. Students who wish to participate, but not receive academic credit, will not be approved until it has been determined that there are slots available in the course.

SECTION 10: FINANCIAL AID AND CONSUMER INFORMATION

10.1 Financial Aid
NUNM is a federal Title IV aid institution and participates in state and federal financial aid grant programs, including loans and work-study. Financial aid is available to students enrolled at least half time, as defined by degree program as outlined in Section 3.11. The definition of half time for federal financial aid eligibility is 5.5 credits for all eligible clinical degree seeking programs; 4 credits for graduate studies and 6 credits for undergraduate programs. Students who have been accepted at NUNM may apply for federal financial aid. This requires filing a Free Application for Federal Student Aid (FAFSA). These forms are available online at fafsa.gov. Eligibility for financial aid is determined by using a federal formula outlined by the U.S. Department of Education.
Students must file a new FAFSA each year of study and must file by NUNM’s priority packaging date of Feb. 15 to be considered for any need-based aid. Federal Pell, Federal Supplemental Educational Opportunity Grant (FSEOG), Oregon Opportunity Grant and Federal Work-Study (FWS) are considered need-based aid awards and awarded to the highest need students as determined by the U.S. Department of Education. Due to limited funding allocations in this program, eligible students who apply after the priority deadline date run the risk of losing the opportunity to receive an award. Although there are no guarantees, students eligible for Federal Work-Study will be placed on a work-study waitlist in the event that funds become available later in the year. Matriculated and deposited students can anticipate receiving their award packets between May and late August each year. Students with demonstrated high need, who met the priority packaging date deadline and begin their enrollment in summer, will be among the first to receive their award packet.

10.2 Cost of Attendance
Budgets are established annually and are used to calculate a student’s financial aid eligibility. Financial aid is awarded in early spring of each academic year; Feb. 15 is the early bird priority packaging date for need-based aid consideration.

To continue to receive financial aid, students must make satisfactory academic progress (SAP), as defined by academic and financial aid policies, and must be enrolled at least half time in required courses that are applicable to a student’s program of enrollment to qualify for federal aid. Academic or elective credits not required for degree completion are ineligible for federal aid.

The Financial Aid Office can advise students about sources of financial aid and budgeting strategies. This office remains an available resource after the student leaves NUNM. Alumni may contact the Financial Aid Office for contact information pertaining to student indebtedness and loan repayment options and confidential counseling on student debts and loan repayment.

10.3 Financial Aid Census Date
In accordance with federal regulations, the Financial Aid Office will recalculate federal, state, and institutional student aid awards based on the enrollment status as of the published Census Date by the Office of the Registrar, which is the first Monday of the 3rd week of each term. This policy typically coincides with the end of the drop/add period for each semester. All federal, state and institutional aid will be based upon the Census Date enrollment status.

After the Census Date, students cannot request changes to the Federal Pell Grant and Federal Work-Study Programs (FWS). Changes to Federal Direct Subsidized, Unsubsidized, and PLUS loan programs are allowed if a student wishes to decrease or decline loan(s), or increase a loan if the student had previously declined a portion of or all of any one of these loans, as long as all other eligibility requirements are met. Eligibility for these federal programs may be affected for those who have had FAFSA information or corrections submitted after the Census Date. Students must be enrolled full time, as defined in Section 3.11, to receive the following forms of financial aid: FSEOG and FWS.

A student whose Census Date enrollment is less than half time is not eligible for any federal student loans. In this case, the entire loan amount for the term must be returned to the Department of Education. The return of loan funds may create an outstanding balance on a student’s NUNM account, but also reduces the outstanding principal balance of the student loan.
Students who drop credits prior to the Census Date, may be required to repay some or all of their dispersed aid if, at that time, they do not meet the enrollment requirements for the types of aid awarded. Dropping classes or changing classes from enrolled to audit after the Census Date, may have future implication on financial aid eligibility due to financial aid satisfactory academic progress requirements.

Students who add credits after the Census Date, will not be eligible to receive additional financial aid.

The Financial Aid Office is not able to adjust all types of aid after the Census Date. Students experiencing unusual circumstances can request an appointment with the director of financial aid.

This policy does not apply to students who withdraw from all courses. Complete withdrawals from the institution are subject to federal, state and institutional refund policies.

10.4 Aid Types

Grants

Pell Grant – Undergraduate Only
A federal Pell grant, unlike a loan, does not have to be repaid. The federal Pell grant program provides funds to students demonstrating financial need, and are awarded only to undergraduate students who have not earned a bachelor’s or professional degree.

Federal Supplemental Educational Opportunity Grant (FSEOG) – Undergraduate Only
Students who will receive federal Pell grants, and have the most financial need, will receive SEOGs first. The FSEOG does not need to be repaid. Unlike the federal Pell grant program, FSEOG funds are often exhausted before the end of the school year. Interested students should be sure to submit their FAFSA applications as early as possible.

Oregon Opportunity Grant – Undergraduate Only
The Oregon Opportunity Grant program was created by the Oregon State Legislature to help needy Oregon students to attend Oregon colleges. Oregon residents who attend NUNM may be eligible to receive an Oregon Opportunity Grant. These grants are awarded on the basis of financial need, based upon the information provided on a student’s FAFSA. More detailed information regarding the Oregon Opportunity Grant is at oregonstudentaid.gov/oregonopportunity-grant.aspx.

Federal Loans

Loans comprise the majority of financial aid at NUNM. Approximately 96 percent of students attending the university find it necessary to borrow some funding while completing their program. However, students should keep in mind that these loans are not designed to meet the total student budget to attend programs at NUNM, and that the money borrowed will have to be repaid with interest.

Student loan borrowers must sign a Master Promissory Note (MPN) that details the terms of their agreement with the U.S. Department of Education. As a condition of signing the MPN, the student agrees to restrict use of student loan funds to pay for current year educationally related expenses only, and as such, agrees to immediately repay any loan proceeds that cannot be attributed to educational expenses for attendance, on at least a half-time basis, at NUNM.

The amount of education loans available will depend on a student’s program(s) of enrollment. The student should keep in mind the amount of loans they choose to borrow and their overall indebtedness, and that the money borrowed will have to be repaid with interest. All students
interested in federal loans must complete and submit the Free Application for Federal Student Aid (FAFSA).

**Federal Direct Loan Program**
NUNM currently processes federal loans through the Federal Direct Loan program, wherein borrowers obtain loan funds directly from the U.S. Department of Education.

The aggregate maximum federal graduate loan limit for **master’s degree programs** is $20,500 per nine-month period (academic year), and cannot exceed a maximum borrowing amount of $138,500—of which no more than $65,500 can be in subsidized loans. The aggregate limit includes undergraduate loan debt and applies to students enrolled solely in master’s degree programs.

The aggregate maximum federal graduate loan limit for an **undergraduate degree program** for a DEPENDENT student is $31,000—of which no more than $23,000 may be in the form of a subsidized loan.

The aggregate maximum federal graduate loan limit for an **undergraduate degree program** for an INDEPENDENT student is $57,500—of which no more than $23,000 may be in the form of a subsidized loan.

Students who have received more than their aggregate cap are considered to have been over-awarded, and as such, must resolve the over-award prior to being considered eligible for federal Title IV financial aid. Annual loan limits apply and students should contact the Office of Financial Aid for further information.

**Federal Direct Subsidized Stafford Loan – Undergraduate Only**
Subsidized Stafford Loans are one of three programs in the Federal Direct Loan program. Subsidized Stafford Loans have both interest and principal payments waived during enrollment (at least half time) periods and during the grace period. Eligibility for this program is based upon need, class level, annual limits and cumulative limits. Students who borrow Subsidized Stafford Loans must complete entrance counseling and a Master Promissory Note (MPN). For more information, go to studentloans.gov.

**Federal Direct Unsubsidized Stafford Loan**
Unsubsidized Stafford Loans are covered under the Federal Direct Loan program. Unsubsidized Stafford Loans have principal payments waived during enrollment (at least half time) and during the grace period. The student borrower must elect to make interest-only payments while attending school or defer payments. Deferred interest payments will be capitalized (added to the principal balance) at repayment. Eligibility for this program is based upon dependent status, class level, and annual and cumulative limits. Student borrowers who elect to borrow both Subsidized and Unsubsidized Stafford Loans (if eligible for both) may complete one MPN for both programs. Borrowers who have not completed entrance counseling must do so before completing an MPN. For more information, go to studentloans.gov.

**Federal Direct Parent Loan for Undergraduate Students (PLUS)**
The PLUS loan program is available to parents of undergraduate students. The PLUS loan program is credit-score based. This loan is limited to the difference between the student’s cost of education and the student’s financial aid. Parents who want to borrow a PLUS loan must complete a PLUS Loan Certification Request form. If a parent borrower is unable to secure a
PLUS loan, the undergraduate dependent student may be eligible for additional unsubsidized loans to help pay for their education.

**Federal Direct Graduate PLUS Loan Program**
This program is available to students to help offset the cost of their education. This loan is in addition to the Federal Direct Stafford Loan program to fill the gap between any other forms of financial aid the student may receive, and additional money needed for school up to the student’s cost of attendance budget. Students should keep in mind that the interest on these loans continues to accrue while enrolled in school, and that the interest rates are generally higher than the Federal Direct Stafford Loan program. A credit check is required and an endorser option may be available. There is no grace period on this loan and repayment begins 60 days after the final loan disbursement; however, students are eligible to request an in-school deferment on this loan. For more information, contact the Financial Aid Office.

**Alternative Loans**
Alternative (private) loans are administered and processed by private lending institutions, and are to be used for educational costs after first exhausting potentially more favorable federal and state financial aid options. Contact the Financial Aid Office or visit nunm.edu to search for an alternate loan product through ELMSSelect.

**Exhaust Federal Student Aid Options First**
Alternative loans are not part of the federal student loan programs, and should only be used in circumstances where a student has exhausted all other options in regard to financing their education. It is highly recommend that students apply for financial aid using the Free Application for Federal Student Aid (FAFSA) prior to seeking an alternative loan. Students may be eligible for the William D. Ford Federal Direct Loan program. Additional information about direct loans can be found by contacting the Financial Aid Office or visiting nunm.edu.

Benefits of direct loans over an alternative loan may include lower interest rates and better repayment options. Eligible students who elect to decline participation in the Federal Direct Loan program to borrow an alternative loan must contact the Financial Aid Office to schedule a counseling session and sign a “Federal Student Loan Waiver” form.

**NUNM Emergency Loans**
The university provides emergency loan assistance on a short-term basis to students experiencing financial hardship resulting from unexpected emergency situations. A maximum of $500 may be borrowed, and a $10 processing fee is charged for each loan. Emergency loans are considered a loan of last resort and available at the discretion of the director of financial aid to students with an acute immediate need. Additional criteria for this loan is outlined in the application process.

Students cannot borrow more than one emergency loan per academic year, cannot borrow this loan in the final term of an academic year, and must have this loan repaid in full prior to the end of the respective term. For more information, students can make an appointment to meet with the director of financial aid for consideration.

Emergency Loan Examples:
- Personal/Family Crisis – a situation or period in which things are very uncertain, difficult or painful; especially a time when action must be taken to avoid complete disaster or breakdown
- Disaster – an event that causes serious loss, destruction, hardship or death
- Tragedy – serious illness, financial ruin or fatality
- Theft – having property stolen, vehicle damage, etc.

10.5 Professional Judgment Review
The U.S. Department of Education gives the director of financial aid the authority to make adjustments to a student’s financial aid package in cases involving unusual circumstances through a process known as professional judgment. Students experiencing unusual/unexpected financial circumstances during the academic year can request a meeting with the director of financial aid to request a review. An academic year is defined as a period of enrollment during the current FAFSA year. Students under review are required to act professionally and respond appropriately, and will be required to sign a release to provide specific documentation. The professional judgment review process is solely at the discretion of the director of financial aid, and all outcomes whether approved or denied are final and ineligible for appeal.

10.6 Federal Title IV Refund Procedure
Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. Students who withdraw from the program before week eight of any quarter may be eligible for a refund. If a student receiving financial aid is eligible for a refund, that refund is returned to the federal financial aid program. If the amount of the refund exceeds the total amount of aid, the excess will be returned to the student.

Students whose accounts were paid in full often have a balance due NUNM after withdrawal. The Title IV Return of Funds policy operates independently of the university’s tuition refund policy. It is possible for a withdrawing student to owe NUNM money because aid must be returned to the Title IV program, but the student is not entitled to a refund of institutional charges.

Federal Title IV funds are always returned in the order mandated by the U.S. Department of Education.

For graduate-level students, the order is:
1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Graduate PLUS Loan

For undergraduate-level students the order is:
1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct Parent PLUS
4. Pell Grant
5. FSEOG

The calculation of Title IV funds earned by students has no relationship to their incurred institutional charges. Up through the 60 percent (60%) point in each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV funds students have earned at the time of withdrawal.

After the 60 percent (60%) point in the payment period or period of enrollment, students earn 100 percent (100%) of the Title IV funds they are scheduled to receive during the period. For a student who withdraws after the 60 percent (60%) point-in-time, there are no unearned funds. However, a school must still determine whether that student is eligible for a post-withdrawal disbursement.
Federal refund calculations are completely independent of NUNM’s tuition refund policies. 

Note: The Federal Title IV refund calculations only apply to withdrawals from all classes. However, if a student changes track and there is an adjustment made to the tuition charges, the Financial Aid Office will recalculate the student’s cost of attendance budget for aid eligibility.

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

10.7 Federal Work-Study

The Financial Aid Office administers an automated Federal Work-Study (FWS) Program for need-based aid. Job announcements are online at nunm.edu/workstudy for this program. NUNM’s work-study program provides work in positions on- or off-campus. Students can receive wages of $12 per hour.

NUNM work-study positions allow eligible qualified students to work and earn money for their education. However, due to the demands of the program, students generally find their schedules limit their work hours to 20 hours per week or less. NUNM has a variety of jobs available to students: clerical aides, campus guides, library assistants, medicinary assistants, community clinic aides, etc.

FWS eligibility is awarded to the highest need students as determined by the U.S. Department of Education. Before a student begins working, all authorizations and approvals must be secured.

Students considering work-study need to become familiar with the following:

- Students are eligible to be considered for FWS positions if they complete a FAFSA form, and are determined to be a high-need student by the U.S. Department of Education.
- Students must apply by the priority packaging date of February 15 each year to be considered for a FWS award. Funds are awarded on a first-come first-serve basis until all funds have been exhausted.
- If funds are exhausted, qualifying students who met the February 15 deadline will be placed on a work-study waitlist in the event that funds become available later in the year. However, students are advised that there are no guarantees for funding availability.
- March 1 deadline: Students who missed the early-bird deadline of February 15, but who the U.S. Department of Education determines to be a qualifying high-need student, will be placed on the FWS waitlist as long as their FAFSA was filed on or before March 1.
- Those students who meet the awarding criteria for FWS will receive notification of their employment allocation in a financial aid packet.

All work-study positions require job descriptions. These job descriptions are maintained in the Financial Aid Office and posted online at nunm.edu/workstudy. Job descriptions are renewed July 1 of each year and end June 1 just prior to the end of each academic year. Job approval is at the discretion of financial aid staff. Timesheets are entered online for all NUNM work-study jobs. The online timesheet process starts AFTER a student applies for a hire form and after it is signed by both the student and supervisor and submitted to the Financial Aid Office. After they are
approved, students will be notified by email to begin working and filling out an online timesheet for their positions.

- The student employee is responsible for accurately reporting all work hours on the electronic timesheet. Each student must record the time that the shift started and ended, including all lunch breaks. Timesheets are due on or around the 25th of each month. Students must consult the published FWS payroll schedule for the monthly deadline. Supervisors are responsible for reviewing, approving and electronically signing their student employees’ timesheets by the deadline date. The payroll office or director of financial aid will not process timesheets if they are incomplete or have not been electronically signed by the appropriate supervisor.
- Students must sign the online Student Participation Agreement and FWS Policy and Procedure Handbook that indicates they have read and understand the program terms and conditions.
- All student employees must complete the required Oregon Occupational Safety and Health Administration (OSHA) training prior to the first day of employment.
- All student employees must complete the following documents in the payroll office before their first pay check will be processed:
  - Tax Withholding form (W-4)
  - INS Eligibility form (I-9)
- All students are required to complete TB testing prior to working.
- Students are paid for their work hours with a university paycheck, issued by the payroll office on the first day of each month.

10.8 Criteria Used in Determining Student Aid Awards
NUNM subscribes to the federally approved and mandated system of needs analysis for the purposes of awarding need-based student aid. This system is subject to review and adjustment by Congress, and is subject to reauthorization as part of the Higher Education Act every five years. NUNM requires students seeking financial assistance to complete an application process for need-based federal student aid. This process involves the following steps:

- The student completes a one-page Office of Financial Aid Institutional Application. This completed document begins the student aid file at NUNM.
- The student completes a Free Application for Federal Student Aid (FAFSA) Needs Analysis form. The FAFSA collects information about the applicant’s income and assets. The applicant submits the completed FAFSA to the central processor, and in response the applicant receives a document called the Student Aid Report (SAR). NUNM receives applicant information from the central processor in an electronic format called the Institutional Student Information Record (ISIR).
- The Financial Aid Office reviews the complete application materials, including the ISIR, and determines eligibility for need-based federal student aid (Federal Direct Stafford Loan and Federal Work-Study). Second, there is a determination for non-need-based federal student aid (Federal Direct Unsubsidized Stafford Loan and Federal Direct Graduate PLUS Loans). Students who are found to have a previous default through any of the federally funded student loan programs are considered ineligible for federal financial aid until the default is resolved.
- NUNM develops a Standard Estimated Student Expense Budget each year for the purpose of estimating educational costs for the academic year. This budget includes estimated tuition and fees, books and supplies, room and board, transportation and miscellaneous personal expenses. The director of financial aid reviews the ISIR and notes the “Expected Family Contribution” (EFC), which the applicant is expected to contribute to their own education. “Financial Need” is then calculated by subtracting
the EFC from the Standard Estimated Student Expense Budget as follows: Standard Estimated Budget – EFC = Financial Need.

- The Financial Need figure represents the maximum amount of need-based aid that the applicant is eligible to receive. Federal Work-Study is the only source of need-based aid available at NUNM.
- Federal Direct Stafford Loan amounts are outlined in the Federal Title IV Stafford Loan Program section. Federal Work-Study awards depend on the federal allocation NUNM receives in the spring each academic year.

After award determination, the Financial Aid Office forwards an award packet to each eligible student, specifically indicating the exact type and amount of aid each applicant is eligible to receive. It is the responsibility of each award applicant to review the award letter and all enclosures, and to return signed copies of appropriate award letter and loan application materials to the Financial Aid Office by the reply date indicated. The reply date is typically 30 days from the generation date of the award letter.

10.9 Estimated Student Expense Budgets for Calculating Student Aid Eligibility
It is the responsibility of the Financial Aid Office to establish reasonable, standard budgets for estimating students’ cost of attendance budgets. These standard budgets are updated each year and reflect changes in direct charges (i.e., tuition, fees, books and supplies), as well as changes in a student’s living expense budget.

10.10 Criteria for Continued Student Eligibility
NUNM requests that students fill out both the NUNM Institutional Application and the Free Application for Federal Student Aid each academic year. To continue to receive financial aid, the student must make SAP, as defined by academic policies, and must be enrolled at least half time in required courses that are applicable to a student’s program of enrollment to qualify for federal aid. Academic or elective credits not required for degree completion are ineligible for federal aid.

10.11 Resolving Holds / Appealing Suspension of Aid Eligibility
Students experiencing academic difficulty will receive a financial aid warning reminding them of the academic requirements for their aid programs. These students will be notified that further action will be taken if there is not significant improvement. If the student has fallen below the completion ratio standards for SAP, they will be subject to the terms and conditions of the Financial Aid Satisfactory Academic Progress policy (below). Reasons for holds on aid include an incomplete financial aid file or the need to resolve conflicting student information that would affect eligibility for aid. Reasons for suspension typically include enrollment for less than half time, default on federal student loans, and inability to maintain SAP. The Financial Aid Office will provide guidance on how to complete or resolve conflicting information in a financial aid file, the impact of reduced enrollment on aid, and how to remediate loan default. Aid is available for students who have a contract to remediate their academic status. The terms of this contract must be completed in order for the student to remain enrolled and receive aid.

10.12 Financial Aid Satisfactory Academic Progress Policy
Federal regulations require schools to monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress (SAP). Students who meet the satisfactory academic progress requirements maintain their eligibility for federally funded programs.

Students must maintain satisfactory academic progress toward a degree in order to continue in the program and to continue to receive federal, state and institutional financial aid. “Satisfactory
Academic Progress” is defined as passing all program requirements, maintaining pace of progression to complete their degree and completing their program of enrollment within the published timeframe. Students who do not meet the minimum standards will find their financial aid eligibility in jeopardy.

**Basic Academic Requirements**
- Be admitted and enrolled for the purpose of obtaining a degree;
- Be continually progressing toward a degree;
- Be in good academic standing
- Complete degree requirements per the published curriculum layout for their program of enrollment

**10.13 Financial Aid Satisfactory Academic Progress Standards – Graduate Level**
NUNM has established, and consistently applies, reasonable satisfactory academic progress standards for determining if a student is making progress toward a degree and may receive financial aid assistance. Financial aid satisfactory academic progress is measured in two ways, qualitative and quantitative standards.

**Qualitative Standards (Grade Based)**
Qualitative measures are used to assess the quality of academic work using standards measureable against a norm, such as grades, work projects, etc., and are cumulative. Student are expected to pass all courses each quarter in order to stay in good standing for federal student aid programs. All credits attempted are included in the calculation when determining satisfactory academic progress, even if the attempted credit/course was not funded using Title IV aid.

**Quantitative Standards (Time Related)**
The quantitative component measures the rate of progression toward a degree and has two parts, (1) required completion of courses and (2) maximum timeframe.

Completion of coursework measures the rate of progress toward the degree (PACE), based on how many credits were successfully completed out of all credits attempted. A successful attempt is defined as a course in which a passing grade is earned. Students must complete their program(s) of enrollment within the published timeframe. The maximum lengths of study depends on the degree(s) being pursued. All credits attempted are included in the satisfactory academic progress (SAP) calculation, even if the attempted credit/course was not funded using Title IV aid.

Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

Students who fall below SAP standards will be placed in ‘**Warning**’ status.
- **‘Warning’**: At the point of discovery students will be placed on financial aid ‘Warning’ status if they have, or will receive, a single grade of “F” (or equivalent failing grade) for their program of enrollment. **Note: Students in ‘Warning’ status may be eligible for financial aid.**
- Students will receive a “Financial Aid Warning” letter. Students will be placed on financial aid WARNING if they were meeting the requirements in the prior term but are now not meeting the qualitative (GPA) or quantitative (PACE) requirements of this policy. If the student receives a financial aid warning, they may continue to receive financial aid for one term. If they fail to meet the SAP standards by the end of the warning term they will be placed on hold. The hold extends to all types of aid, including
federal work-study and student employment programs, and any non-federal or grant aid certifications or awards.

- Students placed on ‘Warning’ status must meet with the Center for Academic Success to discuss curriculum layouts and to sign an academic contract. This academic contract will delineate a timetable for repeating failed courses, identify needed resources, and requires that the student not fail any other required courses during the warning/probationary period.
- Students are not eligible for financial aid until a current academic contract is on file and/or a written release has been received from the Center for Academic Success or Registrar’s Office.

Students who fall below SAP standards will be placed on ‘Probation’ status.

- ‘Probation’: A student will be placed on ‘Probation’ status for one term if they receive two or more grades of “F,” or equivalent failing grade. **Note: Students in ‘Probation’ status may be eligible for financial aid.**
- Students not making SAP may be referred to the Academic Review and Appeals Committee (ARAC). Financial Aid will be suspended pending the outcome of ARAC.
- Students will remain ineligible for aid until a new or revised academic contract is on file and/or a written release has been received from the Center for Academic Success or the Registrar’s Office.
- Once documentation of a contract has been received the suspension of aid will be lifted, but the student will remain on financial aid probation until all issues have been resolved.
- If at the end of the student’s probationary period they have yet to fulfill the contract requirements or receives additional failing grades, they will be placed on ‘Suspension’ status.

Students who fall below SAP standards will be placed on ‘Suspension’ status.

- ‘Suspension’: A student will be placed on ‘Suspension’ status if they do not fulfill their academic contract, or deemed not making satisfactory academic progress. **Note: Students in ‘Suspension’ status are NOT eligible for financial aid.**

‘Near Maximum Timeframe’ Status

- Once a student nears completion of their degree(s), they will be placed in ‘Near Maximum Timeframe’ status. This status means the student is approaching the maximum timeframe for their degree program(s). **Note: Although a student may still be eligible for aid, they may want to plan to complete their coursework for their degree(s) within the maximum timeframe.**

‘Reached Maximum Timeframe’ Status

- Once a student has completed all coursework required for their degree(s), they will be placed in ‘Reached Maximum Timeframe’ status. **Note: Students are NOT eligible for financial aid and will be required to personally pay for any additional coursework/charges to their student account.**

Incompletes and Course Repeats

- Incompletes do not count in number of courses completed until the course is graded.
- Incomplete grades must be converted to a passing grade by the end of week two of the following term, after which time they are automatically converted to failing grades.
- A student may receive Title IV aid for any repetition of a course as long as the student has never passed the course. However, once a student has passed a course, the student
may receive Title IV aid for only one retaking of that course. A student may not receive Title IV aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course may not be counted toward the student’s enrollment status for Title IV purposes.

**Concurrently Enrolled Students**
Concurrently enrolled students who fail to maintain SAP in one program will need to follow the SAP policies in place for their given situation. Students who fail to maintain SAP in one program and then decide to withdraw from that program may not find their SAP issues amended, and will be subject to polices in place and the decisions of the director of academic success and access and/or dean for their program of enrollment.

**‘Not for Degree Credits’ and Audited Coursework**
Courses that are not required for degree completion or audited courses are ineligible for aid.

**Notification of Eligibility**
The minimum progress standards will be checked after each term of enrollment (summer, fall, winter and spring). If a student does not meet the minimum requirements AND they have been placed in either ‘Suspension’ or ‘Reached Maximum Timeframe’ status, refer to the “Appeals” or “Re-Establishing” section.

**Appeals**
If extenuating circumstances prevented a student from meeting the requirements, they may file a Financial Aid Satisfactory Academic Progress (FSAP) Appeal. The appeal requires students to provide information and documentation of extenuating circumstances for specific terms of study. All requests for a FSAP appeal must be done in writing and submitted to the director of financial aid within 10 days from the notice of suspension of aid eligibility. Financial aid appeals are NOT the same as academic appeals. Financial Aid Appeal forms are provided by the Financial Aid Office. Students are ineligible for financial aid while academically suspended from NUNM.

**Re-Establishing**
If a student does not appeal, or their appeal is denied, they must enroll in the maximum number of credits required for their program of enrollment in order to demonstrate their ability to maintain satisfactory academic progress within the term they are attempting to re-establish their eligibility. The student is personally responsible for paying for all charges incurred during this time. At the end of the term the Financial Aid Office will review grades to determine whether the student has successfully completed the necessary course requirements to regain eligibility for federal financial aid.

**10.14 Financial Aid Satisfactory Academic Progress Standards – Undergraduate Level**
Undergraduate financial aid SAP is based on the following qualitative and quantitative measures:

**Qualitative Standards**
Students are expected to pass all courses each quarter in order to stay in good standing for federal student aid programs. All credits attempted are included in the calculation when determining satisfactory academic progress, even if the attempted credit/course was not funded using Title IV aid.

- **Grade Point Average**: The qualitative measure requires that undergraduate students working toward a bachelor’s degree or a second bachelor’s degree maintain a minimum cumulative Grade Point Average (GPA) of 2.000. This includes grades attempted and/or transfer coursework accepted by NUNM.
• **Completion Rate:** The quantitative measure requires that undergraduate students maintain a cumulative completion rate of 67% of the attempted coursework for all attempted credits and/or transfer hours accepted by NUNM. This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours completed plus hours of “W,” “I” and “F” (as well as repeated coursework).

**Quantitative Standards**
The quantitative component has two parts:

1. Required completion of courses; and
2. Maximum timeframe.

**Completion of coursework:** Completion of coursework measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. A successful attempt is defined as a course in which a passing grade is earned.

Students must complete their program(s) of enrollment within the published timeframe. The maximum lengths of study depend on the degree(s) being pursued. All credits attempted are included in the SAP calculation, even if the attempted credit/course was not funded using Title IV aid.

**Maximum Timeframe to Complete Academic Program:** Students must complete their degree program within the 150% of the average length of their program. Undergraduate degree programs require that the attempted credit hours are no more than the degree requirements to complete the program. For example, to obtain a bachelor’s degree at NUNM, the maximum is typically 91 credit hours, including all attempted credits and/or transfer coursework. Once a maximum has been met or slightly surpassed, students will receive notification from the Financial Aid Office that their aid eligibility is on hold. Student financial aid holds can only be resolved through the director of financial aid, see Section 10.15 Appeal Process. Students contemplating degree plan changes should consider the ability to complete the degree within the required timeframe. **Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:**

Students who fail to meet the grade point average requirements or the completion rate, or enroll in more than 1.5 times the number of credits required for a degree program, will be placed in “Financial Aid Warning” status for the following quarter. Students will be notified via email of their warning status.

**NOTE:** (136 credits is equal to 1.5 times the minimum number of credits required for a degree program. Multiple withdrawals of courses will impact a student’s eligibility to make satisfactory academic progress).

Students in “Financial Aid Warning” status, who fail to meet SAP requirements by the end of their warning term/or the next quarter, will not be eligible to receive financial aid and must meet with the Center for Academic Success. These students may complete and submit a financial aid appeal, academic plan, and a personal statement to the Financial Aid Appeals Committee (FAAC) for review. Should the Financial Aid Appeals Committee approve the financial aid SAP appeal, the student will be placed in financial aid probation.
Students may remain in probation status for subsequent quarters as long as the requirements of the academic plan are met. Students desiring a modification to their approved academic plan may request a revision by submitting a new “Financial Aid Appeal” form for review by the FAAC. The request must include an explanation of what occurred to make the change necessary, and how the student will make financial aid SAP in the future.

10.15 Financial Aid Satisfactory Academic Progress Appeal
The Financial Aid Appeals Committee (FAAC) will consider appeals based on the following reasons:

- Personal illness or serious injury supported by hospital records, insurance explanation of benefits, receipt of doctors’ visits, etc.
- Serious illness or injury of an immediate family member supported by hospital records, insurance explanation of benefits, receipt of doctors’ visits, etc.
- Other extenuating circumstances with supporting documentation.

Financial Aid Appeal, Academic Plan and Personal Statement form(s) are available from the NUNM Financial Aid Office.

The completed Financial Aid Satisfactory Academic Progress Appeal, Academic Plan, and Personal Statement forms should be submitted to the NUNM Financial Aid Office. The FAAC will review only complete appeals and will deny any appeals submitted without supporting documentation.

The FAAC will establish and publish deadline dates each quarter for the submission of appeals, although the latest an appeal will be accepted for consideration for the current quarter is the official record date. Appeals received after this date will be reviewed at the discretion of the FAAC. The decision of the FAAC is final. Students will be notified via email regarding their outcome of their appeal.

Students on financial aid suspension, who are meeting academic standing, may continue their coursework at NUNM; however, payment for those courses must be made by the student without financial aid. Students may re-establish financial aid eligibility by regaining GOOD standing based on the Undergraduate Financial Aid Satisfactory Academic Progress standards:

- A minimum cumulative Grade Point Average (GPA) of 2.000
- A minimum completion rate of 67%
- On schedule to complete current program of study within the 150% of the maximum number of hours required for graduation. (Note: 136 credits is equal to 1.5 times the minimum number of credits required for a degree program. Multiple withdrawals of courses will impact a student’s eligibility to make satisfactory academic progress).

10.16 Student Loan Fund Disbursement Procedures
The Financial Aid Office receives the details of student loan fund disbursements in paper and electronic format. The Financial Aid Office is responsible for recording receipt date and fund amounts for each student, verifying enrollment status, and certifying the student is not on academic probation. Federal loan disbursements are received at the institution approximately at the start of each term. This detailed information is then forwarded to the Business Office. Business office personnel will verify the total credit hours each recipient is enrolled at the time of disbursement (or when the loan funds received are credited to the student’s account).
Methodology/Frequency of Student Financial Assistance Disbursements

NUNM operates on a quarter system. This system includes summer, fall, winter and spring quarters. Summer is the header term and begins the academic year at NUNM. For financial aid purposes, the academic year is the same as the FAFSA year, which begins July 1 and ends June 30 of each year.

All financial aid funds are disbursed quarterly through the Business Office. The Business Office applies financial aid funds to a student’s account for unpaid tuition and fees at the time funds are received by the institution. If financial aid funds are in excess of tuition and fees, the resulting credit balance will be refunded to the student to use for other education related expenses. Refund checks that are available at the start of fall/winter/spring terms are distributed by the Business Office staff on the first day of the term. Refund checks that become available after the first day of classes, or at any time during summer term, are placed in student mailboxes.

If a student receives financial aid after the term begins, any resulting credit balance will be refunded by the Business Office within ten (10) business days of receipt of the funds by the institution. The refund check will be placed in the student’s mailbox.

Credit balances resulting from any other financial activity, such as dropped classes, in the first three weeks of the term will be refunded in the fourth week of classes (after the add/drop period has ended and tuition has become due). Credit balances resulting after the third week from any activity other than receipt of financial aid funds will be refunded in the sixth, eighth, tenth and twelfth weeks of the term. Refund checks will be placed in student mailboxes.

Financial Aid Policy and Drug-Related Convictions

Students are ineligible for Federal Title IV aid if convicted of an offense involving the possession or sale of illegal drugs. The period of ineligibility is contingent upon the offense committed and on whether the student is a first-time or repeat offender.

To restore Title IV eligibility early, students must successfully complete a qualified drug rehabilitation program that conducts two unannounced drug tests; and receives, or is qualified to receive, funds directly or indirectly from a federal, state or local government program. Rehabilitation programs must be administered or recognized by a federal, state, or local government agency or court. The rehabilitation program must be qualified to receive, or currently receives payment directly or indirectly from a state-licensed insurance company; or must be administered or recognized by a state-licensed hospital, health clinic or medical doctor. For more information please see the director of financial aid.

SECTION 11: DRUG-FREE CAMPUS POLICY

11.1 Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and Oregon Health Authority

NUNM is committed to providing a drug-free environment. Alcohol and/or drug abuse compromises the student’s ability to learn and to practice as a health provider and thus is considered unprofessional conduct. In compliance with the Drug-Free Schools and Communities Act, as amended by Public Law 100-297, and the Improving America’s Schools Act of 1994, Public Law 103-382, the federal Drug Free Workplace Act of 1988 and the Oregon Health Authority and Oregon Administrative Rules 409-030-0100, NUNM is legally required and professionally committed to prevent illicit or recreational drug use and the abuse of alcohol by both students and employees.
11.2 Illicit Drug and Alcohol Policy
Students are prohibited from unlawfully possessing, using or distributing, or be under the influence of or inebriated by alcohol or drugs, whether prescribed, illicit, or used recreationally, or any other intoxicant on university property or at any university event. The sale or transfer of prescription and look-a-like drugs is also a violation of university policy. Students and employees are also prohibited from consuming alcohol or drugs on campus or at NUNM-sponsored events, (except when the event is authorized by special permit; see the Exemption Request for Alcohol at University Events and Receptions policy) or from being on university-controlled property while under the influence of alcohol or intoxicants. In addition, students may not attend class or clinic under the effect of alcohol or drugs. Violation of this policy by a student will result in sanctions up to, and including, suspension or expulsion from NUNM and referral for prosecution for violation of local, state and federal laws. If state and federal law differ in establishing which drugs are illegal, NUNM follows federal law in determining whether a substance is illicit.

Any student found in violation of this policy may be subject to sanctions as set forth in the Student Conduct Code.

11.3 Drugs/Intoxicant Violation
Any student believed to have any detectable amount of alcohol or drugs in their system, whether prescribed, illicit, recreational or any other intoxicant, may be required to undergo a rapid urinary drug screen (RUDS). If the RUDS is found to be positive, the results will be confirmed by a second testing method completed at a DHHS-certified lab. If this testing also shows “positive,” the student will be removed from class or clinic shift and subject to sanctions as set forth in the Code of Conduct.

If the RUDS demonstrates the presence of a prescription drug, a valid prescription for the drug must be provided, and disciplinary measures may be invoked if the student is visibly inebriated or suffering cognitive impairment while on the medication.

The university’s initial and foremost response to reported or observed violation is counseling in and conjunction with other disciplinary actions.

11.4 Alcohol Violation
Any student whom NUNM has reasonable grounds to believe is intoxicated will be required to undergo a blood alcohol test that will be administered at a facility designated by NUNM. Refusal to take this blood alcohol test can result in immediate suspension from NUNM. If the student is working a clinic shift, having a test that shows any alcohol in the student’s system will result in immediate removal from the clinic shift and subject to sanctions as set forth in the Code of Conduct.

11.5 Legal Consequences
There are both state and federal sanctions regarding the possession or distribution of illegal drugs. Oregon has strong laws that allow the seizure and forfeiture of vehicles used to transport illegal drugs by law enforcement agencies. Alcohol is an illegal drug for those under age 21. For drivers under age 18, any detectable amount of alcohol is grounds for losing an operator’s license until age 18. Most “recreational” drugs are illegal, and criminal conviction may bar a student from their chosen career path.
11.6 Education and Rehabilitation
Students who may be having difficulty with alcohol and/or drugs are encouraged to seek appropriate counseling. In addition, in compliance with federal law, NUNM is prepared to educate and inform its students and employees of the health risks associated with the use of various illicit drugs and the abuse of alcohol. NUNM is also prepared to refer students to counseling and treatment resources, and to inform students of legal penalties of noncompliance. Students are encouraged to avail themselves of an appropriate counseling, treatment or rehabilitation program. NUNM aims to share concern for those struggling with substance abuse and support their decision to enter counseling or recovery programs. Even so, drug and/or alcohol use and abuse is not tolerated on campus because of the inevitable effects on others.

Resources concerning treatment and rehabilitation programs are available in the Office of Student Life. University officials may consider a student’s participation in such a program when applying sanctions for violations of this policy.

11.7 Drug Testing
In compliance with the Oregon Health Authority and Oregon Administrative Rules 409-030-0100, as of July 1, 2015, all incoming students are required to undergo a drug screen prior to matriculation at NUNM. Students enrolled prior to July 1, 2015, are required to undergo a drug screen prior to any clinical rotations or field-work experience.

Incoming students must submit a urine sample at a Department of Health and Human Services (DHHS)-certified lab in the 30 days prior to the beginning of their NUNM matriculation date. Refusal to take the required substance test will result in a revocation of the offer of admission to NUNM. The student will forfeit the enrollment deposit. Students are responsible for paying for the drug screening when they arrive at the lab.

Currently enrolled students may be required to undergo a drug screening prior to their first clinical rotation or field work experience. Refusal to take the required substance test may result in an interim suspension from NUNM and a referral to Honor Council, and will prohibit the student from participating in clinical rotations or fieldwork at NUNM or any of its affiliates.

The 10-panel urinary drug screen must include the following eight substances: amphetamines, including methamphetamines; barbiturates; benzodiazepines; cocaine; marijuana; methadone; opiates; and phencyclidine.

For incoming students, a refusal to take the required substance test may result in a revocation of the offer of admission to NUNM. For current students, a refusal to take the required substance test may result in an interim suspension from NUNM, which prohibits the student from participating in courses, clinical rotations, or fieldwork at NUNM or any of its affiliates.

Drug Screening Results for Current Students
Students who receive a urinary drug screen that is “dilute-positive,” “dilute-negative,” “positive” or “invalid” in any way, are sent to a Medical Review Officer (MRO), an independent third-party licensed physician who is responsible for receiving and reviewing lab results generated by the urinary drug screen process. The MRO will contact only students with a test result other than a negative screening result. A prescription for any medications that may appear on the 10-panel urinary drug screen can be submitted to the MRO. NUNM does not accept medical prescriptions for marijuana.
Any urinary drug screen result that is “dilute-positive,” “dilute-negative,” “positive” or “invalid” in any way—is considered void/invalid. The student is responsible to take a subsequent drug test within 30 days of the void/invalid result. The student will be put on interim clinical suspension until a negative drug result is received. Failure to complete a subsequent urinary drug screen within this time period will result in clinical suspension and a referral to Honor Council.

Students who have had a void or invalid drug screen may be required to undergo a rapid urinary drug screen (RUDS) at any point during their academic or clinical career, with or without cause. If the RUDS is found to be positive, the results will be confirmed by a second testing method completed at a DHHS-certified lab. If this testing also shows “positive,” the student will be removed from class or clinic shift and subject to sanctions as set forth in the Code of Conduct.

Refusal to take the required substance test may result in an interim suspension from NUNM and will prohibit the student from participating in classes, clinical rotations, or fieldwork at NUNM or any of its affiliates.

Possession of marijuana, in any quantity, on any NUNM property or during classes, clinical rotations, or fieldwork is against NUNM policy and federal law. In addition, failure to comply with federal laws and regulations on marijuana possession and use on campus jeopardizes the university’s continued receipt of federal funds. Thus, NUNM does not accept medical prescriptions for marijuana.

Costs
Students will be financially responsible for all drug screening fees. For current students, the lab fee for the urinary drug screenings will be added to each student’s account.

Record Retention
The Office of the Chief Medical Officer will maintain a database recording that the student has complied with all clinical entry requirements stipulated in OAR 409-030-0100.

This information can be shared with affiliated hospitals, clinics, and fieldwork sites that request this information to prevent students from having to comply with further drug testing at their facility and to assure affiliated hospitals, clinics, and fieldwork sites that the student has complied with the policy. Students who wish this information to be released to affiliated hospitals, clinics, and fieldwork sites can submit a Release of Information form to the Chief Medical Officer’s Office.

If a student receives a positive result from the confirmatory drug screening, the report will be forwarded to the dean of students for review and referral to the Honor Council.

11.8 Policy Review
NUNM’s Drug and Alcohol Abuse Program will be reviewed biennially to determine its effectiveness. Changes will be made as appropriate. The president will ensure that these disciplinary sanctions are consistently enforced through regular review of managers.

11.9 Exemption Policy for Request for Alcohol at University Events and Receptions
NUNM complies with the Drug-Free Work Act of 1988, the Drug-Free Schools and Communities Act of 1989, and State of Oregon laws. NUNM prohibits the consumption or distribution of alcohol on university properties, whether or not it is an NUNM-sponsored event, and at off-site university sponsored events.
A student organization or department that would like to request an exemption to the no alcohol policy for an event, may petition the appropriate office for exemption by submitting an “NUNM Alcohol Exemption” form. This applies to all university-sponsored events on- or off-campus.

Exception for special consideration for exemption to this policy must be made no less than two (2) weeks prior to the event date to the appropriate office, and if approved, all delineated requirements must be met.

Any person or organization who wishes to have an event with alcohol, and petitions for exemption, must designate an event host. The event host is responsible for the overall management of the event as well as compliance to city, state and federal laws, and NUNM policies. The event host shall read, understand and agree to all policies and procedures, as well as submit the “NUNM Alcohol Exemption” form for approval a minimum of two (2) weeks prior to the event.

All requests for exemption for alcohol require at least three signatures for final approval. In cases of events at which students are present, approval is required by the dean of students (or designee); in cases of institutional or departmental events at which staff or faculty are present, approval by the director of human resources is required. If students and employees are present, both the director of human resources and the dean of students (or designee) must approve the form. In cases of non-NUNM events, approval is by the vice president of finance and administration (or designee). The Office of Security and the Office of the President must also sign off on all petitions for final approval. Any violations of these requirements, or the regulations and policies outlined below, will result in disciplinary acts on the part of NUNM.

In addition to federal and state laws, the following regulations and policies shall be enforced when alcohol is present at any event.

1. No persons under the age of 21 shall possess or consume alcohol. All persons who attend the event must be prepared to show government-issued picture identification.
2. No student, employee or other person shall knowingly or intentionally furnish, sell, supply, give or provide alcohol to a person under the age of 21; or allow any person under the age of 21 to possess or consume alcohol.
3. No alcohol will be served to persons who appear to be intoxicated.
4. Non-alcohol beverages, in addition to water, must be prominently displayed and available during the event.
5. No less than two different types of substantial food shall be served at each event, with food services beginning prior to the consumption of alcohol and continuing until the end of the event.
   a. “Different” means food items that differ in their primary ingredients and/or method of preparation (i.e., cheese pizza and pepperoni pizza are different).
   b. “Substantial” means food items prepared or cooked and that are typically served as a main course or entrée (i.e., pizza and sandwiches are substantial however, chips and popcorn are not).
6. Alcohol service must be discontinued no later than 30 minutes prior to the end of the scheduled event.
7. Alcohol must be served by servers who hold current servers licensing, and only servers may serve alcohol. Every attempt should be made to avoid using students as servers at student-focused events.
8. Receptions that are limited to less than 10 people and are closed, invitation-only events, do not require a licensed alcohol server. However, the event host is
responsible for compliance with all laws and policies. Self-service and bring your own (BYO) is not permitted.

9. Servers will not consume alcohol while working, nor serve more than one alcohol beverage to a single person at one time.

10. NUNM employees shall not consume alcohol unless they have completed their normal work schedule. This is in compliance with the Drug-Free Workplace Act.

11. Sponsoring groups who wish to provide alcohol at events sponsored by the university or on university property must designate an event host. The event host is responsible for the submission of the “NUNM Alcohol Exemption” form for approval to the approving body no fewer than two (2) weeks prior to the event. Failure to comply with the deadline may result in denial of permit.

12. The event host may not consume alcohol during the event to ensure all policies, procedures, regulations and laws are being followed.

13. No alcohol will be sold on university properties unless the events are catered through food service and have been approved through the NUNM process. NUNM does not hold a liquor license. The food service provider must apply for and receive a Temporary Sales License through the Oregon Liquor Control Commission office (OLCC). Events where donations or tickets are required for alcohol/entry to the event, or if alcohol is being raffled as a prize, an OLCC liquor license will be required.

14. Alcohol on university property will be limited to beer, wine and champagne only. No hard liquor or distilled spirits are allowed.

15. No student activities money shall be used for the purchase of alcohol without the approval of the dean of students (or designee); whether the event is on- or off-campus.

16. No alcohol beverages shall be served at university student recruitment functions.

17. Publicity of events should focus on the entertainment, speeches, presentations and/or other activities and should not focus on alcohol. Advertisements cannot mention alcohol as a means of promotion of the event.

18. Alcohol beverages must be consumed in the designated event area(s) and must not leave the university property.

19. Alternative transportation options must be planned for and, if deemed necessary, provided by the event host to anyone who appears to be intoxicated. Alternative transportation fiscal responsibility is that of the event host.

20. Security may be required at the event, especially if there are minors present for the event. Fiscal responsibility for security may be the responsibility of the event host. Please contact the director of security to arrange for security for the event. Final approval for the event will not be granted until after the director of security has given authorization.

21. Failure to comply with all these established rules, regulations and laws will result in disciplinary action through either the Student Code of Conduct or through Human Resources as delineated in the student and employee handbooks.

Upon submission of the “NUNM Alcohol Use Exemption” form by the event hosts to either the dean of students (or designee), vice president of human resources, or vice president of finance and administration, it will be reviewed. If approved, the event host will submit the form to the Office of Security for approval. If approved, the event host will then submit the form to the Office of the President for final approval and then return it to the dean of students. The form will be kept on file in the office of the dean of students with copies submitted to the approving bodies.
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.

However, there are situations when dual relationships within the NUNM community may occur, such as when faculty/staff and students have both a professional and social relationship, also known as a dual relationship. A dual relationship occurs when students and faculty/staff engage in two or more of these situations, including 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, romantic/sexual relationships between faculty/staff and students are strongly discouraged. Any relationships between faculty/staff and students that result in favoritism or discrimination are strictly prohibited.

In the event that a faculty/staff member and a student are contemplating a sexually intimate relationship, the student and employee are required to disclose the potential relationship prior to entering a romantic/sexual relationship to their immediate supervisor and Human Resources (employee) and dean of students (student). All measures will be taken to ensure that any actual or potential conflict of interest is addressed. Corrective action may include employee withdrawal from all supervisory, evaluative or other authoritative relationships with the student, and will remain in effect until the student has completed their training, irrespective of whether the relationship continues or not.

For faculty, this includes, but is not limited to, withdrawal from any study committee on which they serve with the student, not participating in faculty evaluations of the student, and withdrawal from examination, supervision, class teaching and thesis evaluation of the student. In the case of an administrative staff member, the staff member will also withdraw from any position involving a conflict of interest, such as granting scholarships or supervising work-study positions.

Romantic or sexual relationships that occurred prior to either the faculty/staff member or a student becoming affiliated with NUNM must also be disclosed by the faculty/staff member to their direct supervisor, the program dean(s), and to Human Resources. In the case of a past relationship, the faculty/staff person must still withdraw from all supervisory, evaluative, or other power relationships with the student as above. Students should report romantic or sexual
relationships with faculty/staff that occurred prior to matriculation to NUNM to the dean of students.

All cases will be managed on an individual basis.

12.3 Student Practice Policy

Being a student of medical student carries with it a professional responsibility. To the general community, students 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, advising and advertising 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 Students as Patients Policy

Students as Patients—ND, Nutrition, Ayurveda

In the event of down time on a clinic shift, students who are registered on that shift may act as a patient in the following circumstances. The foundational principle is that students at NUNM should not feel pressured or receive inducement to participate as a simulated or actual patient, and may only “opt in.”

1. Scenario 1 – Role Playing
   a. If the student is portraying a case/condition/presentation that is not their own (i.e., they are role-playing), the case may be taken in a non-private/group setting.
   b. A student who opts in to participate may change their mind at any time without having to explain themselves.
   c. Even in this situation, there is risk of harm; for example if the scenario is similar to a student’s past experiences or triggers past trauma. This risk of harm cannot be anticipated in advance, thus a standard participation consent must be completed prior to commencing. This consent form will stipulate that there are potential harms and that the student accepts this risk and may cancel their opt-in without cause and without fear of negative consequence.

2. Scenario 2 – Portraying Own case
   a. If the student has a medical condition and opts in to having a real visit, they may be added to the clinic schedule; and must be treated as an actual clinic patient, with all HIPAA, informed consent, and medical documentation policies in place.
The doctor-patient relationship must be clear and established, and discussion of the dual roles/power differential this creates (doctor and supervisor) should occur.

Students as Patients—CCM
A student participating in a clinic rotation may serve as a patient on that rotation on an as-needed basis according to the following parameters:

1. All students must be informed that when a supervisor of a shift treats them as a patient on the same shift, the nature of their relationship fundamentally changes in a manner that the student may not anticipate and in ways the student cannot always understand at the time.
2. The student must be reminded of this change in relationship prior to any formal treatment being delivered, and must sign an informed consent in which this information is included.
3. The student may not schedule the visit in advance, but rather during the shift when there is an open slot or patient no-show. The student will sign a release of information form stipulating:
   a. The extent of treatment (e.g., general/extensive vs. limited/condition-specific)
   b. The condition to be treated (if condition-specific), e.g., back pain
   c. That the student is aware they are under no obligation to divulge information they are uncomfortable sharing.
4. That the student knows they may elect to end the interview and/or treatment at any time. The visit will be formally scheduled at the clinic front desk and charted in EPIC using the dot phrase for abbreviated visits. The dot phrase includes billing for one unit of acupuncture (97810) and no more.
   a. Note: a “point lab,” in which an instructor demonstrates how to needle one or more points, is not considered a formal treatment and is not subject to the same stipulations as a formal treatment as described above.
5. A student volunteering to be treated on shift in a formal capacity cannot be seen for a new patient visit. The student’s case will be discussed, as long as the above is observed, according to the shift structure, as follows:
   a. For observation rotation shifts, the case will be discussed by all participants.
   b. For clinical mentoring rotation shifts, the case will be discussed by all participants.
   c. For intern shifts, the case will be discussed by the treating intern(s) and the supervisor.

Students as Patients—MSiMH
Students in the MSiMH program may not serve as patients during MSiMH clinic shifts.

12.5 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). All students who register for a clinic shift must abide by the clinic dress code whenever working in the NUNM Health Centers or community clinics. 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.

12.6 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.

12.7 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 Development; this includes room rentals, demonstrations and workshops. Any commercial activities on campus require the preapproval of the director of development. 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.

12.8 Animals on Campus
Animals, except for service animals (i.e., for vision or hearing impaired), are not permitted on NUNM property. 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, but is not limited to, animals in parking lots, at food cart stalls, and left unattended in vehicles on university property. NUNM reserves the right to call animal control authorities to enforce this policy. Information regarding requests for academic accommodations, including service animals, can be found in Section 16.6.

12.9 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.

12.10 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.

12.11 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.

12.12 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 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.

12.13 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.
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.

12.14 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.

12.15 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.

12.16 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**

The department of Public Relations & Communications (hereinafter “PR”) is responsible for external outreach and all media contact. Examples of external outreach include (but are not limited to) media press releases, responses to media inquiries, speaking opportunities with the general public about NUNM or the professions of natural medicine, contacts with lawmakers, and invitations to meet with dignitaries or other celebrated persons, etc. PR’s mission is to convey a consistent, strong message about NUNM and the profession.

**To maintain communications and messaging consistency and integrity, students, faculty or staff may not conduct interviews or initiate contact with the media without prior approval from the PR department.**

If reporters or others outside the university request faculty, staff or student interviews, the PR department must be notified immediately. PR will contact the reporter to approve and set up the interview. This policy does not pertain to academic papers or symposia.

**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 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 Office of Marketing and Communications.

**NUNM’s Right to Use Student Photographic Images**

All students are advised that NUNM’s Marketing & Communications Office takes photographs and videotapes of students throughout the year. These photographs and videotapes include students in classrooms and study areas, in clinic, on campus, and at NUNM-related activities and events. This policy excludes students in the Health Centers who are being seen as patients. The Marketing & Communications Office will obtain written HIPAA releases from any and all patients prior to using clinic 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 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
photographs or videotapes might be included, published or used in NUNM publications, including print, broadcast or electronic media for publicity, commercial or marketing purposes.

**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.**

The Registrar’s Office will notify the Office of Marketing and Communications Office of students who have signed a FERPA agreement and do not want to have their information released. FERPA agreements remain in effect until a student notifies the Registrar’s Office otherwise.

**Social Media Guidelines**

NUNM social media guidelines apply to students, staff, faculty and contractors. Social media is an opportunity to engage with others about NUNM and the topics we care about; responsible engagement in dialogue across all social media platforms is paramount. Representing NUNM via social media is an opportunity and responsibility that should be used respectfully.

When using an officially recognized social media channel, assume at all times that you are representing NUNM. Be professional. The purpose of using these communication channels on behalf of NUNM is to support the university’s mission, goals and programs, and to share university news and information.

NUNM.edu, as well as NUNM’s main social media accounts may choose to post university related social media content generated by faculty, staff and/or students.

As a member of the NUNM community, students 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:

1. **Disclosure: Honestly represent who you are, and that your opinions are your own.**
   - Be transparent: Use your real name, identify that you work for or attend NUNM, be clear about your role and clarify that you are speaking for yourself, not on behalf of the university.
   - Be truthful: If you have a vested interest in something you are discussing, be the first to point it out, and be specific about what it is. Your honesty—or lack thereof—will be noticed. Please represent NUNM ethically and with integrity.
   - Be yourself: Write about what you know. If you publish to a website outside NUNM, please use a disclaimer similar to: “This posting is my own and doesn’t necessarily represent NUNM’s position.”

2. **What is an “Officially Recognized Social Media Channel”? Can I create a new social page?**
   - Officially recognized social media channels are any profiles on Facebook, Google+, Twitter, etc. that are directly representing NUNM or its institutes. Creating branded NUNM social profiles is not allowed without approval from the Marketing & Communications Office.
• Official NUNM pages/accounts already exist; please do not dilute the NUNM brand by creating “rogue” pages representing specific departments or events. Marketing audits major social media channels regularly for “rogue” pages and shuts down those not in compliance.

• The university does support the creation of social media pages for groups, special interests, etc. Example: NUNM Midwifery Club. If you have questions regarding this process, please contact the Marketing & Communications Office.

• While NUNM does not monitor personal websites, the Marketing & Communications Office will address issues that violate established graphic, logo and social media guidelines.

• NUNM logos, images, photos and/or visual identity cannot be used for personal social media without the university’s permission. If you have questions, please contact the Marketing & Communications Office.

3. **Awareness: Be thoughtful and respectful about what you share online.**

• NUNM students/faculty/staff are personally responsible for the content they publish online. Remember, anything you post lives forever in cyberspace.

• Don’t reveal confidential information, cite or reference patients, speculate on internal policies or operations, or discuss other sensitive matters publicly. If you’re not sure, then that’s a red flag—check with Marketing and Communications.

• Exercise discretion, thoughtfulness and respect for your colleagues, associates and NUNM’s supporters/community (social media fans). Anything you publish must be true and not misleading.

• When making a reference, link back to the source.

4. **Use Common Sense**

• By identifying yourself as an NUNM student or employee you are creating perceptions about your expertise and about NUNM. Make us all proud.

• Try to add value. Make your content interesting and relevant and/or provide worthwhile information and perspective. Build community by posting content that invites responses, then stay engaged. NUNM’s brand is best represented by its people; what you publish will reflect on NUNM’s brand.

• Keep it pleasant. NUNM is YOUR school—don’t let a healthy debate turn into a destructive rant. Monitor discussions and invite differing points of view without inflaming others. Be careful and considerate.

• Respect your audience and be courteous. Refrain from dialogue that could disparage colleagues, community members or critics. Do not engage in any conduct that would not be acceptable on NUNM’s campus or health centers. Avoid topics that may be considered objectionable or inflammatory, such as politics and religion.

• Should you have a genuine concern about NUNM and/or its operations, please take the matter to the appropriate administrator(s) where those issues can be addressed and resolved. Social media is not a forum for airing grievances.

• If you make a mistake, admit it; be upfront and quick with your correction.

5. **Moderation of Content Posted by Others**

• Moderation (reviewing and approving content) applies to any content posted by the public on social media channels and/or written on behalf of NUNM by people outside the university. Moderators are defined as: NUNM students, employees, faculty and contractors who regularly maintain or support social media channels.
NUNM does not endorse or take responsibility for content posted by third parties, a.k.a. user-generated content (UGC). This includes text and uploaded files, including video, images, audio and documents.

6. **Moderation of UGC Posts**
   - The designated moderator scans all posts to be sure they adhere to NUNM’s guidelines.
   - The golden rule: If content is positive—or negative—and in context to the conversation, then it can be approved, regardless of whether it’s favorable or unfavorable to NUNM. But if the content is offensive, false, and/or completely out of context, then we ask our moderators and communities to reject the content.

NUNM encourages students, faculty and staff to use social media, but reminds users that at any time they can be perceived as a spokesperson of the university. 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.

12.17 **Immunization and TB Test Compliance**

As an NUNM healthcare worker, students and residents must comply with NUNM immunization and health screening requirements, which are obligatory by Oregon state law (OAR 409-030-0100 to 409-030-0250). Students and residents must obtain and provide documentation of appropriate immunizations and TB clearance and/or documents of positive serology, as well as a negative 10 panel urine drug screen prior to matriculation (students) or starting a clinical assignment (residents). See Section 11.7 of the student handbook for greater detail on NUNM’s drug testing policy.

Students and residents must maintain compliance with all applicable immunization and health screening requirements throughout their program(s). Individual requirements may vary depending on training location. Students and residents who do not meet the initial immunization and health screening requirements by their scheduled start date will not be permitted in the clinical environment until all requirements have been met. Students will have a hold placed on their registration. If it is determined that a student or resident does not meet these requirements at any point in time, it is the responsibility of the chief medical officer, with the support of the program dean, to remove the student or resident from clinical service until they have met all immunization and health screening requirements.

**Immunization Requirements:**

1. Complete an “Immune Status” form prior to matriculation.

2. Provide documentation of immunity. Incoming students must provide the following documentation of immunity to the relevant vaccine preventable diseases to NUNM prior to student or resident orientation. The deadline for students starting at the beginning of the academic year is Sept. 1. For residents starting later in the academic year, paperwork must be submitted no later than one month before the appointment start date. Evidence of immunization may be demonstrated through the following:
   - A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, which must include the following:
     a. The month and year of each dose of each vaccine received; or
     b. Documentation of proof of immunity to the disease via titer; or
c. Written documentation by a qualified medical professional indicating the month and year the diagnosis of the disease was confirmed.
- An official record from the Oregon ALERT Immunization Information System.

3. Exemptions: Individual student medical exemptions from specific immunizations will be maintained by the office of the chief medical officer as part of the overall record of the student. Documentation for medical exemption requires a written statement of exemption signed by a qualified medical professional. Medical exemption statements must include the following:
- Student’s name
- Birth date
- Medical condition that contraindicates vaccine
- List of vaccines contraindicated
- Approximate time until the condition resolves, if applicable
- Healthcare provider’s signature
- Healthcare provider’s contact information, including the phone number

Non-medical exemptions from immunizations are not allowed under Oregon state law for students in healthcare profession programs.

4. Specific vaccines required:
   a. Measles, Mumps and Rubella (MMR)
      For students and residents born after Dec. 31, 1956, one of the following is required:
      - Documentation of two properly administered immunizations
      - Immune titers for measles (rubeola), mumps, and rubella
      - Healthcare provider documented disease history
      Students and residents born before Jan. 1, 1957, must meet one of the following requirements:
      - Documentation of one dose (each or as MMR) of live measles, mumps and rubella vaccines given after 12 months of age
      - Positive measles and mumps IgG serology
      - Students and residents born before Jan. 1, 1957, with the exception of women who can become pregnant, are considered immune to rubella
   b. Varicella
      Students and residents must meet one of the following requirements:
      - Documentation of two doses of live vaccine given after 12 months of age (Recommended interval is 4–8 weeks between doses)
      - Varicella titer indicating immunity if the student has previously had the chicken pox
   c. Hepatitis B
      Students must meet one of the following requirements:
      - Documentation of the three-dose vaccine series
      - Positive anti-HBs serology
   d. Tetanus/Diphtheria/Pertussis
      - Documentation of single dose of Tdap vaccine and/or Td booster within the past 10 years. Tdap vaccine can be administered without concern for the length of time since the most recent Td vaccine. If it has been longer than 10 years since the Tdap, a Td or Tdap booster is required.
   e. Vaccines recommended, but not required:
• Polio: NUNM follows CDC recommendations. The CDC recommends the polio vaccine for healthcare workers treating patients who could have polio, or having close contact with a person who could be infected with the polio virus.

• Influenza: Currently, Oregon law (ORS 433.407) states that facilities employing healthcare workers must offer the flu vaccine, but may not require employees or students to be immunized unless a state and federal rule requires it.

**Required Screenings:**

1. **Tuberculosis Screening**
   Tuberculosis screening must occur at NUNM during orientation, or prior to student or resident matriculation. Screening consists of Interferon Gamma Release Assay (IGRA). The two IGRA that have been approved by the U.S. Food and Drug Administration are:
   - QuantiFERON®-TB Gold In-Tube test
   - T-SPOT® TB test

   Students testing positive for TB by either of these methods must undergo further testing with a chest X-ray.

   Students with a current or prior positive chest X-ray are required to provide documentation from their healthcare provider, including the following:
   
   a. TB test result
   b. Chest X-ray report
   c. Determination by the healthcare provider if results are latent TB infection or active TB disease
   d. Treatment, including what treatment entails, when started, when completed, etc.

   Students who have active TB disease will be restricted from school and patient contact until certified free of disease, in accordance with CDC and Multnomah County Health Department policy.

2. **10-Panel Drug Screen**
   In compliance with ORS 409-030-0100, students and residents must obtain a valid 10-panel urine drug screen and receive a negative result within 30 days of matriculation at NUNM. See section 11.7 of the student handbook.

**TB Test Compliance**

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 two weeks traveling to areas of the world where TB is endemic must be tested with the T-SPOT® TB or QuantiFERON-TB Gold In-Tube blood test, which is to be completed during new student orientation and before matriculation in classes.
The TB Spot and QuantiFERON 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 reliable alternatives 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.

12.18 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.

12.19 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.
12.20 Insurance for Experiential Learning, 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.

12.21 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.

12.22 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”
- Or, students may refer to themselves as a Naturopathic Medical Student (NMS) or Acupuncture and Oriental Medicine Student (AOMS) in combination with their class year, such as “NMS3” or “AOMS2”

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.
12.23 Online Testing Verification
Some NUNM courses have exams and quizzes that are administered in an online learning format. For those quizzes and assignments, students may need to complete a “Statement of Authentication” attesting that they completed their own quiz and/or assignment and followed the directions provided by the faculty member.

12.24 Proctored Online Exams
There are times when an online course may require a proctored midterm and/or final exam. Faculty can offer no more than two proctored exams per quarter. Dates or date ranges for the proctored exams will be provided by the faculty member on the syllabus, which is posted on Moodle at least two weeks prior to the beginning of the term.

For on-campus students, pre-arranged time(s) will be arranged by the faculty member when students may take exams in-person/in-class. If the student is unable to attend the exam at the pre-arranged time, the student must arrange for a volunteer proctor or arrange to take the test with a proctor.

Online students must arrange for a volunteer proctor or arrange to take the test with a proctor if the test is not administered within the online course scheduled time. Students who are using an exam proctor must complete and submit the “Online Proctored Exam” form by the end of the first week of the course, declaring which method of proctoring (on-campus or on-line proctoring) they will use to complete testing requirements.

For on-campus proctored exams, students are requested to do the following:
1. Open the “Proctored Exam” form.
2. Enter “NUNM” as the proctor, first and last name, mailing address, email address, and phone number.
3. Check their university-assigned email for the scheduled exam times. An academic administrative staff member will schedule group times for the exam.
4. Proctored exams on the NUNM campus are not offered on a “walk-in” basis.
5. To take the exam, students must present a photo ID such as a NUNM student ID or driver’s license.

For off-campus proctored exams, students submitting an “Online Proctored Exam” form are requested to do the following:
1. Find an off-campus proctor and seek approval by an academic program support administrator from your program.
   - **Friends, relatives, co-workers, or work supervisor may not proctor an examination.**
   - **Proctored exams may not be taken at the student’s home or proctor’s home.**
   - **No proctor fees are authorized.**
   - NUNM program deans or chairs reserve the right to reject any proctor.
2. The following individuals may serve as a volunteer proctor:
   - A high school superintendent, principal, counselor or teacher
   - A clergy member
   - A faculty member (not teaching assistants) or administrator of an accredited university or college
   - A head librarian
• A corporate education director
• Selected offices at NUNM, including the applicable program dean

3. Contact a volunteer proctor to request services, and submit the “Proctor Identification” form to an academic support administrator with the contact information, including the proctor’s first and last name, title, business mailing address, business email address, and daytime phone number.

4. Once approved, the proctor will receive the student’s examination(s) via email at their business location (a password is emailed to the proctor if the exam is taken online).

5. Exams must be taken within the date range specified and the student must arrange with the proctor a scheduled time to take the exam within the allowed block of time.

6. To take the exam, the student must present a photo ID such as a NUNM student ID card or driver’s license, etc.

7. After the exam is complete, the proctor will authenticate the exam and then upload it for grading.

To take an exam off campus:

1. A student may take an exam at a testing center, such as the National College Testing Association site: www.ncta-testing.org/cctc/find.php or proctoru.com. A test may have an additional charge. This is covered by the student.

2. Students may also find a volunteer proctor. The following individuals may proctor exams:
   • A high school superintendent, principal, counselor or teacher
   • A clergy member
   • A faculty member (not teaching assistants) or administrator of an accredited university or college
   • A head librarian
   • A corporate education director
   • Selected offices at NUNM, including the applicable program dean

The student will only need to identify a proctor once, unless the student needs to change proctors. If the student is registered for more than one online course requiring a proctored exam, a separate form for each course will be completed.

SECTION 13: GENDER DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

13.1 Gender Discrimination, Harassment and Title IX
NUNM is committed to providing a healthy learning and work environment for its students, staff and faculty. Discrimination, harassment and retaliation are forms of misconduct that fundamentally compromise the integrity of human relationships, affect morale and performance, and threaten an individual’s sense of security and well-being. They may also violate the law. NUNM works to prevent such occurrences and to remediate situations that are found to constitute discrimination, harassment and sexual misconduct.

All persons who are employed by, or enrolled at NUNM, should be able to work in an environment free from all prohibited forms of harassment and discrimination including (but not necessarily limited to) harassment or discrimination based on gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, veteran or military status, or any other applicable legally protected category. NUNM is committed to the prohibition of discrimination in the work place, as covered under Title VII of
the Civil Rights Act of 1964. No NUNM student, faculty, staff, administrator, or board member is exempt from this policy.

In addition, NUNM prohibits gender discrimination and harassment as delineated in the Title IX regulations. Title IX law states that “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

NUNM has identified the dean of students as the Title IX coordinator. NUNM also has identified two deputy coordinators: the vice president of human resources, and director of security. All deputy coordinators are authorized to take reports of harassment and discrimination. All reports taken are forwarded to the Title IX coordinator who oversees the Title IX investigative process. A full description of the responsibilities of the Title IX coordinator can be found in Section 1.4 of the NUNM student handbook. NUNM assures it will take steps to prevent reoccurrence of sexual misconduct.

The Title IX coordinator is responsible for ensuring that the reporting party (complainant) is aware of resources such as counseling, advocacy, academic accommodations, and safety planning, if needed.

**Any reports of sexual misconduct toward, or of, a minor MUST be reported directly to campus safety and security and/or the Portland Police Bureau immediately. There are no exceptions to this policy.**

Harassment or discrimination in violation of this policy by students, faculty, staff, administrators, board members and other employees or non-employees, including vendors and visitors, is specifically prohibited. Any reports of potential violation of this policy will be reviewed, regardless of the status of the reporter (heretofore: “complainant”) or the alleged harasser (heretofore: “respondent”). Retaliation against any individual who in good faith brings a complaint to the attention of the university and/or who participates in investigations regarding such complaints is also expressly prohibited.

If a student has been found in violation of sexual misconduct and wishes to appeal the sanctions, all sanctions will remain in effect during the appeal process, including removal from campus and classes.

If an order of protection or a restraining order is filed with a local law office, the university encourages the defendant to notify the Office of Safety and Security, Office of Student Life and/or Human Resources, regardless if it is against an NUNM community member or not. This allows the university to assist in the enforcement of the order within the university property.

**13.2 Discrimination**

Discrimination is defined as any act, or failure to act, that is based upon an individual or group’s actual or perceived status (gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, veteran or military status, pregnancy status, or other protected status) that is sufficiently severe, persistent and pervasive that it limits or denies the ability to participate in, or benefit from, NUNM educational programs or activities.

**13.3 Sexual Misconduct**

Sexual misconduct is defined as any non-consensual sexual contact or act that violates the rights of another. Sexual misconduct typically involves acts that are severe, persistent and pervasive, but also may be a one-time occurrence. Examples of sexual misconduct include non-consensual
sexual contact, rape, sexual assault, domestic violence, dating violence, intimate partner or relationship violence, sexual exploitation, bullying, stalking, cyberbullying and sexual harassment.

Consent (pure consent) is defined as when a person voluntarily, knowingly, intellectually and clearly gives verbal permission for a sexual transaction on the part of the person who is offering and the person who is taking/receiving in the sexual interaction. Consent may be given and withdrawn at any point during a sexual encounter, but not after these exchanges have already occurred, in cases such as regrettable sex. If consent is granted with terms of agreement, and the terms of agreement are not met during the sexual transgression, a violation of consent is warranted. Silence or absence of resistance does not imply consent. Consent cannot be given in circumstances when there is coercion, force, threat, intimidation, or incapacitation during a sexual activity.

13.4 Sexual Exploitation
Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the individual’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited (and that behavior does not otherwise constitute another sexual misconduct offense). Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostitution of another person; non-consensual recording or broadcast of sexual activity; going beyond the boundaries of consent (such as letting someone hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly exposing another to an STI or HIV; exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals; and sexually based stalking. Bullying and cyber-bullying may also be forms of sexual exploitation.

Bullying is defined as the repeated use of aggressive behavior or threats to intimate, control, or humiliate another individual; someone who has a perceived or real power over another.

13.5 Sexual Harassment and Hostile Environment
Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that unreasonably interferes with, limits or deprives a person of the ability to benefit from opportunities to learn or to participate in activities. Forms of sexual harassment may include quid pro quo (typically based on power differentials; e.g., sexual favors for improved grades), hostile work environments and retaliation. Sexual harassment also includes severe and pervasive sexual verbal or visual overtures, including vulgar or crude jokes, comments, innuendo, gestures, pictures, cartoons, articles or pornography.

All NUNM students, faculty and staff are responsible for respecting the rights of one another. No NUNM student, faculty, staff, administrator or board member is exempt from this policy. Any student who believes that they are being or may be subjected to sexual harassment, discrimination or misconduct in violation of this policy should immediately report it to any one of the following: dean of students, vice president of human resources, director of security, or a program dean. Reports can also be filed online at: nunm-advocate.symplicity.com/public_report/. This report can be found on the page footer of the NUNM website.

In situations where an NUNM community member suspects that discrimination or harassment may be occurring, even when no one has made an individual complaint, NUNM will investigate the matter, and any findings of discrimination or harassment could result in disciplinary sanctions.
To ensure a prompt and effective response to allegations of sexual harassment and sexual violence, complaints will be investigated and conducted in a fair and equitable manner. Although confidentiality cannot be guaranteed, complaints will be handled as discreetly and privately as practicable. If the university determines that there has been a violation of this policy, appropriate corrective or disciplinary action will be taken for all parties involved, up to and including expulsion.

**Hostile Environment**
A hostile environment caused by sexual harassment is assessed using the perspective of a “reasonable person”—defined as a person who would act or feel the same as the person claiming the hostile environment, considering all the circumstances. The more severe the conduct that interferes with, or limits, the complainant’s ability to participate or benefit from educational programming, the less need is required to show a repetitive series of events to prove a hostile environment caused by sexual harassment. This is particularly true if there is conduct of a physical nature. Therefore, a single or isolated incident of sexual violence may create a hostile environment.

**Stalking**
Stalking is a form of sexual harassment when there is behavior directed toward a specific person over time (repetitively and menacing) by a specific individual, which is both unwelcome and would cause a reasonable person to feel fear.

**13.6 Reporting and Resources**
Reporting to the Portland Police is NOT required for any victim of sexual assault, domestic violence or interpersonal violence, with the exception of child or elder abuse. However, reporting to the Portland Police is always an option.

Any reports of sexual misconduct toward, or of, a MINOR MUST be reported directly to campus safety and security and/or the Portland Police Bureau immediately. There are no exceptions to this policy. The Portland Police Bureau’s non-emergency phone number is: 503.823.0000.

Any student who believes that they are being or may be subjected to sexual harassment, discrimination, or misconduct in violation of this policy should immediately report it to any one of the following: dean of students, vice president of human resources, director of security, or a program dean. Reports can also be filed online at nunm-advocate.symplicity.com/public_report/. This report can also be found on the page footer of the NUNM website: “Community Reporting.”

**On-Campus Reporting Options:**
- Campus Safety (incl. evenings/weekends): 503.830.3613
- NUNM Counseling Center (for confidential advisor services): 503.552.1780
- NUNM Health Centers (for confidential advisor services with a doctor): 503.552.1555
- Dean of Students (Title IX coordinator): 503.552.1607

Any report submitted online (nunm-advocate.symplicity.com/public_report/) should include a summary of the incident (*anonymous reports are accepted*) and resources/referrals provided to the reporter within 24 hours of interaction to the Title IX coordinator, a deputy coordinator or program dean. Information should not be shared with ANY department, faculty or administrator, unless requested by the student or determined by the Title IX coordinator. Upon receipt of the
Confidentiality
Reports are kept private unless risk of safety to student and/or campus community is determined by the Title IX coordinator. Confidential reporting is only available during client/therapist meetings at the Counseling Center and during a patient visit at the NUNM Health Centers. NUNM will take into account the complainant’s individual wishes regarding inquiries/investigations to the greatest extent possible.

Informed Consent
NUNM’s responsibility is to care for and protect NUNM community members from sexual assault and misconduct. Received reports will be summarized and submitted to the Title IX coordinator. The reporting individual will be invited to consider whether or not they would like names to be included in the summary, allowing them to determine the level of anonymity within the report summary.

Off-Campus Resources
- Portland Police Bureau: 911 or 503.823.3333
- Call to Safety (former Portland Women’s Crisis Line): 888.235.5333
- Sexual Assault Resource Center: 503.640.5311
- Multnomah County Crisis Line: 503.988.4888
- Oregon Health & Science University (OHSU) Emergency Room: 503.494.7551
- Multnomah County Victim Assistance: 503.988.3222

13.7 Investigative Process
In situations where an NUNM community member suspects that an incident of discrimination, harassment, domestic violence, dating violence, sexual assault, or stalking may be occurring, even when no one has made an individual complaint, NUNM is obligated to do a primary fact finding inquiry. The purpose of the inquiry into the incident is to assess if there is enough information to warrant a further, more comprehensive investigation and to provide immediate remedies and support. Any findings could result in disciplinary sanctions.

NUNM will take remedial actions during the inquiry and investigation, which may include interim suspension, changing student course/lab sections, no-contact orders, etc., pending the results of the investigation.

NUNM uses a preponderance of evidence or a “more likely than not” standard in determining if sexual misconduct has occurred.

Complaints will be promptly investigated and conducted in a fair and equitable manner by trained Title IX investigators. Although confidentiality cannot be guaranteed, reports will be handled as discreetly as practicable. The complainant and respondent(s) participating in an inquiry or investigation may have an advisor or advocate of their choice during the interview process. Advisors’ sole purpose during the investigation process is supportive in nature. Advisors are not allowed to speak or otherwise participate in the proceeding or participate in the investigation.

Title IX Investigators
NUNM has selected and specifically trained staff to serve as impartial investigators when a report requires a more comprehensive investigation. The investigators are charged with meeting with the
involved parties (including any witnesses) to gather information, testimony and evidence; assessing the information and evidence gathered for merit and credibility; render a decision regarding any policy violation; and determine, in conjunction with the dean of students, if any sanctions are applied.

Investigators will provide both parties with detailed and written notice of allegations, and each policy that has been alleged to be violated. The investigators will use the following determination thresholds for making any determinations of sexual misconduct.

Students are allowed advocates of their choice to be present during the investigative process.

In addition, the university will provide a Title IX campus process advisor so that both parties have equal access to someone who can aid in understanding the university’s processes in investigating complaints.

**Determination Thresholds**

When assessing if sexual misconduct has occurred, NUNM will use the following three thresholds in its determinations. Sexual misconduct will be considered as occurring if one or more of the following thresholds have been met. The three thresholds are: consent, incapacitation and force.

1. Consent has not been given as defined in Section 13.3
2. Incapacitation:
   a. Incapacitation is defined as the state of a person who is in a diminished capacity and receiving harm. Examples include:
      i. Too drunk or drugged (examples: Blackout or completely out of it, vomiting, inability to walk)
      ii. Lacking the capacity to give reasonable consent due to mental or physical disability
      iii. Under the age of 18 (state of Oregon statute)
3. Force:
   a. Force, in terms of sexual misconduct, is defined as unlawful affect or control over someone involving violence or threat. Examples of force include:
      i. Threat: Overtly doing or saying whatever is needed in order to get a person to do what you want them to do when they have stated otherwise. Feeling as if harm will be done if the person doesn’t go along with the request.
      ii. Intimidation: An implied threat
      iii. Coercion: The pressure to have sex with someone; an unreasonable application of pressure. Coercion is measured in terms of:
         1. Intensity: HOW was the pressure used
         2. Frequency: How OFTEN was the person asked
         3. Duration: How LONG had the person been asking
         4. Isolation: Attempting or completely separating a person from others.

**Credibility**

Investigators are charged with weighing the accuracy and integrity of evidence in determining credibility of evidence gathered, including testimonies of witnesses interviewed. They will evaluate sources, the content of the information presented, and the plausibility of the evidence in light of all the information gathered during their investigation. The investigators will assess for
consistency, plausibility, reliability, cooperation, reticence, and motivation to lie in determining why someone or something is or is not credible. When the source, plausibility of the evidence, and the content are all strong, then credibility is strong. In using a preponderance of evidence standard of more likely than not, the credibility of the information and evidence must meet a “50.1% threshold.” Information is not considered credible when it does not meet the more likely than not standard, and will be disregarded as irrelevant to the investigation.

The following things do not add to, nor take away from, the credibility standard of the respondent:
- Character witnesses
- Student or employee popularity on campus
- Lack of past determinations of misconduct
- Academic performance

The following things do not add to, nor take away from, the credibility standard of the complainant:
- Clothing choices
- Appearance
- Flirting behavior
- Gender identity
- Sexual orientation

**Outcome of Investigation**
If the university determines that there has been a violation of this policy, it will take reasonable, timely and effective corrective action, including steps tailored to the specific situation for all parties involved, up to and including expulsion. Both the accused student(s) and the reporting student will have the opportunity to review all evidence and information in the form of a draft investigation report, used to render a finding (either in writing or orally) prior to final determinations being made. At this time, either party will have an opportunity to address the allegations, evidence and information that will be used to make a final determination.

After both the accused student(s) and the reporting student have had an opportunity to review the draft report, the investigators will notify them simultaneously in writing regarding the final investigation outcome(s) via a Findings and Determination Report.

The report will be issued at the conclusion of the investigation and will include the following:
- The fact finding investigation;
- The investigation outcome and determinations, including the reasons and rationale in making the determinations based on the evidence presented on each alleged violation;
- The plan to eliminate, remediate and prevent reoccurrence, including sanctioning.

The aforementioned plan normally concludes within a 60-calendar-day period. If an investigation process is anticipated to exceed the normal 60-calendar-day period, both parties will be notified of the delay, the reasoning, and an anticipated completion date.

The accused student(s) and the reporting student have the right to appeal the sanctions of the Findings and Determination Report as described below.
13.8 Appeal Procedure for Sexual Misconduct
When the outcome of an investigation results in a violation of the sexual misconduct policy, the sanctions (only) may be eligible for an appeal by the accused student(s) if there is merit to the appeal request. In addition, the complainant has the same right to appeal as the respondent. Based on the Findings and Determination Report, student(s) found to be in violation, of the sexual misconduct policy or the complainant, have three options:

1. If the student accepts the findings and determination, then an appeal is unnecessary. All sanctions outlined in the final determination letter will be in place with outlined completion dates.

2. If the student accepts the findings and determinations in part, but disagrees with other parts, the student is entitled to request a formal appeal hearing process to address the contested pieces. Only the contested sanctions of the agreed upon findings and determinations are appealable.

3. If the student rejects the findings and determinations in its entirety, the student is entitled to request a formal appeal hearing process with access to any information that will be sent to the hearing board.

Request for Formal Appeal Hearing
An accused student who has been found in violation of sexual misconduct, who rejects part or all of the final Findings and Determination Report sanctions, has a right to request a formal appeal hearing process. In addition, the complainant has the right to request a formal appeal hearing process. Appeals are not intended to be full re-hearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

The hearing board is composed of the chair of the Honor Council and two other trained Title IX investigators. Only sanctions are appealable. The chair of the Honor Council serves as the chair of the appeal hearing board and is gatekeeper of the appeal hearing process. Appeals granted based on new evidence should be remanded to the original investigators for reconsideration.

The request for an appeal will be sent to the appeal hearing chair, who will then notify the complainant and investigator(s) who submitted the Findings and Determination Report.

Within three (3) business days from the date of the Findings and Determination Report delivery, the appealing party(s) must notify the appeal hearing chair of intention to appeal. The request for an appeal will be sent to the appeal hearing chair, who will then notify the complainant and investigator(s) who submitted the Findings and Determination Report.

The student will then have seven (7) calendar days to complete and submit to the appeal hearing chair a written request for review, including any corroborating evidence to be considered. The request must include the following:

1. Name, address and phone number;
2. Description, date(s) and place(s) of alleged act(s);
3. Date, and by whom, discipline was levied as found in the Findings and Determination Report;
4. Disciplinary sanctions assigned, and circumstances under which that the appeal merits review is based on one or more of the following:
   - A procedural error or omission occurred that significantly impacted the outcome of the investigation (e.g., substantial bias, material deviation from established procedures, etc.).
The sanctions imposed are grossly out of proportion/alignment with the severity of the offense.

Information relevant to the decision that was not available to the investigators for consideration during the investigation, including unknown or unavailable information that could substantially impact the original findings or sanctions. **A summary of this new evidence and its potential impact should be included in the appeal request.** Intentional failure to provide information during the investigation is not grounds for an appeal.

5. Objective of the appeal, i.e., reduction of the sanction, severity, or change in the case decision;
6. Signature and date.

As part of the review of the appeal request, the appeal hearing chair will request a Response Memorandum from the investigators for the appeal request and share it with both parties. The Request Memorandum should address the points brought forth in the appeal request. After receiving the Response Memorandum, the appeal hearing chair has **seven (7) calendar days** to determine if the appeal request has merit. The student will receive the appeal hearing chair’s decision in writing.

If it is deemed that the appeal has merit, the appeal hearing chair will convene a formal appeal hearing. The appeal hearing board will convene and review the information regarding the appeal, including the Findings and Determination Report, the Response Memorandum, and the evidence provided as a part of the appeal for error. The appeal hearing board will use the “Preponderance of Evidence” standard and make a final findings and determinations. The hearing board’s decisions are final and not subject to appeal. Both the respondent and complainant will receive a simultaneous written notification of the decision within **five (5) business days** of the appeal hearing.

All outcomes of the formal appeal hearing process are final and may not be appealed.

**13.9 No-Contact Orders**

During the incident review and/or investigation, it may be determined that a no-contact order may be put in place as an immediate remedy for an on-going review. A no-contact order prohibits the involved and named parties from having any contact with one another until the no-contact order has been lifted. Contact includes, but is not limited to:

- Intentional visual or physical presence of the other person;
- Communication with the other person in any written form, including hand-written notes, electronic mail or text messages;
- Communication with university*, business or government entities with the intent of affecting some right or interest of the other person;
- Communication with the other person through a third person; and/or
- Committing a crime against the other person or their property

*Exception: Both students may communicate with university staff who “have a need to know” about the university no-contact order and other legal documents, such as a restraining/stalking protective order.

**13.10 Amnesty Provision**

In order to encourage proper and timely reporting of sexual assaults, NUNM will not adjudicate or sanction the victim of the alleged assault/harassment for the admitted use of alcohol or drugs in
the course of events of the alleged interaction, which otherwise may have been found in violation of campus policies, if the person reports being a victim of sexual assault/harassment and reports the incident to one or more of the following administrative staff members: the dean of students; vice president of human resources; director of security; or a program dean.

13.11 Retaliation
The university expressly prohibits retaliation, defined as any intentional or adverse action taken against any individual who in good faith brings a complaint to the attention of the university or who participates in any resulting investigation. Any act of retaliation that is directed against a complainant, respondent, witness or participant in the process, by any party, will be treated as a separate and distinct charge. If the university determines that a student has engaged in retaliation, appropriate corrective or disciplinary action will be taken, up to and including expulsion.

In addition, the university will not retaliate against anyone who brings forth a Title IX complaint with the school, or any state or federal agency, or for participating in an investigation or proceeding.

If any person feels that their rights under the non-discrimination statement may have been potentially violated, they may contact the Office for Civil Rights (OCR) with or without working with NUNM to correct the issue. Information regarding OCR complaints can be found at: www2.ed.gov/ocr/complaintintro.html.

13.12 Prevention Education
The university, in cooperation with the Office of Student Life, the Counseling Center and the Office of Safety and Security, conducts campus safety programming. This programming is designed to inform and educate the campus of various ways to avoid, interrupt and address safety issues on campus, including bystander intervention, reporting of violent crimes, and a description of personal safety measures. The campus safety programming addresses issues, prevention of, and training related to domestic violence, sexual assault dating violence and stalking, as required by Title IX laws and the Campus SaVE (Sexual Violence Elimination) Act. The educational outcome of the events is an understanding of how to prevent these issues from occurring, how to intervene if you witness an event occurring, and information as to how to reduce and recognize signs of violence. These presentations occur annually and are open to all community members.

SECTION 14: STUDENT DISCIPLINARY RECORDS, CODE OF CONDUCT, HONOR CODE, AND ARREST POLICY

14.1 Student Disciplinary Records
The Office of Student Life shall maintain records and files of student disciplinary charges, investigations and proceedings in a secured manner. Only the following people have access to the records, after NUNM has determined that they have a legitimate educational interest in reviewing these records:

- The dean of students (or designee) and anyone authorized by the president to act in the capacity of that position
- Members of the Academic Review and Appeals Committee, when necessary for its proper consideration of student conduct matters
- The president or anyone the president deems appropriate
- The advisor of the student
- The student and other persons, whom the student authorizes in writing
• Persons and agencies authorized by legal process of any court of law or governmental agency. Furnishing such information is subject to any and all Oregon and federal laws relating to student privacy rights
• General Counsel

14.2 Community Expectations
Each member of NUNM is expected to act in ways that foster the primary functions of teaching, research and public service. NUNM attempts to design programs and policies governing student learning and conduct that will encourage independence and maturity. In so doing, NUNM has the right and duty to protect its members from conduct that interferes with:
  • Its primary educational responsibility to ensure each of its members the opportunity to attain their educational objectives
  • Record keeping, providing facilities and services, and sponsoring non-classroom activities
  • Maintaining professional standards among its members
  • Providing services to the public

Students, faculty and staff are expected to observe federal, state, and local laws and ordinances, and to refrain from conduct proscribed in the Code of Conduct. Conduct that violates the provisions of this code will be dealt with as described herein.

The Honor Code and Code of Conduct identifies proscribed behavior and describes procedures followed when students are alleged to have engaged in violations of the code. These procedures guarantee a student’s right to fair proceedings, an investigation and an appeal process.

The Honor Code and Code of Conduct applies to any person who has been offered admission to NUNM and thereafter, including non-degree seeking students, as long as the student has a continuing educational interest at NUNM, including those on an approved leave of absence. It also applies to student groups and organizations are responsible for adhering to the Honor Code and Code of Conduct as well as persons who participate in university-sponsored events on- and off-campus.

NUNM students are responsible for knowing the information, policies and procedures outlined in this document. NUNM reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

14.3 Code of Conduct
The following actions constitute conduct for which students may be subject to disciplinary sanctions:

1. Intentional or reckless endangerment or abuse of others, including but not limited to, harassment, discrimination, sexual misconduct, bullying, stalking, threatening behavior or assault.
2. Obstruction, interference with or disruption of teaching, research, administration, clinics, disciplinary procedures or other NUNM activities. These include the NUNM public service functions or other authorized activities on university-owned or university-controlled property, or in any other location where NUNM activities and/or interests are held.
3. Theft of, malicious damage to, or misuse of university property or of the property of any other person when such property is located on university-owned or university-
controlled property, regardless of location; or is in the care, custody or control of NUNM.

4. Illegal use, possession, sharing, purchase, sale or distribution of drugs (prescription or illicit), other controlled substances, or drug paraphernalia.

5. Possession of ingredients (in sufficient quantity) used to manufacture drugs.

6. Inebriation due to any substance, legal or illegal, that impairs your ability to function while in class, in a laboratory, at a practicum or clinical rotation site, in the library or any other public site on campus or otherwise related to NUNM.

7. Academic dishonesty or cheating, including plagiarism in any form; knowingly providing unauthorized use of university documents, records or identification; or knowingly or recklessly providing false information to NUNM in any form or on any document. (See Section 14.5 for full description of academic dishonesty).

8. Unauthorized entry by any means, including use of keys or lock picks, or use of mechanical or bodily force, into any university facilities including buildings, desks, files and equipment.

9. Unauthorized possession or use of keys to university facilities including buildings, desks, files and equipment.

10. Failure to comply with dress and professional standards as established by NUNM.

11. Failure to follow clinic regulations as established by NUNM.

12. Conduct involving moral turpitude or illegal practice of any of the healing arts.

13. Failure to comply with any sanction prescribed by NUNM.

14. Violation of the civil rights of another.

15. Violation of state, federal, or local laws, regulations or ordinances of a nature that NUNM determines has rendered the student unfit for further participation in the NUNM program, or for participation in the profession of naturopathic medicine and/or Chinese medicine.

16. Violation of ethical standards applicable to students or members of the profession of naturopathic medicine and/or Chinese medicine in coursework, student activities, or interaction with members of the NUNM community; or in any other activities which NUNM determines have rendered the student unfit for further participation in any NUNM program; or for participation in the profession of naturopathic medicine and/or Chinese medicine.

17. Practicing without a license.

18. Inappropriate identification-presenting as a licensed physician to the public, patient(s) or other licensed professional(s).

19. Failure to report an arrest to the dean of students within 72 hours of release. (See Section 14.16 regarding the arrest policy.)

20. Violation of, or failure to comply with, any other rules or policies of NUNM.

Portions of the NUNM Code of Conduct are adapted from The NCHERM Group Model Developmental Code of Student Conduct, and are used here with permission.

14.4 Class Behaviors Guidelines

NUNM faculty expects students to behave in a professional manner while in the classroom. Specifically, they expect students to:

1. Actively listen during lecture or lab, and refrain from carrying on side conversations either verbally or electronically.

2. Speak in a respectful, non-abusive, non-judgmental manner.

3. Allow all students to participate in class discussions by not dominating the class discussion or question and answer sessions.

4. Remain quiet after quizzes and exams, allowing other students to complete the test.
5. Arrive for class on time and leave only after class is finished.
6. Turn off cell phones and other electronic devices that could distract the class, and refrain from accessing the Internet unless it is for class purposes as specified by the instructor.
7. Refrain from eating during class unless the instructor allows an exception.

Students are asked to remember that faculty members are in charge of their classrooms. Students who fail to comply with these guidelines may be asked to leave class by the instructor and/or be referred for review to the Honor Council.

14.5 Academic Integrity Policy
As stated in the Honor Code, participation in the NUNM community requires being honorable and expecting such veracity from fellow community members. An honorable community upholds a standard of excellence when individuals are engaged in honesty, responsibility, fairness, respect, integrity and trust. Academic integrity then becomes a cornerstone of the educational commitment of its members.

Violations of the Academic Integrity policy, in any aspect of one’s education, are in direct conflict with the NUNM Honor Code and Code of Conduct. A person who engages in academic dishonesty will be held accountable through the university’s Honor Council, as well as by their faculty member, who can assign grade penalties. Below is a list of behaviors that would constitute academic dishonesty. The list below is not intended to be limiting, but rather to offer examples of types of academic dishonesty.

1. Cheating:
   a. Cheating is defined as using aids, including looking at another’s paper or test, notes, or forms of assistance, during an exam, test, or quiz without instructor approval.
   b. Sharing exams, tests or quizzes, in any form, with other students who have yet to take an exam, test or quiz.
2. Plagiarism:
   a. Plagiarism is representing someone else’s work, ideas, representations, research, or intellectual property rights as your own, wholly or partially.
   b. Inappropriately, or intentionally, not citing resources.
   c. When material is paraphrased or summarized without citing original source.
   d. Downloading material from an internet source without appropriate citation and/or obtained papers from a paper mill.
3. Fabrication or Modification:
   a. Fabrication is the use of invented, counterfeited or altered information in assignments.
   b. Modifying or fabricating another’s work and submitting it as your own.
4. Forgery:
   a. Forgery is the duplicating or counterfeiting signatures, whole or partial documents, or images.
5. Obstruction or Academic Sabotage:
   a. Obstruction or academic sabotage is intentionally impeding or limiting the opportunity for another student to learn or have access to educational resources.
   b. Intentional false reporting of cheating and/or academic dishonesty.
   c. Unauthorized removal, mutilation, or deliberate concealment of materials in university library, media, laboratories, or academic resource centers.
6. Multiple Submissions:
a. Multiple submissions is defined as submitting previously created work(s) as new 
material in a different course for credit without a substantial amount of new 
information or effort involved.
b. Using material and work from a previous institution and submitting it as new 
material at NUNM.
c. Resubmission may occur only with the approval of the faculty member.

7. Complicity:
   a. Complicity is aiding another person in cheating during an exam, test or quiz.
   b. Allowing student to copy or view papers for use as their own.
   c. Sharing material, taking photos of exams, test, or quizzes, or any behavior that 
   would allow another to cheat or have an unfair advantage.
   d. Intentionally making one’s own academic work available to others for 
   presentation as the recipients’ own.
   e. Unauthorized collaboration on exams, tests, papers, etc.
   f. This does not apply to exams from previous terms that are returned to students.

8. Misconduct in Research and Creative Endeavors:
   a. Misconduct in research and creative endeavors could involve misrepresenting, 
falsification, or altering of data, methods or results.
   b. Plagiarizing someone else’s work.
   c. Expropriation or abuse of ideas and preliminary data obtained during the process 
of editorial or peer review of work submitted to journals, or in proposals for 
funding by agency panels or by internal university committees.
   d. Expropriation and/or inappropriate dissemination of personally-identifying 
human subject data.
   e. Misuse of grant or institutional funds.
   f. Selectively omitting or altering data that does not support one’s conclusions or 
   claimed experimentation.
   g. Conducting research without scientific review.
   h. Conducting any human subject research without Institutional Research Board 
   (IRB) approval.

9. Computer or Electronic Misuse:
   a. Computer or electronic misuse is defined as using electronic devices that are 
disruptive, unethical, or illegal of university resources which violate the Honor 
Code or Code of Conduct.
   b. Alteration or falsification of university records.
   c. Tampering with another person’s electronic devices which leads to academic 
sabotage.
   d. Gaining illegal access to electronic information, including altering or modifying 
grades, stealing information, or exchanging illegal or copyrighted information 
and material.
   e. Unauthorized use of university academic facilities or equipment, including 
computer accounts and files.
   f. Using computer programs or data without proper authorization or 
acknowledgement.

10. Misuse of Intellectual Property:
   a. Using the university’s seal, logo, watermark, or other intellectual property 
without permission. See Section 12.11 for the NUNM Intellectual Property 
policy.

11. Submitting false documentation for an excused absence in order to gain an advantage on 
any graded exercise (e.g., quiz, test, paper).
a. Requesting a makeup exam in order to gain an advantage on the exam, test, quiz or paper.

12. Misrepresentation of one’s own or another’s identity in an academic context:
   a. Asking someone to represent you during an exam, test or quiz.
   b. Acting as someone else during an exam, test or quiz.
   c. Signing in another person on a sign-in sheet who is not present.
   d. Signing in and leaving with intention to receive credit for participating and being present

13. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials including essays, or research for fraudulent use.

14.6 Procedures in Determining Academic Dishonesty
There are two steps in determining if a student has engaged in academic dishonesty. Step one requires the student to meet with course faculty to discuss the incident, including any contributing factors to the alleged conduct. The faculty member will assign a grade for the class or assignment, including any grade penalty as outlined below if warranted. The faculty member will then submit all documentation for a referral to the Honor Council, including any recommendations and/or grade penalties assigned. The Honor Council cannot assign or change any grade penalties given by the faculty member.

14.7 Grade Penalties Examples
Any of the following may be assigned as a grade penalty by a faculty member who determines that a student has engaged in academic dishonesty:
- No violation found
- Reduction of a course grade
- An “F” for the assignment or exam
- Failure of the entire course or clinical experience which would result in academic probation
- Required remediation
- Other action deemed appropriate by the faculty member
- Any of the above sanctions with the inability to withdraw from the course

14.8 Procedures in Determining Code of Conduct Violations
Allegation of Misconduct
The student conduct process at NUNM is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of NUNM policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.
Any student, faculty or staff member of NUNM may present a written allegation to the dean of students if they believe a student has engaged in conduct proscribed by this code. Allegations may not be anonymous unless it is associated with behaviors outlined in Section 13. A student facing an alleged violation of the Code of Conduct or Honor Code is not permitted to withdraw or take a leave of absence from NUNM until all allegations are resolved.

If a violation has been found, and if the sanction is suspension or expulsion, the dean of students shall also inform the student of the appeal process, including the period of ten (10) calendar days to appeal the sanctions to the provost or the provost’s designee. Other sanctions may not be appealed. The provost may refer an appeal to the Student Appeals Committee and will include instructions regarding the method and scope of appeal. Suspension and expulsion appeal procedures can be found under Sections 14.9 and 14.10.

Procedures
1. The dean of students reviews the incident report and determines if it should be referred to the Honor Council or will be heard administratively.
2. The student will be notified of the allegations and charges and if it been referred the Honor Council or if the student will be meeting with the dean of students. If referred to the Honor Council, Section 14.8 outlines the proceedings.
3. The dean of students shall investigate the facts underlying the allegation. The investigation shall include contact with the student that allows the student to present a written and/or oral explanation of the facts and circumstances underlying the alleged conduct.
4. All physical evidence, written statements, and notes of oral statements taken in any investigation shall be maintained in the case file relevant to the matter.
5. If the dean of students does not find probable cause to believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed with a written finding of lack of probable cause.
6. The finding of suspension shall be placed in the case file, with copies delivered to the student, and a notification sent to the complaining party.

Status of Affected Student Pending Proceedings
Pending resolution of charges a student shall be entitled to all the rights and privileges of a student in good standing; except that the dean of students (or designee) may find that the student’s presence at NUNM constitutes an unreasonable threat to the safety, health or welfare of the NUNM community, and suspend the student from NUNM pending resolution of the charges. An interim suspension from NUNM Health Centers does not permit the student to attend clinic shifts pending resolutions of the charges.

Investigation
If the dean of students finds probable cause to believe that conduct occurred constituting a violation of this code, the dean of students will further investigate the allegation. A determination of responsibility is based on preponderance of evidence that conduct constituting a violation occurred or that it did not occur. The dean of students will provide written findings and conclusions to the accused student. A student who is being interviewed as a part of the investigation may bring an advocate/advisor to the interview. Advisors sole purpose during the investigative process is supportive in nature. Advisors are not allowed to speak or otherwise participate in the proceeding or participate in the investigation. If a student needs assistance in identifying an advocate, the student may contact the Office of Student Life. As the investigation
is not a legal proceeding, attorneys are not allowed to be present for non-sexual violence cases as outlined in Section 13.

**Setting of Sanctions**
If the dean of students does find a violation, the director shall then investigate all data relevant to the imposition of a sanction, including the data of the incident and disciplinary record of the student. The dean of students shall record and file all the results of the investigation in the manner prescribed by this code. Based upon these investigations, the dean of students may propose any of the sanctions set forth below under “Permissible Disciplinary Sanctions.”

**Filing of Findings**
Following findings as to a violation or its absence, and the appropriate sanction, if any, the dean of students shall file the findings, with a subsequent explanation, and deliver copies to the student. The complaining party will be advised of the outcome, within the limitations of the student’s rights to privacy as specified by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

**Appeal of Findings and Sanctions**
If a violation has been found, and if the sanction is suspension or expulsion, the dean of students shall also inform the student of the period of ten (10) calendar days to appeal the sanctions to the provost or designee. Other sanctions may not be appealed. The provost may refer an appeal to the Student Appeals Committee and will include instructions regarding the method and scope of appeal. Suspension and expulsion appeal procedures can be found under Section 14.14.

Any sanctions set by the dean of students shall remain in effect during the appeals process.

**14.9 Student Honor Code**
The NUNM community functions according to an honor system which promotes integrity in learning and evaluation. All members of the NUNM community participate by committing to, and agreeing to, uphold the Honor Code. The Honor Code charges all community members to assume responsibility for the privileges and benefits associated with self-regulation. This agreement aims to maintain a high standard of honor in all academic matters, decorum at all times, and the recognition of the Honor Council as the body responsible for self-regulation. All community members are responsible for maintaining optimal conditions for scholarly and clinical endeavors by acting honorably and reporting dishonorable behavior.

**Honor is an acknowledgement and acceptance that our own personal actions help to define our community.** Participation in the NUNM community requires being honorable and expecting such veracity from fellow students, faculty, staff, clinic staff, administration and board of directors. An honorable community upholds a standard of excellence when individuals are engaged in honesty, responsibility, fairness, respect, integrity and trust.

*Honesty* means being truthful, straightforward and following through with agreements.
*Responsibility* means taking action against wrongdoing even in the face of peer pressure, fear, loyalty or compassion.
*Fairness* evolves from respecting and protecting the fundamental rights, dignity and worth of all people.
*Respect* is accepting that other individuals have the right to hold beliefs, attitudes and opinions that differ from our own. Respect holds and exhibits regard for all members of our community.
Integrity is consistency in thought, word and behavior. Integrity is a commitment to function from the highest ethical standards of the community, the profession and ourselves. Trust occurs when members of our community operate from a place of integrity. Trust naturally flows when there is a commitment to honesty, accountability, participation, expression and respect.

To live by this Honor Code requires a personal commitment to integrity, authenticity and self-growth. To this end, a primary responsibility of all community members is to encourage honorable behavior from each other, report a known violation, and work toward resolution.

As each community member is accountable for these values, we have a common ground upon which to meet and engage one another, to commit to this learning opportunity, and to maintain high standards of competence.

14.10 Honor Council
The Honor Council is a standing committee composed of faculty, residents, students and staff representatives. A minimum of two (2) faculty members, including residents, one (1) student representative and one (1) staff member, is considered a quorum for an Honor Council hearing board. Hearing board members will be pulled from the members of the standing committee. The committee meets monthly to review written complaints and performance reports referred to them from the dean of students that reflect failure of a student to maintain behavioral standards according to the Honor Code and Code of Conduct. Behavior standards include, but are not limited to, honesty, respect, interpersonal skills, deportment and demeanor, learning skills, professional behavior and communication skills. The committee reviews reports which may be submitted by faculty, staff or students. The Honor Council, depending on the nature and severity of the report, may request the dean of students to conduct a formal Code of Conduct investigation. The committee does not accept anonymous reports.

After reviewing all information, students will meet with the committee to discuss reported problems. The committee makes recommendations to the dean of students. The dean of students makes the final determination and notifies the student, in writing, of the outcome. The dean of students reviews all reports submitted for Honor Council review, and on occasion, may choose to expedite the process and make a determination without submitting the information to the Honor Council for review. If the Honor Council determines that the frequency of reports, an accumulation of non-academic violations, or the seriousness of a report demonstrate a problem, they may recommend a more severe sanction such as probation, suspension or expulsion, which may interfere with a student’s ability to complete their academic program. Thereafter, any reports forwarded to the Honor Council may serve as a basis for the committee to recommend suspension. Meetings of the Honor Council are not legal proceedings. No attorneys may be present at any meeting of the committee. A student may bring a faculty member or a member of the Office of Student Life as an advisor or advocate. Advisors sole purpose during the investigative process is supportive in nature. Advisors are not allowed to speak or otherwise participate in the proceeding or participate in the investigation.

After reviewing a student file, the committee may recommend disciplinary sanctions as outlined in Section 14.13 below, which include, but are not limited to, any of the following to the dean of students:

- The student is found not in violation. No further action is required.
- A letter of reprimand or warning outlining policy, with a reminder adherence.
Referral for required areas of deficiency, and remedial work may be required. This may include, but is not limited to, counseling, tutoring, meeting with an advisor or mentor, repeated course work, or restricted enrollment in certain courses.

- Restitution
- Community service or educational programming
- Disciplinary probation for behavioral reasons. The student does not currently demonstrate the appropriate behaviors, attitudes, skills or knowledge required for the program, and is placed on disciplinary probation or clinic suspension for behavioral reasons. A student placed on disciplinary probation for behavioral reasons may be required to perform remedial work that may alter the course of study. In this case, any additional reports forwarded to the committee showing concern may result in suspension from the program.
- A recommendation for suspension or expulsion from NUNM
- The committee may also provide any additional recommendation it believes is suitable to address the issue at hand.

Reports and letters outlining decisions made by the Honor Council, and/or dean of students, are maintained in the student’s files in the program dean’s office and the Office of Student Life. Honor Code reports do not affect a student’s academic record unless the outcome is suspension or expulsion from NUNM. Copies of reports and letters are maintained in compliance with NUNM’s Record Retention policy, Section 3.10.

14.11 Patient Safety Monitoring Board
The purpose of the Patient Safety Monitoring Board (PSMB) is to apply a systematic, objective review process to adverse clinical events, and to provide formative feedback about clinical policies, procedures and educational practices with the goal of improving patient care and clinical quality. The PSMB serves as a subset process of the Honor Council. Once a student has been referred to the Honor Council for a clinical violation, the PSMB conducts a Root Cause Analysis using the fishbone method to audit NUNM systems. The information is presented to the Honor Council, which deliberates to whether or not there was a patient safety issue, as well as makes recommendations for the prevention of future similar problems by the student(s)/clinician(s)/NUNM Health Centers under review.

14.12 Honor Council and Student Appeals Committee Recusal Policy
All Honor Council and/or Student Appeals Committee (collectively, “committee”) members shall, prior to each hearing, disclose to the committee all actual or potential conflicts of interest that may impact any committee members’ ability to provide an impartial determination. A committee member has an actual conflict of interest with respect to a hearing whenever:

- The individual appearing before the committee is a family member or business partner;
- Committee member was directly impacted, in any manner, by the actions causing the individual to appear before the committee; or
- A committee member has accepted any gift, entertainment or other favor where such acceptance creates the appearance of influence on the committee member.

A committee member has a potential conflict of interest with respect to a hearing whenever an action or association of a committee member may give the appearance of a conflict of interest described above. Students should bring all perceived conflicts of interest to the committee’s attention prior to the commencement of the hearing. If, in its sole discretion, the committee determines that a committee member’s actual or potential conflict of interest prevents the
committee member from providing an impartial determination, the committee member will be recused from the hearing and the remaining committee will render a decision.

14.13 Permissible Disciplinary Sanctions
One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Conduct or Honor Code. Sanctions may be imposed separately or in conjunction with any other sanction(s). Additional or alternative sanction may be imposed as deemed appropriate to the offense with the approval of the dean of students.

Reprimand/Warning
A reprimand/warning will be a written sanction warning that future conduct, which violates the proscriptions of the Code of Conduct or Honor Code, may result in consideration of increasingly severe sanctions. The official copy of this reprimand shall be kept by the registrar in the student’s official file throughout a student’s tenure, and until one year after the student has graduated from, or otherwise permanently left NUNM.

Restitution
Restitution may be sanctioned in cases involving damaged, stolen or misappropriated property (including money). This could include situations such as failure to return a reserved space in proper condition. This is not a fee/fine but, rather, a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.

Counseling
This sanction may be fulfilled with either the NUNM Counseling Center or, upon the approval from the dean of students, a licensed mental health provider of the students choosing. The sanction letter will identify the specific ends to be achieved as a result of counseling, and the time period within which these ends are to be realized.

Community Service
A student or organization may be required to complete a specific supervised university or community service. Community education hours will not be issued for any sanctioned community service.

Confiscation of Prohibited Property
Items whose presence is in violation of NUNM policy will be confiscated and will become property of the university. Prohibited items may be returned to the owner at the discretion of the dean of students and/or campus safety.

Loss of Privileges
A student or student club/organization will be denied specified privileges for a designated period of time.

Behavioral Contract
This pertains to required activities including, but not limited to, seeking academic counseling, professional development advising, mental health counseling, substance abuse screening, writing a letter of apology, etc.

Educational Program
This sanction establishes a requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which
the student or organization was found responsible. Audience may be restricted and reason for participation will not be advertised.

**Alcohol and/or Drug Assessment with Treatment**
This sanction requires a student to seek out and provide an alcohol and drug assessment with steps of a formal intervention to be followed. This assessment, done by a licensed drug and alcohol counselor, will assess and outline a current treatment plan and recovery options for alcohol or drug use that will aid a student to successfully participate/return to the university following an alcohol or drug violation. The treatment plan must include documentation of 30 days of stable/sober behavior provided by the licensed drug and alcohol counselor, and then submitted to the director of counseling services following a signed release of information.

**Eligibility Restriction**
This sanction deems a student “not in good standing” with the university for a specific period of time. During this time, the student has specific limitations or exceptions in place that restricts the ability to represent the university. This conduct sanction may include, but is not limited to, the following:

- Ineligibility to hold any office in any student organization recognized by the university, or hold an elected or appointed office at the university; or
- Ineligibility to represent NUNM to anyone outside the university community in any way including: presenting community education opportunities, attending non-required conferences, representing the university in official capacity at a function or gathering, etc.

**Exclusion from Campus**
A written notice issued as a means of intervention to direct disruptive persons away from parts of or the entire campus, and to provide protection, safety, and security for the welfare of the students, faculty, staff, and guests of NUNM.

**Disciplinary Probation**
This sanction permits the student to remain at NUNM only upon condition that the student avoids further conduct that violates the Code of Conduct and/or the Honor Code. In appropriate cases, additional conditions of probation may be imposed when the circumstances of the student’s misconduct do not warrant suspension. A probationary period will be delineated. If a student is found to violate the Code of Conduct or Honor Council while on probation, the student may face suspension or expulsion.

**Clinical Probation**
Clinical probationary status allows a student a 30-day opportunity to correct behaviors that have been identified as being problematic. If, after 30 days, the student has demonstrated improvement, the dean of students, program dean or chief medical officer may elect to remove the student from clinic probation. If, after the initial 30-day probationary period, the student has not demonstrated improvement, the dean of students, program dean, or chief medical officer may elect to either extend the student’s probation for an additional 30 days or to suspend the student from clinic. In the circumstances of probation, NUNM’s absence policy still applies. If a student has more than two absences while on probation, then a grade for that rotation may not be earned. In addition, current add/drop policies and fees may be applied.

**Clinical Suspension**
Clinical suspension is an involuntary removal from all clinical rotations, patient care, or contact. During the clinical suspension, the student will be referred through the conduct hearing process, which could include additional sanctions, including by not limited to, suspension. In the
circumstances of clinical suspension, NUNM’s absence policy still applies. If a student has more than two absences while on probation, then a grade for that rotation may not be earned. In addition, current add/drop policies and fees may be applied. Clinical suspensions are not appealable.

**Interim Suspension**

This sanction imposes actions that can include separation from the institution or restriction on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Conduct, Honor Code, or is exhibiting a serious threat to harm others.

A student who receives an interim suspension notification may request a meeting with the dean of students (or designee) to discuss the reason(s) and terms for the interim suspension. This meeting does not supersede the conduct hearing process.

During an interim suspension, as determined by the dean of students, a student may be denied access to NUNM campus/facilities/events and the NUNM Health Centers. This restriction may also include classes, university activities, and/or privileges for which the student might otherwise have been eligible. At the discretion of the dean of students and in collaboration with and approval from the appropriate dean(s), alternative coursework options may be allowed to minimize some impact on the student’s academic progress.

**Suspension**

Suspension is an involuntary dismissal from NUNM and terminates the student’s rights and privilege at the university. Suspensions take effect immediately and may include the current term of enrollment.

During the suspension period, the student is banned from university property, NUNM Health Centers, functions, events and activities without prior written approval from the dean of students. This sanction may be enforced with a trespass action as necessary. Eligibility to return from a suspension or reapply to NUNM may be contingent upon satisfaction of specific conditions noted at the time of suspension. If the suspension is for one (1) calendar year or more, reapplication for admission is required.

Readmittance is considered by NUNM, based upon consideration of the nature of the underlying incident and the circumstances of the student’s actions since suspension, relevant to the ability for readmittance to contribute to the NUNM community without detrimental behavior. The student, in addition, will need to comply with all admissions procedures and requirements established by NUNM, including applying for admission. If sanctions are imposed as a condition of readmittance, the student must also comply with any stipulations of that sanction before reapplying to NUNM. Readmission to NUNM is not guaranteed. See Section 14.15 for the Readmission policy.

If a student is readmitted to the university, the student is placed on disciplinary probation for the remainder of their NUNM career.

Upon suspension, fees will be refunded in accordance with the refund schedule.
Expulsion
Expulsion terminates the individual’s rights and privileges as a student of NUNM permanently. The individual may not apply for readmittance to NUNM. The student is banned from university property, functions, events and activities.

This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.

In addition to the above, any of the following sanctions may also be imposed upon student groups or organization found to have violated the Code of Conduct or Honor Code:
- Deactivation, de-recognition, or loss of all privileges (including status as a university registered group/organization) for a specified period of time.

Parent Notification
As outlined in FERPA, the university has the right to contact parents of students who are under the age of 21 when there is an extreme first offense or multiple offenses relating to alcohol or drug issues. By informing parents, the hope is that the university will get additional support for the student in addressing issues around substance use and providing a healthy and safe experience for the student.


Filing of Appeal by the Student
Students have the right to appeal a suspension or expulsion from NUNM, this does not apply to clinical suspensions, for Honor Code or Code of Conduct violations. Violations of a lesser nature may not be appealed. No adverse action will be taken against a student for registering an appeal in accordance with these policies. Within three (3) business days from the date disciplinary action was levied against the student by the dean of students, the student must notify the provost (or designee) of intention to appeal. The student will then have seven (7) calendar days to complete and submit to the provost (or designee) a written request for review. The provost (or designee) will respond with a final decision within ten (10) business days, not including weekends and published holidays that the university is closed, based on assessment of the information provided by the dean of students and the investigation of procedure, or refer the appeal to the Student Appeals Committee. In the unforeseen event the provost (or designee) needs additional time in reviewing the evidence; the provost (or designee) will notify the student in writing of the deadline extension. The provost (or designee) may elect to uphold the decision of the director, reverse the decision, or request a different resolution. The request must include the following:
  7. Name, address (to which appeal information should be mailed) and phone number;
  8. Description, date(s) and place(s) of alleged act(s);
  9. Date, and by whom, discipline was levied;
  10. Disciplinary penalty assigned and circumstances which the provost feels merit review based on one or more of the following:
    - Failure of the dean of students or the Honor Council to follow the procedures set forth in the policy in the student handbook
    - The sanction is grossly out of proportion/alignment with the offense
    - Information relevant to the decision that was not available to the committee for consideration at the time of the hearing. Failure to appear at an Honor Council or administrative meeting is not grounds for an appeal without an approved excused absence.
11. Objective of the appeal, i.e., reduction of the sanction, severity, or change in the case decision;
12. Signature and date.

Policies and Procedures Governing the Student Appeals Committee
The purpose of the Student Appeals Committee is to ensure that fairness is observed in the administration of student discipline. The chair of the Student Appeals Committee shall be responsible for assuring that all actions of the committee are in accordance with the requirements of this policy. The Student Appeals Committee is called upon when the provost (or designee) decides to refer an appeal to the committee for resolution.

The composition of the Student Appeals Committee shall be of two (2) faculty, two (2) students and two (2) staff members, plus the chairman. Once constituted for a particular student conduct matter, the committee may not act unless a majority of its members are present. A majority shall consist of at least one (1) faculty, one (1) staff, one (1) student and the chair. All decisions of the committee, other than evidentiary and other procedural rulings by the chair, shall be controlled by majority vote of the committee members present. The student who filed the appeal and the dean of students shall be excused from any deliberations, discussions and decisions on a student conduct matter.

The committee shall consider the written appeal, the evidence gathered by the dean of students in the investigation as contained in the file, and also the basis for necessity, appropriateness and reasonableness of the sanction if the latter are at issue in the appeal. The committee shall issue a written decision, with proper notification to the student, within five (5) business days after the appeal has been presented. In the unforeseen event the committee needs additional time in reviewing the evidence, the committee will notify the student in writing of the deadline extension.

The committee chair shall advise the student and the dean of students of the date, time and place of the hearing. The notice must be in writing, normally within ten (10) business days from the mailing date of the dean’s decision letter. The student shall have notice of such meeting at least three (3) business days prior to the meeting date. A copy of the notice must be either hand delivered to the student, picked up by the student from the Office of Student Life, or sent by certified mail. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Failure to attend, in the discretion of the Student Appeals Committee, may result in consideration of the matter with available information and a determination of misconduct penalties, if any.

The Student Appeals Committee has the authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action upon the recommendation of the committee.

In exigent circumstances, such as during finals week or a holiday, the dean of students may appoint an ad hoc committee to fulfill the duties of the Student Appeals Committee.

Conduct of Hearing
The hearing shall be conducted by, and under the control of, the chair of the Student Appeals Committee. The hearing shall be conducted in the following manner and order:

1. The chair will open the meeting by introducing the committee members and asking each party if there is any objection to a member. Objections must be reasonably made and based on firsthand experience. The chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the
chair if a quorum is not otherwise present to hear the case, and the meeting will be rescheduled if necessary.

2. The chair will then advise the student of the committee’s procedures and the student’s right to make a statement, call and question witnesses, and have one advisor, of their own choosing, present. The advisor can be a member of the university’s faculty or staff. However, only the student may speak and ask questions on their own behalf. Attorneys may not be present.

3. The chair shall review, in the presence of the student and the dean of students, the allegations against the student for the matter under review.

4. The chair shall then call upon the dean of students for a formal statement, followed by questions from members of the committee and the student. The chair shall ask the dean to introduce witnesses. All members of the committee, as well as the student under review and the dean, shall have the right to question witnesses. Witnesses shall be present in the hearing only during their testimony. The dean shall have a maximum of 15 minutes in which to complete the formal statement and introduce evidence.

5. The chair shall then call upon the student for a formal statement, followed by questions from committee members and the dean. Also during this time, the student may call witnesses; and the same procedure for questioning witnesses shall be followed. Witnesses shall be present in the hearing only during their testimony. The student shall have a maximum of 15 minutes to complete the formal statement and introduce evidence.

6. After hearing formal statements and all witnesses, the chair shall ask for a concluding statement, first from the student and then from the dean, if they desire to make one. No further questions should be asked during the closing statements.

7. Following the concluding statements, if offered, the chair shall request that all non-committee members leave the room. The chair shall preside over deliberations and may vote in case of a tie.

8. When the committee’s deliberations are concluded, the student, the dean and their respective representatives, if any, shall be called back into the room and informed by the chair of the committee’s decision.

The Student Appeals Committee will discuss only facts pertinent to the hearing. The chair will determine the pertinence of the evidence. The chair may limit the presentation of cumulative, repetitious or immaterial matters.

**Record of Proceedings**

An audio recording of the hearing and confidential deliberations will be made, and individual members and/or the chair may take notes during the hearing. The recording and any notes are prepared by and for the committee members, and for the provost, to aid in his or her review of the hearing and any appeal of the committee’s decision. To protect student confidentiality and the integrity of the appeals process, neither the recording nor the notes are available for student review.

No other electronic devices (including, but not limited to, cell phones, computers and additional recorders) may be used during the hearing or committee meeting, unless expressly permitted by the committee chair.

The official record will include:

- Notice of hearing
- Written submissions by the student, including supporting documents
• Evidence received or considered, including written statements and exhibits by other students, faculty and others, and summaries of any witness testimony at the hearing or meeting
• Statement of the matters officially noticed
• Findings and conclusions by the committee
• Written summary of the hearing
• Final decision letters, including any appeal decision letters
• Stipulations and agreements
• Documentation of fulfillment of or failure to fulfill any sanction

These documents will become a part of the student’s Student Conduct File, and will be part of a student’s permanent record. In the event the sanction of probation, suspension, or expulsion is imposed, these documents will also be maintained in the Student Academic File.

Findings
The finding of the provost (or designee) or Student Appeals Committee will be limited to one of the following:

• A finding that the proper procedures have not been followed, and that such failure has prejudiced the student’s interests. The committee shall direct the dean of students to recommence procedures provided hereunder, and to thereafter perform the functions in accordance with the provisions of the policy. This determination could include a rehearing of the case.
• A finding of lack of substantial evidence to support the allegation of code violation and of the sanction. The committee shall dismiss the charge and lift the sanction.
• A finding that the sanction given is too severe or is inappropriate to the nature of the violation. The committee shall direct the dean of students to issue a lesser sanction.
• An upholding of the decision of the dean of students.

Notification
A written notification of the decision will be mailed to the student within five (5) business days of the appeal hearing. All findings by the provost (or designee) or the Student Appeals Committee shall be in writing, and shall include the following:
• Facts considered
• Applicable policies referenced in consideration of facts
• The action to be taken by NUNM as a result of the provost’s (or designee) or committee’s conclusions

Decisions made by the provost (or designee) or committee are final.

14.15 Reapplication and Readmission to NUNM Policy
This section does not apply to students who have received the disciplinary sanction of expulsion pursuant to Section 14.13. Expelled students are ineligible for reapplication or readmission to NUNM.

Students who have been suspended cannot submit an application for readmission to NUNM for a minimum of one (1) calendar year from time of suspension, unless noted differently in the suspension letter. A suspended student who wishes to apply for readmission to NUNM must meet one of the following criteria at the time of dismissal:

1. The student had a serious illness or medical issue.
2. An event or series of events occurred that prohibited the student’s academic performance due to high levels of stress. Examples would include a death in the family, divorce or separation from a long term partner, assault.
3. Documentation of a disability that can be, but has not been previously or reasonably accommodated.
4. The student experienced any other serious problem that significantly affected academic performance.

Documentation may be required to prove that the situation leading to suspension has been remedied. NUNM may impose the following requirements upon readmission for a student who was non-academically suspended due to conduct violations:
1. Complete remedial work prior to readmission, typically outlined in the letter of suspension.
2. The need to repeating some courses and/or clinic shifts.
3. Meet with the Center for Academic Success to review curriculum layouts. The student may also be required to sign and comply with all conditions of an academic contract.
4. Submit and pass an additional drug screening and/or background check.

A student who was suspended due to conduct violations will return on disciplinary probation upon readmission for the remainder of the student’s NUNM career.

Students who have withdrawn, either administratively or voluntarily, from NUNM must wait one application cycle to apply for readmission. Withdrawn students are required to follow the application process as outlined by the Admission’s Office. NUNM may impose one or more of the following requirements for a student who applies for readmission and has been separated from NUNM for more than one year:
1. Take an entrance exam prior to entering the clinic to assess skill level.
2. Complete remedial work, which may include repeating some courses and/or clinic shifts.
3. Meet with the Center for Academic Success to sign and comply with all conditions of an academic contract if on academic probation when withdrawn. The student will remain on academic probation until all previously failed courses have been resolved.
4. Submit and pass an additional drug screening and/or background check.

Completing these steps does not guarantee readmission to NUNM. These are the criteria for consideration for reapplication. Questions regarding this policy may be directed to the director of admissions, the program dean or dean of students.

14.16 Arrest Policy
The intent of this policy is to ensure the safety of patients and other members of the university. Violations of local, state, and/or federal law are subject to university action. A student who has pleaded guilty to, or otherwise accepted responsibility for, a violation should be aware that the university may also sanction the student.

Regardless of a plea, the dean of students must be notified within 72 hours if a student is arrested for, charged with, or convicted of any offense other than a minor traffic violation. Once notified, the dean of students will schedule an appointment with the student to discuss the incident. Following the inquiry, the dean of students may refer the student to the Honor Council, with possible sanctions as outlined in the student handbook, Section 14. If a student is unable to meet
the 72 hour deadline, the student may be placed on an involuntary leave of absence pending a conversation with the dean of students.

A student may be suspended immediately, pending a conduct hearing, when an arrest involves an act of violence, the illegal sale, manufacture or delivery of drugs, or when the continued presence of the student on-campus poses a threat to the safety or the rights, welfare, or property of another. If found in violation, a student will be subjected to disciplinary sanctions as outlined in Section 14 of the student handbook, up to and including expulsion.

If a matriculating student has been charged with a criminal offense between the time they submitted an application and the time they arrive at school, the student must inform the Admissions Office and dean of students prior to arrival. If the university later discovers that a student has withheld disclosure of a criminal charge, they may be subject to immediate suspension.

If a student is convicted of an offense and allowed to remain enrolled at NUNM, the student will be required to meet with the dean of students, chief medical officer, and program dean(s) to discuss possible ramifications for clinical rotation and licensure requirements.

14.17 Retaliation
The university expressly prohibits retaliation, defined as any intentional or adverse action taken against any individual who in good faith brings a complaint to the attention of the university or who participates in any resulting investigation. Any act of retaliation that is directed against a person filing a complaint, the accused person, witness or participant in the process, by any party, will be treated as a separate and distinct charge. If the university determines that a student has engaged in retaliation, appropriate corrective or disciplinary action will be taken, up to and including expulsion.

In addition, the university will not retaliate against anyone who brings forth a complaint with the school, or any state or federal agency, or for participating in an investigation or proceeding.

SECTION 15: STUDENT GRIEVANCE POLICY
15.1 Grievances
The NUNM Student Grievance policy provides a means by which a student may seek an equitable and orderly resolution regarding a complaint against an employee, while the employee was acting in an official capacity (e.g., faculty member, administrator, staff member).

A grievance may be filed for an alleged violation of campus policy or procedure that adversely impacts the student. It is an educational matter, personal issue or condition that a student believes to be unfair, inequitable, and/or a hindrance to their education. An unresolved complaint is raised to the level of a grievance when the student completes and submits a Student Grievance form.

In order for a grievance to be legitimately based, actions against the student must have occurred in relation to an NUNM policy, procedure, or established practice that were arbitrary, capricious, inequitable, malicious or professionally inappropriate in nature.

The Student Grievance process must be initiated within 30 days after the alleged incident or issue occurred and begins with the dean of students or an appointed representative.
Students should allow 10 business days to receive a written response to their complaint or grievance.

All proceedings conducted under this policy are closed. The student may bring a support person (not an attorney, as this is not a legal proceeding) to any proceeding if so desired, but such person is not permitted to participate in any part of the discussions.

**Exemptions from this policy**
The following matters are not handled as student grievances within the scope of this policy, but may be directed for attention as follows:

- **Students may not file a grievance for a grade appeal**, except when a faculty displays unethical, illegal or improper conduct within the context of a grade given. For more on grade appeals processes see the student handbook, Section 5.12.
- Incidences of bias, discrimination or (sexual) harassment. Sexual misconduct, harassment, or sex discrimination complaint, or any complaint concerning discrimination are governed under separate policies. See Section 13 of the student handbook.

15.2 Informal Process
Students must adhere to the following procedure and may request consultation assistance from the Office of Student Life. A grievance must be presented within 30 days after the action or decision being questioned. The following steps should be taken.

Step 1: The student is required to meet with the person involved in the grievance to attempt to resolve the matter informally within ten (10) business days of the alleged incident. In most instances, the matter will be resolved at this level and no further action will be necessary. If a student needs assistance to facilitate such a meeting they may contact the Office of Student Life.

15.3 Formal Grievance Process
Step 2: If the student is unable to resolve the matter in question or is dissatisfied with the outcome of step one, the student may file a formal written grievance with the Office of Student Life. Grievances regarding the dean of students may be filed with the provost. Forms are available by request in the Office of Student Life.

The dean of students (or designee) will determine whether the alleged incident is able to be grieved based on information and documentation provided by the student as well as if it meets the basis of a grievance (the action(s) taken against the student constitutes arbitrary, capricious, unequal application, malicious or professionally inappropriate evaluations or behavior of a written NUNM policy, procedure, or an established practice). If it is determined that the allegation meets the standards, the dean of students will investigate the allegation or assign the grievance to the appropriate university official for resolution. The dean of students (or designee) will advise the student of the decision in writing within five (5) business days as to whether the issue will be investigated further.

If investigated further, the designated NUNM official will investigate the alleged incident. This process will include interviewing the student and respondent, and other investigative actions as deemed appropriate. The designated official will report the outcome to the student no later than ten (10) business days following the notice of investigation, not including weekends or established holidays, based on assessment of the information provided after receiving the grievance. In the unforeseen event the dean (or designee) needs additional time to review the
evidence, the dean (or designee) will notify the student in writing of the deadline extension. After the investigation has concluded and a decision rendered in writing, all materials will be immediately returned to the dean of students to be placed in the appropriate files.

15.4 Appeal Process
In most instances the decision of the designated official is final; however, under certain circumstances a grievance may be appealed to the provost in writing. Within three (3) business days from the decision date rendered by the dean of students (or designee) the student must notify the provost (or designee) of intention to appeal. The student will then have seven (7) calendar days to complete and submit to the provost (or designee) a written request for review. The provost (or designee) will respond with a final decision within ten (10) business days, not including weekends and published holidays that the university is closed, based on assessment of the information provided by the dean of students and the investigation of procedure, or refer the appeal to the Student Appeals Committee. An appeal to the provost must be based on the following grounds, either individually or in combination:

- Additional information relevant to the grievance is now available for consideration that was not initially available to be considered by the designated official;
- The investigation was not conducted in accordance with this procedure;
- Implementation of the remedy proposed by the designated official would be illegal or constitute a violation of written NUNM policy, procedure or established practice.

The provost (or designee) may elect to uphold the decision of the dean of students (or designee), reverse the decision, request a different resolution, or refer the case to the Student Appeals Committee in light of new information that was previously not available to, or considered by, the dean of students (or designee).

15.5 Accreditation Agency Information
If a student is not satisfied that NUNM has adhered to its policy or been fair in its handling of the complaint, the student may contact the appropriate accreditation agency listed below.

National University of Natural Medicine is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited university or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial, but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution’s accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

**Northwest Commission on Colleges and Universities (NWCCU)**
8060 165th Ave. N.E., Ste 100
Redmond, WA 98052
425.558.4224 | nwccu.org
Student complaints or other allegations that the university has failed, or is failing to comply with, the provisions of any laws or rules, can be filed with the Higher Education Coordinating Commission to investigate and resolve complaints.

**State of Oregon: Higher Education Coordinating Commission (HECC)**
255 Capitol Street NE, Third Floor
Salem, OR 97310
503.947.5716 | oregon.gov/highered/pages/index.aspx#

The degree program in naturopathic medicine is accredited by the Council on Naturopathic Medical Education, a professional accrediting agency for naturopathic medicine programs.

**Council on Naturopathic Medical Education (CNME)**
PO Box 178
Great Barrington, MA 01230
413.528.8877 | cnme.org

The MSOM degree program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). ACAOM is a professional accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners.

**Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)**
8941 Aztec Dr.
Eden Prairie, MN 55347
952.212.2434 | acaom.org

Consumer or civil complaints can be filed with the Oregon Department of Justice Consumer Complaints.

**Oregon Department of Justice (ODJ)**
Consumer Protection Section
1162 Court St. NE
Salem, OR 97301-4096
877.877.9392 | help@oregonconsumer.gov

If a student feels that their rights under the non-discrimination statement may have been potentially violated, they may contact the Office for Civil Rights (OCR) with or without working with NUNM to correct the issue. A student can find information regarding OCR complaints at: www2.ed.gov/ocr/complaintintro.html

**U.S. Department of Education – Office for Civil Rights (DOE-OCR)**
400 Maryland Ave., SW
Washington, DC 20202
800.421.3481 | ed.gov/ocr

**SECTION 16: STUDENT SERVICES**

**16.1 The Office of Student Life**
This office is available to answer questions, address concerns or receive comments regarding various aspects of campus life. Housed within the Office of Student Life is the dean of students,
directs of counseling services, mental health counselor(s), campus events and activities coordinator, and the student life administrative coordinator. The director of academic success and access and Center for Academic Success report to the dean of students. The Office of Student Life assists students with day-to-day questions providing direction to internal and external resources, which may impact overall student success on a practical, academic, or personal level. Students are encouraged to drop by this office with any concerns or needs they might have regarding their educational goals.

16.2 New Student Orientation
New Student Orientation is a required course that provides students with the opportunity to become oriented and familiar with the campus and their peers; meet with essential faculty, staff and administrators; and learn the rights, responsibilities and expectations of being a student at NUNM.

Any student who is enrolling in NUNM half time or greater is required to attend New Student Orientation prior to the first term of enrollment. At that time, students will be assessed the New Student Orientation fee, which is charged to their student account. Attending New Student Orientation is a requirement for graduation from NUNM. A student who matriculates into an additional program during their academic career is exempt from participating in a second New Student Orientation course.

Students who complete New Student Orientation will receive a grade of “CMP” for completion (see Section 5.9). Failure to attend all of New Student Orientation will result in a grade of “NC” and the student will be required to retake the course the next time it is offered. Students who miss New Student Orientation will not be refunded the fee.

Students readmitted to NUNM must make an appointment with the Office of Student Life to determine if reorientation is required.

Non-degree seeking students are not required to attend New Student Orientation, however, they are required to familiarize themselves with NUNM policies and should contact the Office of Student Life with questions.

16.3 Emergency Contact Information
Students are required to provide an updated emergency contact in Sonis. This information can be updated by using the “Change of Address” form found on the Registrar’s page of the NUNM website. In the event of an emergency, family and friends may leave messages with the Office of Student Life at 503.552.1601. Every attempt will be made to locate a student in the classroom. If that attempt fails, a message will be left in the student’s mailbox.

16.4 Identification and Key Cards
Identification Cards
To register, students must have an NUNM identification card with picture. This can be obtained during new student orientation and during hours posted for producing IDs by the Security Office. This card can be used to receive student discounts at movies, museums, etc. ID cards are used to create library accounts, which allow students to access library resources. ID cards must be presented at the clinic for services. There is a $10 replacement charge for lost ID cards and does not include the replacement charge for TriMet passes.
**Key Cards**

Key cards will be issued to all applicable students and placed in the students’ mailboxes at the beginning of the term in which access to a restricted area is required. Currently, the only restricted area requiring key card access is the EPIC computer lab. A one-time $10 refundable fee will be added to the student’s account for that term. In order to further promote sustainability, students will be asked to return their key cards when they are no longer needed. For example, when a student graduates, takes a leave of absence, withdraws, or is no longer enrolled in a course that requires access to the EPIC computer lab. The student will then be refunded the $10 fee and the key card recycled.

**16.5 Disability and Accommodation Services**

NUNM and the Center for Academic Success are committed to following Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) as amended in 2008 (ADAAA), and other applicable federal and state regulations and university policies which prohibit discrimination on the basis of a disability. Under these laws students with a documented disability have a right to receive reasonable accommodations.

Students also have responsibilities under these laws. Students are responsible for turning in requests for accommodations within an appropriate time frame, submitting adequate documentation from a qualified medical practitioner, as well as meeting and maintaining NUNM satisfactory academic progress and technical standards.

Students seeking an accommodation must schedule an appointment with the director of academic success and complete the “Disability and Academic Accommodation” form available online. An accommodation request must be supported by adequate documentation. Adequate documentation must:

- Be from a qualified professional within their scope of practice and licensure to diagnosis
- Include a brief history of the student’s disability, a description and evidence of impairment and any current treatment plans if applicable
- Demonstrate how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria
- Contain rationale for the requested accommodation(s), clearly explaining why each recommendation for accommodation is appropriate
- Be no older than five (5) years prior to enrollment at NUNM

The Center for Academic Success will make every reasonable effort to accommodate the request in a timely manner but cannot guarantee that an untimely request can be met; untimely requests may result in delay, substitutions or denial of accommodation.

Upon approval of accommodations, the Center for Academic Success will work with the student to notify necessary parties (i.e., faculty, security, facilities, program deans, etc.). Information about the disability is confidential however anonymity is not guaranteed.

**16.6 Service Animal Policy**

In accordance with the Americans with Disabilities Act (ADA), service animals are permitted in campus facilities for persons with a physical disability (including but not limited to psychiatric, cognitive, mental, communication, physical and sensory disabilities). The disability must limit one or more daily life activities and the person must be regarded by a healthcare practitioner as having such a disability that requires the use of a service animal.
The ADA recognizes only dogs (no weight, size or breed limitations) as service animals. The service animal must be housebroken, on a leash or harness, and individually trained to do work or perform tasks for the benefit of an individual with a disability. The service the animal is providing must be directly related to the person’s disability (i.e., retrieve medicine, offer stability, alert to seizures, etc.). Dogs that meet this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. Dogs whose sole purpose or function is to offer comfort and/or emotional support do not qualify as service animals.

Under law, NUNM and its members are not allowed to ask an individual about the nature/extent of their disability; require documentation proving that the animal is an assistance animal, or; require that the individual pay any fee for the assistance animal. However, to ascertain if the animal presented on campus is a service animal, the university may ask:

- Is the animal required due to a disability?
- The nature of the work/task that the animal is trained to do/perform.

**Care and Maintenance of Service Animals**

The student handler of a service animal must be in full control of the service animal at all times, including but not limited to basic obedience commands and control of leash/harness. The care and supervision of a service animal is solely the responsibility of its student handler and cannot be handed over to another person. Care and maintenance includes but is not limited to:

- Ensuring the animal is housebroke and all/any of the animal’s waste elimination is done in appropriate areas;
- Always carrying equipment sufficient to clean up the animal’s waste whenever the animal and handler are on university property; and
- Be responsible for the proper disposal of the animal’s waste and for any damage caused by the waste or its removal.

**Denial or Exclusion of Service Animal(s)**

NUNM may deny or exclude a service animal only if the animal:

- Is a direct threat (e.g., biting, nipping, attacking)
- Creates undue financial and administrative burden
- Fundamentally alters any services, programs or activities (e.g., continuous barking or whining unrelated to their service role, growling during class and/or clinic shifts, etc.)

The exclusion of a service animal will be based on an individual assessment based on recent credible, objective evidence relating to the specific animal. The university will then work with the student to identify other means of adequate accommodations.

This policy is limited to service animals as identified above; an animal that provides emotional support, comfort, or companionship (therapy or comfort animals) is not included as a protected assistance animal under Oregon laws, and is expressly excluded as an assistance animal under the ADA—and therefore not allowed on campus (see Section 12.7).

Students requiring the assistance of a service animal on campus should contact the director of academic success and access to ensure adequate assistance, and become familiar with NUNM’s service animal policies should questions from staff/faculty arise.
16.7 Parking Availability and Regulations
Parking at the NUNM campus is limited. Please contact the Office of Safety and Security for parking information. Trip-reduction strategies are required by local and federal clean-air regulations. Covered bike parking is available on the NUNM campus. There is no student parking available at the NUNM Health Centers unless you are being seen as a patient. NUNM is not responsible for any damage done to vehicles while on NUNM property.

16.8 TriMet Passes
NUNM participates in TriMet’s University Universal Pass Program. The TriMet pass is a sticker affixed to the student ID and must be presented upon boarding TriMet buses, trains or MAX. The pass is not transferable. Students must sign an acknowledgement of TriMet’s pass rules and a fee acknowledgement statement prior to receiving their TriMet Pass. Once a pass has been issued, TriMet passes cannot be returned for a refund.

Passes may be purchased at the beginning of fall, winter and spring quarter, and expire at the end of that quarter. Bus passes can be purchased from the Business Office within the first two weeks of each term. After that time no passes will be available for pick up.

Summer term is not included in the TriMet University Universal Pass Program. Therefore, students may purchase a bus pass at a higher, yet still discounted, rate for the term. Summer TriMet Passes must be ordered from facilities four weeks prior to the beginning of summer term in order to receive them by the beginning of the summer term.

If a TriMet pass is lost, replacement bus passes may be purchased through the Business Office. Students who request a replacement bus pass as a result of losing their ID card will be charged a prorated cost for the remaining weeks of the term. This only applies if there are remaining passes after term distribution. A student with a lost ID card will be charged a replacement fee; in addition, there is a fee to replace a lost TriMet pass. The TriMet fee may be waived, however, if the student chooses not to replace it. For information regarding fees, please consult the university catalog.

16.9 Telephone and Facsimile
Student phones are located in the student lounge and are for local calls only. Students are asked to use administrative phones for university calls only. The Student Government Association also provides a fax machine for student use; it is located in the student lounge. There is no cost to students to receive or send faxes. (The fax number students can use to receive faxes is 503.220.1423.) In consideration for this free service, and to help the university control administrative costs, students are asked to limit the number of pages they receive per fax transmission to no more than two (2) pages. Please note that faxes received in the student lounge are in a public area and cannot be guaranteed confidential.

16.10 Lockers
Lockers are available through the Office of Student Life. Lockers are not available during the summer months, except for students who are enrolled in summer courses or by special request to the Office of Student Life. Lockers may not be used for commercial use except for approved student representatives for the NUNM Partners Program, on a space availability basis.
For all-weather bikers, there are a limited number of lockers available to accommodate wet bike gear. Please see the Office of Student Life for more information.

16.11 Food Service
Food service at the NUNM campus is provided by multiple independent mobile food truck vendors that visit the campus periodically on a scheduled basis each term. These vendors offer a variety of food options to the NUNM community and change frequently to promote variety. The NUNM Store offers a multitude of savory snacks, sweet treats, and tasty beverages along with a handful of fresh and frozen meal options. Questions about food service should be directed to the NUNM store coordinator.

16.12 NUNM Health Center Benefits
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.

16.13 Counseling Services
Faculty and administration work in conjunction with students to foster an atmosphere conducive to academic success and personal growth. Periodically, students may desire assistance with the responsibilities of university, work, relationships and other possible stresses. NUNM provides professional counseling services free of cost to enrolled students. If students desire to seek professional counseling outside of NUNM, the Counseling Center staff can assist in facilitating a referral. To schedule an appointment with the Counseling Center please call the appointment line at 503.552.1780.

16.14 Housing
The Office of Student Life refers all housing information and requests to the designated bulletin board. Housing options presented to the university are posted on the Office of Admissions webpage.

16.15 Athletic Facilities
Local gym membership information with discounts for NUNM students and their families is available through the Office of Student Life. There are intramural sport teams through the Student Government Association as well as some sporting equipment that may be checked out (e.g., basketballs, etc.).

16.16 Photocopying and Printing
NUNM maintains copy machines for student use in the library. Copies cost five cents per side, payable by bills or coins. NUNM also maintains printers in the library and in the hallway adjacent to the library. All school-related printing is free, with the exception of color printing. Students are expected to pay five cents per side for printing of non-school related materials. The charge for color printing ranges depending on paper quality.

16.17 Voter Registration
Oregon voter registration form information is distributed at the start of the fall term of each academic year. Voter registration forms can be found online through the Multnomah County elections office at: web.multco.us/elections/register-vote

16.18 Tutoring
The Center for Academic Success works in collaboration with faculty to provide peer tutors. Peer tutors are available upon request. Students who tutor must have passed the requested course and
have faculty approval prior to tutoring. Tutoring is a work-study/student employment position offered through the Center for Academic Success. A tutoring request may take up to a week to process. Tutoring is not available for clinical entrance exams.

16.19 Testing Center
The NUNM Testing Center, managed by the Center for Academic Success, is for students with eligible academic accommodations and those with approved excused absences. An accommodation letter or approved excused absence letter must be on file with the Center for Academic Success for the exam to be administered.

The Testing Center administers tests for didactic courses only, and does not administer remediation, practical or independent study examinations (exceptions may be made for students with registered testing accommodations).

Students will receive instructions on how to schedule their exams; notification and confirmation of a reservation should be made no less than 1-3 business days prior to the time reserved. Exams scheduled less than one full business day in advance (i.e., the morning of) may not be available at the Testing Center and therefore may not be administered at the time of reservation. Students with excused absences should schedule their exams upon receiving their approved excused absence letter; those with testing accommodations are recommended to reserve the entire term at once to ensure priority stations.

Tests should not be scheduled to overlap with another class; students taking exams with an academic accommodation must take their exams at the same time, or as close as possible (not to exceed one business day, unless previously approved) to the time of the rest of their class. Students are only allowed to reserve a station for the allotted time, per exam, as allowed by faculty. Additional time is only granted to those with approved academic accommodations.

Students who are late for their scheduled appointment may not be given extra time, and may need to reschedule their test. Failure to take an exam, without prior approval or documented excused absence, will be communicated to the faculty member and may be considered as a failed grade.

During their first exam at the Testing Center, all students must review and sign the Testing Center “Rules and Expectations” form, which will be kept on file. The following may be considered violations of the Academic Integrity Policy (Section 14.5 of the student handbook) and/or Honor Code: going over allotted time, not taking an exam within a deadline, and/or violations of the Testing Center Rules and Expectations.

16.20 Center for Career Development and Alumni Services
The Center for Career Development and Alumni Services (CCD&AS) assists students and alumni with preparation for success in experiential education, practices, industry and other areas of interest, such as CVs/resumes, contract review, business plans, market analysis, networking, public speaking, self-advocacy and other professional development activities. In coordination with NUNM’s curricula, CCD&AS coordinates and hosts workshops and small facilitated group meetings, acquires and creates business and professional relationships to develop opportunities, support resources and materials, and offers one-on-one professional guidance and support when needed. Students and alumni are encouraged to stay current with NUNM’s MyCareer web portal, Find a Practitioner, and social media to learn about career and business development resources and events. Students are encouraged to actively engage in career development activities throughout their student lifecycle. Students who need assistance are encouraged to visit CCD&AS, located in the Academic Building.
CCD&AS also seeks to increase the knowledge and awareness of NUNM students and graduates, especially in professional areas where students and graduates could seek gainful employment. CCD&AS hosts recruiters on campus who are looking to fill paid positions, and will help to coordinate interactive opportunities for those representing other business opportunities for students or graduates (such as the annual career fair). CCD&AS plays a role in keeping NUNM community involved and up-to-date on the efforts of professional associations including legislative efforts, best practices and industry standards. CCD&AS helps physicians, businesses, alumni and students with placement and problem solving for jobs, preceptor opportunities, internships, startups, and scaling up.

16.21 Library Services
The NUNM Library provides information resources for student learning and research. The library is located on the first floor of the Academic Building and is open Monday through Saturday during the academic year. The collection includes both classic and modern works of natural and Chinese medicine, as well as current books from the biomedical sciences. A separate room houses a collection of rare books. The library also has an extensive electronic resources collection, with access to thousands of electronic journals as well as databases such as CHANT, UpToDate, Natural Medicines and Scopus.

NUNM students with library accounts may use their NUNM ID cards to borrow circulating materials. Electronic journals and databases may be accessed using NUNM student credentials while off campus. It is the borrower’s responsibility to return circulating materials on time. Fines are assessed to encourage prompt return of library materials, and may be paid with cash or check at the library circulation desk or by using a credit card at the Business Office. Students with unpaid fines and fees in excess of twenty dollars may have a hold placed on their student account. Other policies regarding library use can be found at: library.nunm.edu/policies/.

16.22 Office of Equity and Inclusion
The Office of Equity and Inclusion (OEI) leads institution-wide efforts to foster diversity, equity and inclusion within the NUNM community. In conjunction with the deans and senior leadership, the OEI designs and implements diversity recruitment plans for students, staff, faculty and patients. The OEI coordinates activities, events and programs that support student retention, with an emphasis on underrepresented student populations. The Office of Equity and Inclusion also provides leadership to foster a culturally safe environment; advocates for and provides support to students as they train in the art, science and research of natural medicine; and provides educational opportunities to the campus community on diversity, racial equity, and inclusion-related topics.

The Office of Equity and Inclusion is the primary resource for all NUNM community members for the facilitation of diversity, equity and inclusion trainings; providing opportunities for community engagement through campus workshops and general student advising and guidance. The OEI serves as a resource for support, including discrimination, hate and bias reporting. The Office of Equity and Inclusion strives to foster a sense of belonging for all community members by cultivating a more diverse, inclusive and equitable campus community.

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 student activities and events coordinator.

17.3 Curriculum Approval Committee
Membership in the Curriculum Approval Committee includes representatives from the faculty, academic staff and student body. The committee is responsible for 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, 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.

For Clery Act reporting purposes, student clubs and organizations should hold their student meetings on campus. If an event is being held off-campus, the Office of Student Life must be notified.

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 Development 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/ 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 director of security must be notified, with a two-week notice. Failure to provide adequate notice will result in a cancelation 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 Development 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 the absence with the program dean (or designee) 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

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

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

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
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

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

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

SECTION 18: CAMPUS SAFETY AND EMERGENCY PROCEDURES

18.1 Lost or Stolen Items
NUNM is not responsible for lost or stolen items. It is important for students to be aware of their belongings everywhere on- or off-campus, including any health center. Lost and found for the NUNM campus is located in the Security Office. Lost and found for the NUNM Health Centers–Lair Hill are located upstairs near the central clinic conference rooms.

Please report all thefts to the NUNM Security Office within 24 hours. Incident reports can be filed online through the Incident Report form found on the footer of the NUNM website: “Community Reporting” or at nunm-advocate.symphlicity.com/public_report.

18.2 Campus Safety and Security
NUNM is committed to providing a safe and healthy campus. Any unsafe incident, crime or injury-causing accident must be reported immediately to the campus safety officer. Emergency procedures are posted at each entrance to the campus and clinic, and at many other prominent locations. A contracted security service is available 24 hours per day to address unanticipated security or facilities issues. On-site security is available for evening, weekend and special events. Hospital service is available within 10 minutes of all campus locations. The campus director of security is available year-round to assist with personal security issues, crime prevention and
general information. Campus and Safety Security may be reached at: 503.830.3613. NUNM also has an emergency pager number for after-hour emergencies: 503.914.1144.

NUNM has an established safety committee composed of staff, management and student representatives. The safety committee reviews policies and procedures, and recommends corrective actions in the areas of hazard assessment and control, safety and health planning, accident/incident investigations, and student and employee training. The committee addresses issues as needed. Student representatives are voted onto the committee each year by student elections.

18.3 Student Injury on Campus
Students participate in several courses that require the student to receive medical treatments. Students participating in these exercises agree to assume the risk of potential injury. Students participating in such exercises may be required to sign a document releasing the university from liability.

In the event of injury, NUNM policy and procedures are as follows:

1. Stay calm. Assess the situation. If the injury is serious or life threatening, or if you are unsure, call 911.
2. If the injury occurs during class time or on a clinic shift, the supervising faculty member should perform any indicated emergency or acute medical responses (e.g., assess the injury, stop bleeding, apply ice, immobilize the injured, etc.).
3. Once the situation is stable, the faculty member should contact the NUNM Security Office and file an incident report. The “Incident Report” form can be found on the footer of the NUNM website: “Community Reporting” or at nunm-advocate.symplicity.com/public_report/
4. Should the injured person need further medical treatment, the faculty member and security personnel should assist in finding and getting the person to a care facility or contacting emergency services (EMS) if necessary. If a student is injured on NUNM property, they may be taken to a care facility other than an NUNM Health Center.
5. If the injury occurs outside of a classroom or clinic, but on campus, the injured student should report it to security. Security may assist with first aid and, if requested, may assist in finding and getting the injured person to a care facility.
6. Once the medical situation is over, an incident report must be completed. If the injury occurred during a class or on a clinic shift, the supervising faculty member should complete the form online. If the injury did not occur during a class or clinic shift, the student should complete the incident report and send it to the security chief.
7. Copies of incident reports will be forwarded via the Advocate system to the following depending on the nature of the injury:
   a. Classroom injuries will go to the program dean.
   b. Clinic injuries will go to the chief medical officer.
8. If the student misses class or clinic time as a result of needing medical care, a petition for an excused absence, with appropriate documentation, should be completed and submitted to the Center for Academic Success and/or the registrar.

18.4 Missing Student Notification
The safety of NUNM students is critical and if a student is believed to be missing, immediate steps will be taken to locate the student. A student may be considered missing if:

• The student is unreachable by phone, electronic communication (email, text, etc.), or in person for 24 hours or more when the student is otherwise expected to be on campus or at an NUNM related clinic shift/activity; or
The student has not reached their specified destination for 24 hours or more past their anticipated arrival time; or
Other factors that lead NUNM staff to believe the student is missing.

If any of these circumstances lead to the belief a student is missing, an immediate investigation will be conducted and efforts will be made to reach the student in question. The following steps will be taken:
- Notification of the emergency contact listed in SONIS.
- Notification of the Portland Police Bureau with a request for a wellness check to the student’s residence.

When the missing student is located, the CARE (Crisis Assessment and REsponse) Team will assess the state of health and safety of the student to return to campus. If appropriate, a referral to the Counseling Center may be made.

If you believe a student is missing, please contact the Office of Student Life or Campus Safety and Security immediately.

Students are required to submit a local address and emergency contact during orientation. Students are strongly encouraged to periodically review and update their emergency contact and address information on SONIS. If you have questions on how to update your information, please contact the Registrar’s Office.

18.5 Crisis Assessment and Response Team (CARE Team)
The purpose of the NUNM Crisis Assessment and Response Team (CARE Team) is to help create, educate, promote and maintain a healthy and safe educational and work environment for all students, staff and faculty. The CARE Team is a trained group of staff and administrators who receive and assess reports on students who are displaying varied levels of disruptive, dangerous or distressed behavior; using established criteria, within the NUNM community. Upon review of reports, the CARE Team will assess the behavior(s) and provide support and services to the identified student. Support and services to the student could include, but are not limited to, referral for counseling, referral to the Honor Council or through the student conduct process, connection with advisors, medical withdrawals, and involuntary leave of absences, disability services and referral for psychological evaluation. In some cases, the recommended intervention for non-academic behavior issues may include suspension from NUNM. Students who are separated from the university can appeal the decision by following the procedures outlined in Section 14.14 No other outcomes are appealable. The CARE Team works within NUNM and with outside community resources to provide the services needed for a student in need. All reports are handled as confidential. The CARE Team adheres to all FERPA and HIPAA regulations, as well as counselor confidentiality. Questions or concerns regarding the CARE Team should be directed to the dean of students.

18.6 Crime Statistics
In compliance with federal requirements, NUNM submits annual campus crime statistics. These are available at: ope.ed.gov/security/. Information is also available in the Security Office and on the Campus Public Safety and Security portion of the NUNM website.
18.7 Emergency Closures
NUNM reserves the authority to cancel and reschedule classes, clinic shifts and work schedules due to emergencies. Determination of emergency situation status will be made by designated members of the University Planning Team.

The procedure described here is the same for all types of emergency closures. **NUNM does NOT follow other school systems**, but will have its own announcements on local television and radio stations:

- **TV**: Channels 2, 6, 8 and 12
- **AM Radio**: 620, 750, 860, 910, 1080, 1190, 1230, 1260, 1360, 1410, 1430 and 1490
- **FM Radio**: 91.5, 92.3, 94.7, 97.1, 98.7, 99.5, 101.9, 103.3, 106.7 and 107.5
- **Internet**: oregonlive.com

**Decisions on closure of NUNM and clinics will be made early so that the media is notified in time for the information to be on the air by 6:30 a.m.** When possible, the voicemail system message and NUNM website will be updated to reflect closures, but students should use the media listed above to get closure information.

If the NUNM academic buildings, research facility and clinics are closed, the media will be notified to show the closure as including “all.” However, it is possible that only NUNM academic buildings or only the clinics will be closed, so watch the media information carefully. When announcements indicate that the clinic is closed, this includes the NUNM Health Centers and all community clinics.

**How to Decide What to Do**
- If you hear the university or the clinics are closed, you are not required to come to classes and access to the building will be restricted.
- If you hear the university or the clinics are open, **YOU** must make the decision about coming to school.
- If you come to NUNM and find that an instructor was not able to come in, be aware that each employee must make their own decision about travel safety. When possible (in classes that have a student telephone tree or email system) instructors will notify students at the top of the phone tree or by email, but you may still have made it to campus before you are notified. Please be understanding.
- Be safe! Use TriMet if you are not accustomed to driving in the snow or ice. Realize that the parking lots may not be accessible due to ice or heavy snow accumulation.

18.8 Emergency Notification System
NUNM contracts with a third-party business to provide immediate notification to all students, staff and faculty in the event of an emergency. Notifications are sent via student email and home phone numbers listed in the student information system. Students may opt into additional notification processes. All students are required to keep all contact information up-to-date with the Registrar’s Office.

**NUNM uses the emergency notification system to communicate school closures and any emergency situations occurring on campus.**
18.9 NUNM Emergency Evacuation Plan
NUNM has in place an emergency evacuation plan in the event of an incident that necessitates the evacuation of the campus. The evacuation plan can be found on the NUNM website. NUNM staff conduct trainings each year in compliance with local safety regulations.

SECTION 19: UNIVERSITY INFORMATION

19.1 Student Suggestions
For any inquiries, complaints or suggestions that would benefit our campus community, please contact the Student Government Association or the Office of Student Life.

19.2 Community Hour
Community hour is held weekly for the purpose of sharing information between students and NUNM administration. Each organization shall have no more than one (1) community hour per term and/or no more than two (2) per academic year. Requests for presentation time can be submitted starting a term in advance, as early as week five (5). For students who are interested in discussing a topic or presenting information, please contact the Office of Student Life.

19.3 Electronic Communications (Email and Moodle)
The official university communication method to students is through NUNM email. Each student is assigned a student email address upon matriculation. In addition, faculty, staff and the administration use electronic communication via course management software (Moodle) to communicate with students. All students must enroll in various department courses in Moodle to access information. Students are strongly encouraged to check their NUNM email account on a daily basis. Students are responsible for the information contained within email communications.

Students are responsible for any communication sent via email from faculty, staff and administration. For the clinical communications policies, see Section 4.3 in the Student Clinic section. In short, it is NUNM Health Centers policy NOT to use email to communicate with patients.

Students who are separating from the university due to graduation, leave of absence, suspension or expulsion will have their access to electronic communication discontinue by the following schedule:

- Students who complete graduation requirements from the university: email accounts remain active 6 months after graduation.
- Students who voluntarily withdraw from NUNM prior to graduation: email account will be disabled 30 days following the last date of enrollment (per Registrar’s Office records).
- Students who are SUSPENDED: email account will be disabled within 30 days following the last date of enrollment (per Registrar’s Office records).
- Students who are EXPELLED: email account will be disabled immediately upon receipt of notification by the dean of students.
- Students with an approved Leave of Absence: email account will be disabled 1 week following the return date of the Leave of Absence (per Registrar’s Office records) if the student has not return to regular enrollment or otherwise notified by the Registrar’s Office.

19.4 Campus Bulletin Boards
Anyone wishing to post public notices on campus is required to submit their notices for approval by the appropriate department, which can be found on bulletin board signage. Postings for events sponsored by an NUNM business partner or for NUNM sponsored events charging fees paid to
parties outside of the University must be submitted to the Office of Development for approval. These will be date-stamped and posted on the appropriate bulletin boards by the student and/or staff member. Notices not appropriately stamped will be removed.

Postings are allowed only on designated bulletin boards which are labeled. Please contact the listed department or administrator for additional questions on posting.

Postings are not allowed on lockers (other than the locker belonging to the student posting), mailboxes, exterior or interior doors or windows, wood trimmings and/or bathroom stalls. All bulletin boards will occasionally be cleared of posted material to make room for new information. Posted materials become the property of NUNM and will be retained or disposed of appropriately.
### SECTION 20: ACADEMIC CALENDAR

#### Academic Calendar 2018/2019

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<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer quarter begins - Clinic</strong></td>
<td>7/2/2018</td>
</tr>
<tr>
<td>July 4 holiday <em>(campus &amp; clinics closed)</em></td>
<td>7/4/2018</td>
</tr>
<tr>
<td>Summer academic classes begin</td>
<td>7/9/2018</td>
</tr>
<tr>
<td>New student institutional orientation <em>(students attend one date)</em></td>
<td>8/22, 9/5, 9/12/2018</td>
</tr>
<tr>
<td>Labor Day Holiday <em>(campus &amp; clinics closed)</em></td>
<td>9/3/2018</td>
</tr>
<tr>
<td>Summer academic classes end</td>
<td>9/7/2018</td>
</tr>
<tr>
<td>New student academic orientation <em>(ND white coat ceremony)</em></td>
<td>9/14/2018</td>
</tr>
<tr>
<td>Summer quarter ends</td>
<td>9/15/2018</td>
</tr>
<tr>
<td><strong>Fall quarter begins</strong></td>
<td>9/17/2018</td>
</tr>
<tr>
<td>Last day to add or change sections</td>
<td>9/28/2018</td>
</tr>
<tr>
<td>Last day to pay tuition &amp; fees</td>
<td>9/28/2018</td>
</tr>
<tr>
<td>Late payment fee assessed</td>
<td>10/1/2018</td>
</tr>
<tr>
<td>Last day to drop classes</td>
<td>10/5/2018</td>
</tr>
<tr>
<td>OSCE 1 exams</td>
<td>10/19/2018</td>
</tr>
<tr>
<td>Veterans Day <em>(campus &amp; clinics closed)</em></td>
<td>11/12/2018</td>
</tr>
<tr>
<td>Clinic holiday I – Thanksgiving week session</td>
<td>11/19–21/2018</td>
</tr>
<tr>
<td>Thanksgiving break <em>(no academic classes)</em></td>
<td>11/19–24/2018</td>
</tr>
<tr>
<td>Thanksgiving holiday <em>(campus &amp; clinics closed)</em></td>
<td>11/22–24/2018</td>
</tr>
<tr>
<td>Make up for Veterans Day</td>
<td>12/5/2018</td>
</tr>
<tr>
<td>Finals week</td>
<td>12/10–14/2018</td>
</tr>
<tr>
<td>Fall quarter ends</td>
<td>12/15/2018</td>
</tr>
<tr>
<td>Winter break <em>(no academic classes)</em></td>
<td>12/16/2018–1/6/2019</td>
</tr>
<tr>
<td>Clinic holiday II – Pre-winter session</td>
<td>12/17–22/2018</td>
</tr>
<tr>
<td>Winter break <em>(campus closed)</em></td>
<td>12/24–30/2018</td>
</tr>
<tr>
<td>New Year’s Day <em>(campus &amp; clinics closed)</em></td>
<td>1/1/2019</td>
</tr>
<tr>
<td>Clinic holiday III – Post-winter session</td>
<td>1/2–5/2019</td>
</tr>
<tr>
<td>Orientation, January admits</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Winter quarter begins</strong></td>
<td>1/7/2019</td>
</tr>
<tr>
<td>Last day to add or change sections</td>
<td>1/18/2019</td>
</tr>
<tr>
<td>Last day to pay tuition &amp; fees</td>
<td>1/18/2019</td>
</tr>
<tr>
<td>Martin Luther King Day <em>(campus &amp; clinics closed)</em></td>
<td>1/21/2019</td>
</tr>
<tr>
<td>Late payment fee assessed</td>
<td>1/22/2019</td>
</tr>
<tr>
<td>Last day to drop classes</td>
<td>2/1/2019</td>
</tr>
<tr>
<td>OSCE 3 exams</td>
<td>2/1/2019</td>
</tr>
<tr>
<td>OSCE 2 exams</td>
<td>3/15/2019</td>
</tr>
<tr>
<td>Make up for Martin Luther King Day</td>
<td>3/18/2019</td>
</tr>
<tr>
<td>Finals week</td>
<td>3/25–29/2019</td>
</tr>
<tr>
<td>Winter quarter ends</td>
<td>3/30/2019</td>
</tr>
<tr>
<td>Spring break <em>(no academic classes)</em></td>
<td>3/31–4/7/19</td>
</tr>
<tr>
<td>Clinic holiday IV – Spring break session</td>
<td>4/1–6/19</td>
</tr>
<tr>
<td>Spring quarter begins</td>
<td>4/8/2019</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Last day to add or change sections</td>
<td>4/19/2019</td>
</tr>
<tr>
<td>Last day to pay tuition &amp; fees</td>
<td>4/19/2019</td>
</tr>
<tr>
<td>Late payment fee assessed</td>
<td>4/22/2019</td>
</tr>
<tr>
<td>OSCE 1 exams</td>
<td>5/3/2019</td>
</tr>
<tr>
<td>University Council, Friday 12:30–2:30 p.m.</td>
<td>5/3/2019</td>
</tr>
<tr>
<td>Last day to drop classes</td>
<td>5/3/2019</td>
</tr>
<tr>
<td>Memorial Day (campus &amp; clinics closed)</td>
<td>5/27/2019</td>
</tr>
<tr>
<td>Make up for Memorial Day</td>
<td>6/17/2019</td>
</tr>
<tr>
<td>Finals week</td>
<td>6/24–28/2019</td>
</tr>
<tr>
<td>Spring quarter ends</td>
<td>6/29/2019</td>
</tr>
<tr>
<td>Commencement</td>
<td>6/29/2019</td>
</tr>
</tbody>
</table>

**Faculty and Honor Council meetings will occur on the following Friday morning schedule:**

1st Fridays are Academic Faculty meetings
2nd Fridays are meetings of the Faculty Senate, ARAC and Honor Council
3rd Fridays are Clinical Faculty meetings
4th Fridays are meetings of the PCRC, Clinical Guidelines Committee, faculty meetings and Honor Council
5th Fridays are for any makeup or additional meetings, as needed
II. STUDENT CLINIC SECTION
II. STUDENT CLINIC SECTION

The provisions of this section are in addition to the provisions of Section I of this handbook. Nothing contained in Section II is intended to supersede the provisions in Section I. In the event there is any conflict between the provisions in Section II and Section I, the provisions of Section I will apply and are controlling.

SECTION I: OVERVIEW OF THE NUNM TEACHING PROGRAMS

1.1 Fulfillment of Mission

The mission of the NUNM academic medical clinics is to provide quality health care to the public and quality clinical education to medical students and residents. The mission and the clinical training objectives of both the ND and CCM programs are fundamentally aligned with NUNM’s overall mission: “to educate and train physicians, practitioners and pre-professionals in the art, science and research of natural medicine.” In addition to the school’s global mission, the College of Classical Chinese Medicine has the specific mission of “transmitting the art, science and spirit of Chinese medicine to cultivate clinical practitioners rooted in the ancient tradition of the medical scholar.”

ND Program

The university provides training that allows graduating students to become well-versed in the underlying principles and philosophy of naturopathic medicine as it applies to supporting the healing process. This training allows students to obtain skills necessary to be able to perform as competent entry-level primary care physicians with sole responsibility for patient care as demonstrated through proficiency in demanding clinical and academic programs. Students are given the opportunity to master entry-level knowledge in differential diagnosis, laboratory and diagnostic imaging interpretation, preventive medicine, botanical medicine, homeopathy, clinical nutrition, physical medicine, musculoskeletal therapies, hydrotherapy, minor surgery, lifestyle counseling, and the use of pharmaceutical medications. Graduating students are given the opportunity to become well prepared for the national licensing exams.

CCM Programs

In accordance with the CCM mission, students receive lineage-based training that emphasizes transmission and mentoring as major methods for promoting personal and professional cultivation. They have the opportunity to become well-versed in the principles, philosophy, and practice of classical Chinese medicine. Graduates will have demonstrated proficiency of knowledge and skills in Chinese diagnostic techniques, acupuncture, herbal medicine (DSOM and MSOM only), Asian massage, qigong, Chinese dietetics and lifestyle counseling. Students also receive instruction in biomedical pathophysiology and recognizing clinical red flags. Graduating students have been trained to assume sole responsibility for patient care, and are given the opportunity to become well-prepared for the national licensing exams, as well as collaborate with other medical providers.

1.2 Clinical Faculty

NUNM Health Centers host both adjunct and full-time faculty members. Each has completed a rigorous application and hiring process, and has been selected based on their clinical acumen measured by their level of experience, patient care, expertise and passion for natural medicine, as well as their commitment to NUNM’s patients, students and education. The practitioners in the CCM program have also been recruited and selected on the basis of their commitment to training students in the art, science and spirit of classical Chinese medicine.
1.3 Student Participation in Clinical Training
Attendance at, or participation in, clinical training is permitted only for those students who are in good standing at NUNM. Any student who is suspended or expelled from NUNM is not permitted to attend clinical training sessions or have contact with NUNM’s clinical patients. Any student for whom clinical privileges are suspended is also excluded from attending clinical training sessions or having contact with NUNM’s clinical patients.

1.4 Stages of Clinical Training – ND Program
Students assume the role of patient care provider gradually as they progress through well-defined stages with increasing levels of responsibility.

Clinical Observation – year one
Clinical observations provide students with observational learning experiences under the mentorship of licensed physicians in practice. During this first-year series, students are assigned to NUNM clinic shifts where they will observe the application of routine clinic policies and procedures, communication between doctors and students and between students and patients, diagnosis and treatment discussions, application of therapeutic modalities, and referral management.

Hydrotherapy/Massage Technician – year two
In the second year, students are assigned to the role of hydrotherapy/massage technician. At this stage of clinical training, students administer hydrotherapy and massage to clinic patients. This stage provides students with their first hands-on experience treating members of the patient population at our academic medical clinics, and provides an important introduction to certain aspects of responsibility for patient care. Students continue in this role while a vigorous academic schedule prepares them for the next formal stage of clinical training, that of the secondary.

Secondary – year three
Students become secondaries at the beginning of their third year after passing their OSCE 1 exam. A secondary functions as an integral member of a patient’s treatment team, formed when the attending doctor, and the primary and secondary students join the patient in the healing process. The secondary’s main responsibility is to observe and learn about all aspects of patient care, under the direction and supervision of the physician and in cooperation with the primary, who leads the student team. Secondary duties include, but are not limited to, scrubbing charts for health maintenance; reviewing medications, allergies and problem lists with the patient; enrolling the patient in MyChart; assisting the primary intern during patient visits; contributing to discussions regarding patient assessment and management; and taking vital signs.

Primary – year four
The final formal stage of clinical training begins after the third year when the student assumes the role of primary, after passing the OSCE 2 exam. With a fourth-year course load focused on clinical readiness, students are able to devote much of their time to providing naturopathic medical care to patients in the NUNM Health Centers. Primary duties include taking a patient history; performing an appropriate physical examination and diagnostic evaluation; developing differential diagnoses and a working diagnosis; and composing an individualized treatment and management plan that includes appropriate preventive recommendations and anticipatory guidance (in conjunction with the clinical supervisor and secondary). Students receive expert guidance from a diverse group of skilled naturopathic physicians during their primary rotations. Although patient care is coordinated and organized by the primary, the attending physician oversees each case. As fourth year progresses, students are expected to develop greater clinical skills, to act with more confidence and, in keeping with the clinic’s mission, begin to assume a
role of responsibility with regard to the delivery of naturopathic health care. *At no time does the primary act independently without formal authorization from a supervising licensed naturopathic physician.*

Community Experience Preceptorships (ComEx) – all years
ComEx preceptorship rotations afford students the opportunity to follow healthcare providers in practice, providing students with additional exposure to naturopathic medicine, conventional medicine and allied health fields in the surrounding community. Students meeting ComEx program requirements are eligible to begin their preceptorships the summer after their first year. Requirements for the ComEx component of clinical education are reviewed annually.

Entrance Into and Advancement through Clinical Training
In order for ND students to advance through clinical training, they must meet the following requirements:

A. To enter the clinic as a clinical observation student, students must:
   - Pass the urinary drug screen (completed upon matriculation)
   - Have all required immunizations as outlined in the Oregon Revised Statutes.
   - Maintain annual HIPAA certification
   - Maintain current CPR/BLS certification

B. To become a hydrotherapy technician, students must:
   - Maintain current CPR/BLS certification
   - Maintain annual HIPAA certification
   - Pass Clinical Observation I and II
   - Pass Therapeutic Modalities I
   - Complete Epic training for hydrotherapy technicians
   - Students on academic probation must have passed the above requirements and have completed a valid academic contract

C. To become a secondary, students must:
   - Maintain current CPR/BLS certification
   - Maintain annual HIPAA certification
   - Pass all first-year courses
   - Pass Introduction to Clinic
   - Complete hydrotherapy clinic hour requirement (48 hours)
   - Complete Epic training for secondaries
   - Complete all mandatory clinic orientation meetings
   - Successfully pass the Clinic Secondary Entrance Exam (OSCE 1) within 6 months of starting secondary rotations
   - Students on academic probation must have passed the above requirements and have completed a valid academic contract

D. To become a primary, students must:
   - Maintain annual HIPAA certification
   - Maintain current CPR/BLS certification
   - Complete musculoskeletal, cardiology, gastroenterology and urology system blocks
   - Complete all secondary clinical hours
   - Complete mandatory primary orientation
   - Successfully pass the Clinic Primary Entrance Exam (OSCE 2) within 3 months of starting primary rotations
Students on academic probation must have passed the above requirements and have completed a valid academic contract.

**Proficiency Examinations**

ND students are required to pass an Objective Structured Clinical Examination (OSCE) before moving forward in each stage of clinical training. The OSCE 1 examination (clinic entrance examination) is taken and passed no more than 6 months before the student may be allowed to begin secondary rotations. The OSCE 2 examination (primary status examination) must be passed no more than 3 months before a student is allowed to begin primary rotations, and successful completion of the OSCE 3 examination (exit examination) is required to graduate from the program. A student is eligible to take the OSCE 3 exam after successful completion of eight (8) primary clinic rotations if they matriculated prior to fall 2015, or after successful completion of six (6) primary clinic rotations if they matriculated in fall 2015 or after.

### 1.5 Stages of Clinical Training – DSOM and MSOM Programs

The goal of CCM clinical training is for students to transform into competent practitioners through the following components of the clinical program. The timing described below assumes that the student is on the four-year track. Clinical Observation starts in the third year of the five-year track.

**Introduction to Clinic – year one**

In the spring quarter of their first year, students are introduced to the fundamentals of working in the CCM clinics. Topics include HIPAA compliance, clinic policies and procedures, hygienic standards including Clean Needle Technique, charting protocols, patient confidentiality and multicultural awareness. Students learn how to create a patient timeline as preparation for writing patient case reports.

**Observation – year two**

In clinical observation five students per rotation learn as they watch seasoned faculty supervisors treat clinic patients. Over the course of the year, students become more familiar with clinic policies and procedures, practice the diagnostic skills learned in the first year of the program, and relate their classroom learning to the clinical situation. Through their observation of patient-practitioner interactions and their involvement in discussions regarding patient diagnosis and treatment, students build their clinical knowledge, skills and attitudes, and become familiar with the different styles and interests of the clinic faculty. At the discretion of the faculty supervisor, students may participate in the delivery of certain aspects of patient treatment, including moxibustion, massage, cupping and/or needle removal. Students create at least one patient timeline on each of their observation rotations.

**Clinical Mentoring – year three**

In the third year of the program, students continue to gain clinical experience and become more familiar with the different lineage styles of the clinical faculty. Participating in two clinical mentoring rotations per quarter, students become more involved in the process of diagnosing and treating patients under the direction and supervision of the clinician. Students write case reports on patient cases they have followed in the clinic.

**Pre-Internship – year three**

In spring quarter of the third year, students begin the pre-internship rotation, where they learn the role and responsibilities of the intern by shadowing the current interns.

**Clinical Case Presentation I-III – year three**
Students apply their didactic learning to clinical scenarios through case-based discussion and presentation.

**Internship – year four**

In the final year of the program, students become interns and assume a gradually increasing level of responsibility for direct patient care. They continue to refine their clinical skills and understanding, and build their confidence as proficient practitioners. They become more fully involved in the diagnosis of increasingly complicated cases, and in the creation and delivery of integrated treatment protocols that typically include needle insertion and the prescription of herbal formulas. Students receive training and guidance from a diverse group of skilled practitioners of classical Chinese medicine and are encouraged to choose a clinical mentor, with whom they do at least one rotation per quarter during the fall, winter and spring quarters. *At no time does the intern act independently without formal authorization from a supervising licensed practitioner.* By the end of the year, each student will have created a case report on one of their patient cases.

**Internship Case Presentation I-III – year four**

Students present their clinic cases to fellow interns and a faculty supervisor for discussion and feedback.

**Entrance Into and Advancement through Clinical Training**

In order for DSOM and MSOM students to advance through clinical training, they must meet the following requirements:

**A. To advance as a clinical observer (Clinical Observation I-III), students must:**
   - Pass the urinary drug screen (completed upon matriculation)
   - Complete annual HIPAA training, mandatory reporting, and blood borne pathogen training
   - Achieve CPR certification for healthcare professionals and attain the Certificate of Completion for the CCAOM Clean Needle Technique course
   - Make satisfactory academic progress as a second-year student, and be enrolled in/complete Chinese Pathology I-III, Acu-Moxa Points and Techniques IV-VI, Herbs IV-VI, Biomedicine I-III, and Practitioner Cultivation I
   - Students on academic probation must have passed the above requirements and have completed a valid academic action contract

**B. To advance as a clinical mentoring rotation student, (Clinical Mentoring Rotation I-VI), students must:**
   - Complete annual HIPAA training
   - Maintain current CPR/BLS certification
   - Complete 144 hours of clinical observation
   - Maintain satisfactory academic progress as a third-year student and enroll in/complete Biomedicine IV-V, Clinical Medicine I-III, Clinical Case Presentation I-III, and Clinical and Physical Diagnosis
   - Students on academic probation must have passed the above requirements and have completed valid academic action contract

**C. To advance to pre-internship status, students must:**
   - Maintain current CPR/BLS certification
• Complete at least two Clinical Mentoring Rotations, Biomedicine IV, Clinical Medicine I, and Clinical Case Presentation I
• Students on academic probation must have passed the above requirements and have completed a valid academic contract

D. To advance as an intern, students must:
• Complete annual HIPAA training
• Maintain current CPR/BLS certification
• Complete 288 hours of clinical mentoring
• Complete Biomedicine VI, Clinical Medicine III, Clinical Case Presentation III, and Clinical and Physical Diagnosis
• Pass all portions of the clinic entrance examination
• Complete all mandatory clinic orientation meetings
• Students on academic probation must have passed the above requirements and have completed a valid academic contract

SECTION 2: NUNM HEALTH CENTERS

2.1 NUNM Health Centers and Patient Services
NUNM is a small, urban academic medical center, recognized as a Tier 3 Patient-Centered Primary Care Home by the Oregon Health Authority, serving over 4,500 individual patients and providing over 35,000 visits annually throughout the tri-county area. With a main health center located on campus in the Lair Hill neighborhood, a satellite health center in downtown Beaverton, and numerous affiliated locations in Washington, Multnomah and Clackamas counties, the NUNM Health Centers provide the environment for the practice of outpatient clinical medicine. They offer a full range of services and therapeutic modalities, including but not limited to: primary care medicine, clinical nutrition, lifestyle counseling, homeopathy, acupuncture, botanical medicine, Chinese herbal medicine, hydrotherapy, physical medicine, Shiatsu massage, minor surgery, immunizations and parenteral therapy.

NUNM Health Centers–Lair Hill Medicinary Services
The NUNM Health Centers–Lair Hill medicinary has a large selection of the highest quality Western and Eastern natural medicines available. Its naturopathic products represent an extensive collection of superior products specifically formulated for a wide spectrum of health concerns. Included are a full range of bulk herbs, herbal tinctures, topical medicines, homeopathics and nutraceuticals. The medicinary has over 300 single Chinese herbs in two forms: crude bulk herbs and granules.

NUNM Health Centers–Lair Hill Laboratory Services
The NUNM Health Centers–Lair Hill maintains an on-site, outpatient laboratory, licensed in compliance with state and federal safety regulations, to serve the needs of patients seen in the clinic, as well as those referred by outside doctors. It is also a training site where student interns learn laboratory-related knowledge and techniques. Qualified lab personnel, who are well-versed in naturopathic lab testing and who work in compliance with state and federal safety regulations, provide excellent patient care, student education and naturopathic reference resources.

Teaching Rotations
NUNM Health Centers are designed to meet the needs of patients using student-practitioner treatment teams who work directly with patients to provide quality health care. The team-based visits provide the core of clinical training and are the forum in which students learn to diagnose,
treat and provide both acute and long-term management of patient care, as well as preventive screenings.

2.2 NUNM and Community Health Collaborative
In addition to the NUNM Health Centers—Lair Hill and Beaverton locations, NUNM provides health services in partnership with 16 community clinics throughout the greater Portland area. By working with diverse communities, students gain an appreciation of different practice settings and become skilled at meeting the needs of various patient populations. The network of collaborative clinics gives students the opportunity to help medically underserved and diverse patient populations that require treatment for a wide range of health concerns.

In conjunction with other agencies and as a member of the Coalition of Community Health Clinics, NUNM offers low-cost medical care at sites that serve homeless youth, seniors and LGBTQ. NUNM Health Centers and community clinics also treat patients with drug and alcohol addictions, HIV and immunocompromised systems, and numerous other conditions.

Please refer to the NUNM website (nunm.edu) for a current list of our community health centers and affiliate partners.

2.3 Clinic Hours and Access
In order to provide greater access to and continuity of care for patients, and to accommodate students’ required academic schedules, NUNM Health Centers are open Monday–Saturday, with the exception of designated holiday closures. Hours vary on different days. A licensed physician or acupuncturist is always on-site throughout every patient visit. Additionally, due to the primary care aspect of naturopathic medicine, a licensed naturopathic physician is always available through a 24-hour on-call service.

2.4 Health Center Personnel
The following is an introduction to the many people who provide and support the clinical training process. For assistance, please contact the health center front-desk personnel or the Campus Information Center.

- **Executive administrator**: oversees the financial affairs of the NUNM Health Centers, and commercial and marketing relationships with business associates
- **Dean of naturopathic medicine**: responsible for the oversight of the academic, clinical, personnel and fiscal portions of the College of Naturopathic Medicine
- **Associate dean of naturopathic clinical education**: oversees clinical assessment and curriculum for the College of Naturopathic Medicine
- **Associate dean of naturopathic residency**: coordinates residents and their responsibilities
- **Dean of classical Chinese medicine**: responsible for oversight of the academic, clinical, personnel and fiscal portions of the College of Classical Chinese Medicine
- **Associate dean of clinical education**: oversees clinical assessment and curriculum for the College of Classical Chinese Medicine
- **Dean of health centers**: oversees the financial and administrative affairs of the NUNM Health Centers and community clinics; is responsible for the health centers’ relationship with the university as a teaching institution; maintains the university’s relationships with outside clinical organizations
- **Chief medical officer (CMO)**: oversees and ensures the quality and safety of patient care at NUNM Health Centers; establishes clinical guidelines; and serves as the HIPAA compliance officer
• **Assistant to the CMO:** coordinates with the CMO to facilitate trainings and quality control activities
• **Clinical faculty:** supervise teaching shifts; responsible for patient care and clinic education
• **Residents:** are licensed naturopathic physicians and Chinese medicine practitioners employed by the university to assist faculty physicians and students on teaching rotations
• **Director of operations:** responsible for the daily and administrative functions of NUNM Health Centers, including operations, front desk and medical records
• **Health centers operations assistant manager:** responsible for the implementation of health center operations projects, including operations, health information, trainings, and coordination of health center policies
• **Laboratory director:** manages lab operations for NUNM Health Centers
• **Laboratory personnel:** serve patients, students and doctors at the NUNM Health Centers lab
• **Operations coordinators:** order and stock supplies for general clinic operations; responsible for safety issues in the clinics
• **Patient services representatives:** serve patients, students and doctors through the front desk at NUNM Health Centers
• **Medical records coordinators:** oversight of HIPAA regulations, processing all electronic medical records, scanning into the record, and case studies
• **Site specialist and data analyst:** supports clinic staff, faculty and students in the use of the OCHIN Epic electronic health record system
• **Referral coordinator:** manages all clinical referrals
• **Patient outreach coordinator:** provides outreach to clinical patients for health maintenance and quality assurance support
• **Medicinary manager:** manages the NUNM Health Centers–Lair Hill medicinary
• **Medicinary representatives:** serve patients, students and doctors at the NUNM Health Centers–Lair Hill medicinary

These university staff members serve additional clinical needs.

• **Marketing and communications manager:** coordinates clinic promotional and outreach events
• **Community health centers manager:** responsible for the daily and administrative functions of the NUNM community health centers, including staffing, and procedural and reporting requirements
• **Community health centers operations coordinator:** maintains medical and operational supplies for community health center sites and provides general support to the community health center staff, faculty and students
• **Community health centers volunteer and outreach coordinator:** recruits, trains and supervises volunteers to staff front desks at our community health center sites; provides outreach for our community health center sites
• **Patient recruitment and retention coordinator:** provides outreach and works with community organizations to ensure the community is aware of our services and to get them connected to the services provided through our current grants
• **Community health centers medicinary coordinators:** coordinates medicinary services for NUNM community health centers
• **Information Center:** schedules appointments at Lair Hill, Beaverton and several of our community health center sites
Registrar: manages academic schedules and assists the Center for Academic Success with academic advising
Associate registrar: schedules students for clinic rotations and preceptor lottery, tracks clinic attendance, serves as a liaison to community clinics and NUNM Health Centers
Assistant registrar: data entry for clinical proficiency objectives (CPOs), holiday shift forms, and make-up shift forms

2.5 Clinic Billing Policies and Procedures
NUNM Health Centers’ staff and faculty strive to offer excellent services that are available to a wide range of patients in order to facilitate the educational process of our students. To meet this need, to support those with limited access to health care and to provide affordable service to extended members of our community, NUNM Health Centers offer services at affordable prices through the Compassionate Care Program. For more information about our fees, please contact a clinic services representative or the Campus Information Center.

Insurance Billing
NUNM Health Centers are contracted providers with several third-party payers and bill patient insurance for services. Please contact the billing staff at NUNM Health Centers–Lair Hill for questions about eligible services and current insurance billing policies and procedures.

SECTION 3: CLINICAL EDUCATION REQUIREMENTS
The Registrar’s Office records clinic attendance, clinic hours and patient contacts for each student on the basis of the student timesheet, and hour and contact totals from the student’s clinical supervisors. At the end of each term, students receive individual Student Clinical Status Reports that track the student’s progress toward meeting the clinic hourly requirements outlined below. Clinic requirements are reviewed annually.

Students will track their own clinical hours via the student timesheet provided by the Registrar’s Office, which includes an up-to-date summary of patient contacts. The student timesheet constitutes the primary evidence regarding how many shifts were attended in a given rotation. The registrar provides clinic status and proficiency objective reports quarterly.

3.1 Summary of Clinical Hour Requirements
ND hour requirements – Foundational Curriculum (matriculated before fall 2015)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Timing</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Clinic</td>
<td>1st year</td>
<td>12</td>
</tr>
<tr>
<td>Hydro/Massage</td>
<td>One 48-hour rotation and 24 observation hours</td>
<td>72</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>2nd year spring</td>
<td>18</td>
</tr>
<tr>
<td>Secondary Rotations</td>
<td>Begins summer before 3rd year, or fall of 3rd year (total of four graded rotations)</td>
<td>192</td>
</tr>
<tr>
<td>Primary Rotations</td>
<td>Begins spring of the 3rd year (total of 15 graded rotations, plus 24 holiday hours)</td>
<td>720</td>
</tr>
<tr>
<td>Senior Lab Post</td>
<td>4th year summer</td>
<td>12</td>
</tr>
<tr>
<td>Community Education</td>
<td>Any year of attendance</td>
<td>24</td>
</tr>
<tr>
<td>Preceptorship Hours</td>
<td>Preceptorship rotations can begin 2nd year</td>
<td>240</td>
</tr>
<tr>
<td>Grand Rounds</td>
<td>3rd year</td>
<td>60</td>
</tr>
<tr>
<td>Grand Rounds</td>
<td>4th year</td>
<td>60</td>
</tr>
</tbody>
</table>
**ND hour requirements** – Redesigned Curriculum *(matriculated on or after fall 2015)*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Timing</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation I</td>
<td>1st year</td>
<td>20</td>
</tr>
<tr>
<td>Observation II</td>
<td>1st year</td>
<td>20</td>
</tr>
<tr>
<td>Hydrotherapy/Massage</td>
<td>One 48-hour rotation during 2nd year</td>
<td>48</td>
</tr>
<tr>
<td>Secondary Rotations</td>
<td>Begins summer before 3rd year, or fall of 3rd year <em>(at least three graded rotations)</em></td>
<td>180</td>
</tr>
<tr>
<td>Primary Rotations</td>
<td>Begins summer before 4th year <em>(at least 13 graded rotations)</em></td>
<td>780</td>
</tr>
<tr>
<td>Preceptorship Hours</td>
<td>Can begin winter of 1st year</td>
<td>216</td>
</tr>
</tbody>
</table>

Note: There are 1,264 required clinical hours involving patient contact, performed in observation, hydrotherapy, secondary, primary and preceptorship roles. Additional clinical coursework is didactic in nature, providing orientation to and assessment of clinical activities, and does not include clinical patient contact. These activities include healthcare provider-level CPR (years 1 and 3), the Clinic Observation (year 1) and Introduction to Clinic (year 2) courses (which include HIPAA and OSHA training), and Grand Rounds (years 3 and 4).

**DSOM and MSOM hour requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Timing</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Clinic</td>
<td>1st year</td>
<td>18</td>
</tr>
<tr>
<td>Observation</td>
<td>Begins fall of the 2nd year <em>(total of three graded rotations)</em></td>
<td>144</td>
</tr>
<tr>
<td>Clinical Case</td>
<td>3rd year</td>
<td>72</td>
</tr>
<tr>
<td>Clinical Mentoring</td>
<td>3rd year <em>(total of six graded rotations)</em></td>
<td>288</td>
</tr>
<tr>
<td>Pre-Internship</td>
<td>3rd year <em>(one graded rotation)</em></td>
<td>48</td>
</tr>
<tr>
<td>Internship Case</td>
<td>4th year</td>
<td>72</td>
</tr>
<tr>
<td>Internship</td>
<td>4th year <em>(total of 9 graded rotations)</em></td>
<td>432</td>
</tr>
<tr>
<td></td>
<td>plus 24 hours holiday <em>(non-graded)</em></td>
<td></td>
</tr>
</tbody>
</table>

There are a total of 1,098 clinical hours, of which 1,074 are required. The 24 holiday requirement hours are designed to maintain continuity of care for patients and may be used as make-up hours. 144 of the total hours are classroom hours spent in the refinement of clinical reasoning skills through the analysis of patient cases from the clinic.

**Concurrent-degree students are required to do a total of 24 community education hours.**

**3.2 Description of Clinical Requirements**

**ND Requirements**

The required ND Clinical Education curriculum is outlined in Section II, 1.4, with the hour breakdown listed in Section II, 3.1. It should be noted that as part of primary and secondary rotation requirements, ND students must work 144 summer hours and 24 holiday hours. The Registrar’s Office reserves the right to alter these requirements in conjunction with the program deans to ensure that sufficient student participation is maintained to operate the NUNM Health Centers.
CPR Requirements
Prior to beginning clinical rotations, ND students are required to complete healthcare provider-level CPR training, including the hands-on and written components. For ND students, training must be completed during the first year, prior to beginning hydrotherapy rotations in year 2.

CCM Requirements
The required CCM Clinical Education curriculum is outlined in Section II, 1.4, with the hour breakdown listed in Section II, 3.1. It should be noted that as part of the internship requirement, MSOM and DSOM students must work 144 summer hours and 24 holiday hours. The Registrar’s Office reserves the right to alter these requirements in conjunction with the program deans to ensure that sufficient student participation is maintained to operate the NUNM Health Centers.

CPR Requirements
Prior to beginning clinical rotations, CCM students are required to complete healthcare provider-level CPR training, including the hands-on and written components. For CCM students, this applies to observation rotations.

Introduction to Clinic and Clinical Observation I & II
For CCM students, these courses provide an overview of clinical education requirements. They are designed as an orientation to duties and responsibilities for clinic rotations.

CCM students are introduced to the fundamentals of being an observer in the CCM clinics. Topics include HIPAA compliance, clinic policies and procedures, hygienic standards including Clean Needle Technique, charting protocols, patient confidentiality and multicultural awareness. Students take this course in the spring quarter of the first year of their program.

Summer and Holiday Internship
Each DSOM and MSOM intern is required to work 144 summer hours and 24 holiday hours. The Registrar’s Office reserves the right to alter these requirements in conjunction with the program deans to ensure that sufficient student participation is maintained to operate the NUNM Health Centers.

Clinical Case Presentation I-III
Students apply their didactic learning to clinical scenarios through case-based discussion and presentation.

Internship Case Presentation I-III
Students present their clinic cases to fellow interns and a faculty supervisor for discussion and feedback.

3.3 Patient Contact Requirements
Each ND student must participate in a minimum of 510 patient visits at NUNM Health Centers or at an approved, affiliated community clinic. Of the 510 visits, 225 visits must be those for which the student serves as the primary. The remainder of each student’s patient contacts must be obtained at the clinic, at one of NUNM’s other approved clinical training programs, or on a preapproved preceptor rotation.

Each DSOM and MSOM student must participate in a minimum of 350 patient visits at NUNM Health Centers or at an approved, affiliated community clinic between intern and clinical mentorship rotations. A maximum of 72 patient contacts can be obtained on clinical mentoring rotations.
3.4 Additional Requirements for Graduation

ND

Case Analysis Papers

Students will be required to submit six case papers to their supervising physicians based on clinical cases that they have managed during their last year of clinical training at NUNM.

- Students in their final four (4) terms of clinical education will submit one or two case papers per quarter. Cases selected will be from different shifts, and submission will begin in summer or fall quarter of the final year for four-year students. Students on the five-year plan or in the concurrent degree program may spread the requirement for six case papers over the final five quarters of their clinical education.

- Case papers are submitted to the student’s clinical supervisor on the shift where the patient was seen. Completed papers must be turned in by **Friday, 5 p.m. of the end of week 9** of the quarter. This allows time for the supervising faculty to evaluate the paper, return it for corrections if necessary, and submit a grade before the end of the quarter. If the paper is not adequate, the supervising physician will return the paper to the student with comments **by the end of week 10**. The student will make the required changes and resubmit the paper **by the end of week 11**. The supervising physician will evaluate the papers, grade them, and submit the grade forms to the Registrar’s Office with their term grading sheets.

- **Late papers will not be accepted.**

- Students will select cases from their clinic shifts. It is preferable to select cases for which the student has had a follow-up visit. In certain instances, students may select patients to write up that they have seen once, but who were not able to return to the clinic to see that student. In these instances, the student will clear the case selection with their supervising physician on the shift before writing the case paper. The physician will determine if the patient is appropriate for the purpose of this educational requirement.

Requests for chart copies must be submitted, on the provided request forms, to NUNM Health Centers’ medical records department. Students must allow at least one (1) week for the chart copy request to be fulfilled, so plan accordingly.

Clinical Proficiency Objectives (CPOs)

In order to receive credit for clinical proficiency objectives (CPOs), students will submit a completed “Clinical Proficiency Objective” form to the Registrar’s Office (there are drop-off boxes located in the health center conference rooms as well). Forms are available at NUNM Health Centers–Lair Hill and at the Registrar’s Office. Students may record more than one completed objective on each form, but each objective must be initialed by the supervising physician, as well as having the supervisor sign at the bottom of the form.

Students may not receive credit for completing CPOs while working with preceptor physicians, unless the preceptor is also a supervising physician at NUNM Health Centers.

The Registrar’s Office supplies students with an up-to-date record of completed CPOs at the end of each term. Students are responsible for keeping the yellow copy of the CPO form for their records, and should notify the Registrar’s Office of any discrepancies between their records and the clinical proficiency status report.
SECTION 4: CONTACT INFORMATION AND COMMUNICATION SYSTEMS

Effective methods of communication between students, faculty members, patients, clinic administrators and university employees are vital to the provision of high-quality patient care and student education. The following policies have been established to facilitate efficient communication with students as they progress through the stages of their clinical education.

4.1 Personal Contact Information
Each student’s personal contact information (telephone numbers, mailing address and email address) must be accurate and kept up-to-date, especially once a student enters the clinic. 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.

4.2 Campus Mailboxes
Students are provided with mailboxes in the Academic Building that are routinely used for hard-copy information sent via NUNM’s inter-office mail and courier system. Mailboxes must be checked regularly and consistently.

4.3 Student Email and Moodle
Student email is NUNM’s primary system for communication. Email is used to relay information about university policies, procedures and programs. Students must check their student email regularly.

All academic and clinic forms and schedules are posted on the registrar’s Moodle page. All students are required to maintain a Moodle account, and to check it regularly and consistently.

4.4 Voicemail and Patient Communication
NUNM voicemail extensions are assigned to ND primaries and CCM interns. These extensions are used for patient, clinic and university communications. Each student is provided with directions for setting up voicemail, and is given a sample message script when assigned a voicemail extension. Each student is responsible for checking their voicemail extension in the following manner:

- Voicemail messages must be checked at least once every 24 hours.
- If desired, the IT department can set any student’s voicemail to page personal cell phones whenever a message is received. However, students are still required to check their voicemail regularly, whether a page has been received or not. It is important that no patient call is missed because of phone system inattentiveness.
- To provide proper patient care and for institutional liability purposes, all incoming NUNM patient calls must be routed through the institution. It is against NUNM policy for any student to provide personal cell phone numbers as a means of forwarding messages to personal devices.
- Whenever a student contacts a clinic patient, they should have the patient’s clinic chart available and know that the supervising faculty member is immediately accessible.
- All patient calls must be charted in the patient’s electronic medical record at the clinic within one (1) business day and routed to the attending physician for review and signature. Patient calls must be returned on the same day if possible, or within 24 hours. This is true even when the patient’s concerns cannot be addressed without further research or discussion with the supervising faculty. In such a case, the
patient must be informed that the message was received, and told how the follow-up will occur.

- When contacting a patient via telephone or electronic chart, students may not provide any medical advice prior to obtaining permission from the supervising faculty. The student should listen well, ask thorough questions, take good notes, and then contact the supervising faculty member. **All patient advice and care must be under the direction of a licensed practitioner.**

- Full confidentiality and HIPAA-compliance practices must be followed at all times, including when patients are called from outside the clinic. *67 should be used to block outgoing phone numbers. Patient phone numbers should be immediately deleted from the student’s cell phone after the call is complete.

- The manner in which each clinical supervisor manages calls may vary. When there is doubt about the best way to respond to a patient call, the student should be conscientious of the policies listed above and check with the supervising practitioner about personal practices, guidelines and requirements.

### 4.5 Electronic Mail, Social Networking and HIPAA

NUNM’s policy on electronic mail is based on HIPAA regulations that govern patient-protected health information (PHI). The current policy is designed to protect the privacy rights of patients and to protect NUNM against litigation. NUNM does not provide a secure electronic mail system to students, staff or faculty.

NUNM uses the OCHIN Epic system for electronic health records. MyChart is the patient portal within Epic and is the only approved electronic method to communicate with patients.

- A student or faculty member may not communicate with a patient via NUNM or personal email.
- Students must use their NUNM email account when communicating with faculty about patients.
- Students may not communicate with patients on any social network sites (e.g., Facebook, Twitter, Instagram, etc.)
- Students may not give any medical diagnostic or treatment information to any other person on a social website.
- Students may not discuss any patient cases on social media, regardless of patient de-identification.
- Failure to follow these guidelines will result in disciplinary action.

### SECTION 5: SCHEDULING OF STUDENTS FOR CLINICAL ROTATIONS

#### 5.1 Clinic Registration

- Students register for their clinic rotations by submitting a clinic registration form (available on the registrar’s Moodle page) to the associate registrar during the clinic registration period following academic registration. The registration timeline is announced to all students at the beginning of each quarter. Every attempt will be made to honor students’ requests, but this may not be possible. All clinical rotations must have adequate student coverage to ensure quality of patient care.
- Fixed rotations for primaries and interns (see below) will be assigned before the registration period for the upcoming term begins; this helps to ensure that class conflicts are prevented.
Students have the opportunity to trade rotations with classmates after the clinic schedules have been posted, as long as the registration deadline is strictly observed. The deadline to request a change to clinic schedules is four weeks prior to the beginning of the following quarter, and is published at the top of all clinic schedules.

For more information, refer to “clinic schedule adjustment period” under Section 5.3 Add/Drop Policies.

5.2 ND Priority Registration for Primaries
The associate registrar schedules ND primary clinic rotations according to a priority registration system that allows all students equal access to the faculty and shift times.

- Every student is given first-priority status for one quarter of each academic year. The priority registration process optimizes the likelihood that the student will receive most of their requested rotations. However, due to the limited number of spaces available on each rotation, NUNM cannot guarantee that every student will be assigned their first choice of clinic rotation.
- ND students will be required to complete a community clinic rotation in their first-priority term.
- During another quarter, each student will have second-priority status. Registration requests are scheduled after those of first-priority students. Many students with second-priority status receive requested rotations.
- During the remaining quarter, the student will have third-priority status. Registration will be scheduled after students having first- and second-priority status.
- ND students will also be assigned a term in which they will be required to complete a Saturday rotation as a primary.

5.3 Add/Drop Policy for Clinic Rotations
Students have a three- to five-day schedule adjustment period, after the clinic schedules with assignments have been posted, to add or drop rotations without being charged. This provides the opportunity for students to trade clinic rotations. Students must contact the associate registrar to coordinate these schedule changes. After the clinic schedule adjustment period, students must use the following procedure to change their clinic schedule:

- In order to add or drop a clinic rotation, students must contact the associate registrar directly.
- A final deadline for changes is included on the clinic schedules, posted on the registrar’s Moodle page.
- ND primary and CCM interns who wish to add or drop any clinic rotations after the clinic schedule final deadline must complete the “Petition to Deviate from Current Policy or Requirements” form and submit it to the Registrar’s Office. It will then be submitted to the program dean, a decision will be made, and the student will be notified of the outcome by the associate registrar. While awaiting a decision, students are required to attend all scheduled clinic shifts and adhere to all current clinic policies. All fees concerning clinic rotations will continue to apply.
- A $50 add/drop fee will be charged for any rotation changes after the deadline date.

5.4 Scheduling of Holiday Clinic Shifts
NUNM Health Centers recognize holiday periods that correspond with breaks in the academic schedule. Students have a holiday clinic requirement of 24 hours (CCM) or 30 hours (ND) that is fulfilled during these holiday periods. These hours count toward missed shift makeup hours and are not part of the total hour requirement. In order to provide continuity of patient care, students
are scheduled consistently with their regular academic clinic schedule as often as possible.

**Holiday shifts are required for all ND primary and CCM intern students.**

- Students request the weeks that they would prefer to fulfill their holiday requirement in order of preference. Based on this information, the Registrar’s Office schedules students for specific days and times.
- Scheduling is completed in the fall term, in order to allow sufficient time to make holiday travel arrangements.
- Students are required to attend all of their assigned holiday shifts. Trades are allowed as long as they are communicated to the Registrar’s Office at least four (4) weeks prior to the clinic shift.

### 5.5 Scheduling of Special Clinic Opportunities

**Chinese Medicine Fixed Rotation**

CCM students have the opportunity to apply to have a fixed rotation with a clinical faculty member of choice. If approved, students are scheduled for one rotation per term with their mentors throughout fall, winter and spring quarters of their internship year. This focused time studying under the tutelage of one faculty supervisor is found to be beneficial by many students. In many cases, students have the opportunity to request to mentor with the same faculty supervisor who teaches their Traditional Mentorship Tutorial classes in the final year of the program.

**Fixed Rotation Guidelines**

- The fixed rotation is highly encouraged, but optional.
- The application process for the fixed rotation occurs in the spring term prior to the final year of clinical education.
- If selected, a student is assured a rotation with that faculty member for three sequential terms (fall, winter, spring). In some cases, fixed rotations begin in the “required summer” term.
- Students can apply to do their fixed rotation with a faculty supervisor at any clinic location—NUNM Health Centers or the community clinics. If applying with a faculty member who supervises at multiple locations, the student should request a location preference.
- To preserve the opportunity for students to work with a variety of practitioners, a minimum of two “non-fixed” slots are maintained for each internship rotation.
- A student may participate only in one fixed rotation.

**Fixed Rotation Application Process**

- Fixed rotation applications include a simple paragraph or essay regarding the student’s desire to work more closely with a specific clinical supervisor. They are submitted directly to the clinic supervisor, who communicates their selections to the associate registrar. The associate registrar will notify students of fixed rotation assignments and coordinate scheduling prior to general clinic registration. Students are encouraged to contact faculty directly for more information about their specialties and practices before applying to work with them.
- Students may apply to do a fixed rotation with more than one attending physician or supervising practitioner, but if accepted by more than one faculty member, must choose only one.
- Fixed rotations are scheduled prior to all other clinic scheduling.
- Fixed rotation confirmations are posted by the associate registrar.
Fixed Primary Care ND Clinic Rotations:
Each student is assigned two (2), two-term fixed rotations during their year(s) as primary medical intern. Fixed rotations provide increased mentorship to students, they increase the experience of patient management and follow up, and they improve patient continuity and clinic access.

Fixed Rotation Guidelines
- Students will complete two (2), two-term fixed rotations during their clinical experience, i.e., four (4) out of 13 rotations (15 for students who matriculate prior to fall 2015). Ideally, one fixed rotation will be at NUNM Health Centers—Lair Hill or NUNM Health Centers—Beaverton, and the other rotation will be at one of NUNM’s community health centers. For scheduling purposes this is not always feasible and students may be assigned two fixed rotations at an NUNM Health Center or two at community clinics.
- Stand-alone ND students will be registered for one fixed rotation for the first half of the final clinical year (Summer/Fall = SF); the other will be the second half (Winter/Spring = WS) of the year.
- Concurrent degree (ND/MSOM) students will complete one fixed rotation during their required summer (continuing through fall) and the second fixed rotation in winter/spring of the final year.
- Final decisions will be made by the registrar and dean’s office, which will attempt to accommodate students’ top choices.
- Fixed rotation placements on shifts will happen prior to first priority clinic registration—students will automatically be registered for fixed rotations to ensure they do not conflict with required classes. Fixed rotations do not count as a priority term request. Everyone will be registered for fixed rotations and then priority registration will proceed after that.
- As previously mentioned, there are a limited number of fixed slots available per doctor (typically no more than 3 per rotation) to allow all students the opportunity to work with a variety of physicians.

SECTION 6: CLINIC ATTENDANCE AND ABSENCE POLICIES
For each rotation scheduled during the academic year, students are required to complete 12 individual shifts in order to receive a passing grade (11 during summer term). Up to two (2) absences are allowed during an 11- or 12-week rotation, which must be made up before the end of the following term. Students will be given a grade of incomplete until those absences are made up.

Holidays and unexpected closures due to inclement weather are included in the total number of absences for that rotation. Exceptions may be made by the program dean if there are an unusually high number of unexpected clinic closures.

In the event of a failed rotation, any patient contacts and hours accrued will be recorded and used as makeup hours if needed. In the event of prolonged sickness, a medical leave of absence may be obtained. It is the student’s responsibility to keep the associate registrar updated on any planned absences or schedule changes.

6.1 Clinic Attendance and Shift Tracking Procedure
Students track their own clinical hours via the student timesheet provided by the Registrar’s Office, which includes an up-to-date list of patient contacts. The student timesheet constitutes the
primary evidence regarding how many shifts were attended and patient contacts were accrued in a given rotation.

To track clinical attendance, students must use the following procedure:

- One timesheet is given per rotation. Students should keep a copy for their own records.
- Each week, the student enters the time in and time out for the shift, the total hours, number of patient contacts, and maintains a patient log on the reverse side.
- At the end of each week’s shift, the student gives the timesheet to the supervisor (faculty or resident) to verify and initial the hours present and patient log. The supervisor/resident will continue to record the student attendance hours and patient contacts in the attendance records binder each week.
- If a student misses a week due to a holiday/clinic closure or an absence and makes it up during the same term, those hours are entered at the bottom of the timesheet, and the supervisor from the makeup shift will initial it.
- At the end of the 12-week rotation, the student keeps a copy for their own records and gives the original hard copy to the supervisor.
- At the end of the rotation, the clinical supervisor turns in the student timesheets along with their clinical evaluations to the registrar.

For students who began clinical rotations prior to summer 2017
Students who began clinical rotations prior to summer 2017, and have missed shifts on a rotation for which they have already received a “P” grade, will have until graduation to make up those specific misses. This only applies to those specific missed shifts prior to summer 2017. Any missed shifts beginning summer 2017 will result in an incomplete grade that must be made up by the end of the following term.

6.2 Clinic Absences
Students are expected to attend all clinic rotations. More than two (2) absences per clinic rotation will result in a failing grade. These include days missed because of clinic closures due to inclement weather or holidays. Students are not allowed to “guest” on clinic shifts, but must make up all hours missed through substitutions or scheduling extra holiday shifts.

During the first week of clinic rotations only illness, bereavement and family emergencies will be considered for approved absences through the associate registrar. All absences, whether planned or unplanned, must be made up by the end of week 12 of the term following the absence (or by the end of any holiday weeks that are scheduled immediately following week 12 of a term).

Planned Absences
These may include vacations and/or seminars.
- Students must request from their supervisor a planned absence and discuss with them the best way to approach their patients’ care, and follow through with the agreed upon plan, if approved.
- Planned absence notification must be submitted to the associate registrar no less than two (2) weeks in advance using the “Clinic Substitute Request” page on the registrar’s Moodle page (see Section 6.3 below). As long as a clinic substitute is found, the associate registrar will notify the faculty supervisor, resident and clinic staff of the excused absence. If no substitute is found, students are required to submit
a clinic absence approval form to the associate registrar with the supervising doctor’s signature.

- If approved, students are responsible for obtaining a substitute unless otherwise approved in writing (via the “Clinic Absence Approval” form or email) by the supervising practitioner. All absence approvals without substitutes must be submitted to the associate registrar, who will notify the clinic front desk staff or community clinic staff.
- The supervising doctor has the authority to approve or deny a planned absence request.
- A request may be denied if there have been prior absences or if clinic closures are anticipated due to holidays or inclement weather.
- All missed clinical shifts MUST be made up to pass the clinic rotation by the end of the following term.

**Appeals Process for Denied Planned Absences**

If a planned absence request has been denied, the student may appeal the decision by completing an “Absence Request Appeal” form and submitting it to the program dean. Appeals must be received at least ten (10) business days prior to the requested date of absence. Students should give themselves a four-week turnaround time on the entire process if they feel as though their absence request may be denied.

- An absence appeal must be requested before the student takes time off from clinic.
- It will be approved or denied based on the following factors: the availability of substitute coverage; makeup hours planned; and at the discretion of the clinical supervisor and based on patient care needs.
- If the request is denied, the student will be expected to attend the shift(s) in question or the absence(s) will be unexcused.

**Unplanned Absences**

These include illness, family emergencies, or attending a birth (for students obtaining a natural childbirth certificate). In the event of illness or an emergency, students must notify the associate registrar, their faculty supervisor, the resident (if applicable), and the clinic front desk staff (or the community clinic supervisor for a community clinic rotation) via phone or email as soon as possible prior to the beginning of their shift. They must provide a detailed explanation for their absence and leave a telephone number where they can be reached for any necessary follow-up. In the event of prolonged sickness, a medical leave of absence may be obtained (see Section 6.4 of the student handbook). A medical excuse must be provided for shifts missed during the first week of the term.

Due to the short notice that typically occurs with such absences, the student is responsible for the following:

- Contacting the supervising practitioner about the absence. If unable to reach the supervisor directly, the student may leave a voicemail/email message.
- Notifying the associate registrar, resident (if applicable), and the appropriate front desk staff or community clinic representative of the absence.
- Reviewing the patient schedule for that day. The student is responsible for consulting with the rotation’s supervising faculty to determine which, if any, patients should be rescheduled with the student for another time and which, if any, patients should be seen that day with an alternate student. This is an important step in quality patient care and it is the student’s responsibility to ensure that it happens.
• When missing a shift to attend a birth (as part of an educational requirement), the student must provide supporting documentation to the associate registrar.
• If requesting an absence during week 12 (or week 11 during summer term), arrangements must be made with the student’s clinical supervisor to review and sign the final clinical evaluation.

**Unexcused Absences**
An unexcused absence is one in which neither the associate registrar nor the clinical supervisor were informed and the below steps regarding the absence were not taken. These are unprofessional and create hardships for patients, faculty, staff and peers. Students will be referred to the Honor Council and may be docked 20 clinic hours for any unexcused absences.

**6.3 Clinic Substitute Procedure**
Students who will be absent from a clinic shift must enter their absence and request for a substitute on the “Clinic Substitute Request” page, located on Moodle under “Clinic Resources.” Once a student signs up to substitute on a shift, they are responsible for attending the shift. If a student is unable to attend the shift for which they agreed to substitute, that student is responsible for finding a replacement. In either event, all clinic absence policies apply. Failure to find a substitute for a clinic shift will result in an unexcused absence, including docked clinical hours and referral to the Honor Council (see Section 6.6 below).

**6.4 Inclement Weather and Clinic Closure**
On occasion, Portland weather can present dangerous traveling conditions. If this happens, administrators may deem it necessary to close the university and clinic(s) for the day. In some cases, when the weather is expected to improve, the university may be closed and classes cancelled, but the clinics may open during the latter portion of the day. Students are expected to pay careful attention to closure information. Unexpected clinic closures are factored into graded attendance unless there are an unusually high number of them. Students should refer to the emergency closure procedure in Section 18.7 of the student handbook for more specifics about inclement weather closure notifications.

**6.5 Makeup and Holiday Shifts**
Any student needing additional shift hours in order to convert a grade of “incomplete,” or to meet the graduation requirement, can make up the hours by substituting or completing extra holiday shifts. Students can find makeup clinic shift opportunities on the “Clinic Substitute Request” page on Moodle.

All hours completed that are not part of a student’s regular schedule must be documented on the timesheet for their assigned rotation (if making up hours within the same term that they were missed), or on a “Holiday Hours and Makeup Shift” timesheet. Timesheets must be submitted by the end of the term in which the hours were completed or they will not be accepted. See Section 6.1 for further detail.

**6.6 Tardiness**
It is both disruptive and disrespectful to supervising faculty, patients and fellow students to arrive late. Students are expected to arrive early and remain through the end of the shift, even if there is no patient, and to utilize the time in clinic constructively.
• Students should arrive at clinic at least five (5) minutes before the shift begins and be ready for the shift at the time it is scheduled to begin.
- Students should take transportation and parking into consideration when planning their schedules.
- If a student is 15-30 minutes late to shift or leaves more than 15 minutes early, it will require one hour of shift time to be made up. Tardiness or leaving early by more than 30 minutes will require the entire shift to be made up.
- A student may fail a rotation or be referred to the Honor Council for repetitive tardiness.

SECTION 7: GRADING AND EVALUATION OF CLINIC ROTATIONS

7.1 Grading
Students earn graded credit for each of their required clinic rotations. Students are required to complete and pass all of their assigned clinic rotations, even when they have already fulfilled their patient contact and hourly requirements. Clinical rotations are graded using a pass/fail system.

- Grade of “P” (Pass): The student has met the requirements to pass the rotation on their clinical evaluation and has completed a total of 48 hours (12 shifts) or more (or 44 hours/11 shifts during the summer). The student may not have missed more than two (2) shifts on their graded rotation, and any misses must be made up as noted in Section 6.2 above. These hours will change accordingly with any future changes to clinic shift length.
- Grade of “I” (Incomplete): The student has met all requirements for passing the rotation according to their final clinical evaluation, but is missing up to 8 hours/2 shifts on their timesheet.
  - Any missed shifts are required to be made up by the end of the following the term.
  - Shifts made up the following term are logged in the “Holiday and Makeup Shift” timesheet, initialed by the supervisor for that makeup shift, and submitted to the registrar by the student by the end of week 12 of the term. Once the needed shifts are made up, the registrar will convert the “I” grade to a “P.”
  - If missing shifts are not made up by the end of the term following the receipt of an “I” grade, the “I” will be changed to an “F” (Fail), and the student will be required to complete an additional rotation.
- Grade of “F” (Fail): The student has not met the clinical and/or attendance requirements for passing the rotation.
- Grade of “RP” (ND) or “R” (CCM): The student has been required to complete a clinical skills building course (remediation). This grade may be given even if a student has missed up to two (2) shifts during the term, as outlined in Section 5.5 of the Grading Policies.

If students have more than two (2) absences on a single clinic rotation, they cannot be accurately graded by their faculty supervisor and will receive a failing grade for that rotation. Exceptions may be made in the event of multiple clinic closures beyond the student’s control.

7.2 Clinical Learning Objectives
At the beginning of each term, supervising faculty will provide students with an orientation to the rotation by clearly defining their expectations of students, the objectives of that clinic rotation, and the manner in which they will measure student achievement. This orientation is provided so
that students have an understanding of their learning objectives on that shift, and the manner in which they will achieve these objectives and be graded on them.

7.3 Evaluation Process
Naturopathic Medicine Program
Proficiency Examinations
ND students are required to pass an OSCE before moving forward in each stage of clinical training. The OSCE 1 examination (clinic entrance examination) is taken and passed before the student becomes a secondary intern. The OSCE 2 examination (primary status examination) must be passed before the student becomes a primary intern, and successful completion of the OSCE 3 examination (exit examination) is required to graduate from the program.

Midterm Evaluation
During the sixth week of each term, students meet with their clinical supervisors to discuss their clinical performance. The evaluation covers clinical skills, knowledge, thought processes and professional behavior. The meetings are designed to give students constructive feedback, identify areas of excellence or concern, and assess students’ overall progress in an informal, supportive atmosphere. Week six reviews may be provided to students in written form, but are not tracked through the Registrar’s Office.

Final Evaluation
Final evaluations of all ND students are conducted during either week 11 or week 12 of each term. Supervising faculty meet with each student individually to discuss their evaluation of the student’s performance over the duration of that clinic rotation. Student grades are based on the student’s overall clinical performance as reflected in their final evaluations. Grades are submitted on the pass/fail grading system. Students must repeat a failed rotation, and the faculty member must document areas the student will need to further develop during their required skills-building course.

Evaluation of Supervisors
At the end of each quarter, students complete evaluations of their faculty supervisors. The evaluations are reviewed by the dean of the College of Naturopathic Medicine, with input from the associate dean for clinical education and the chief medical officer.

Classical Chinese Medicine Programs
Clinic Entrance Examination
All CCM students take a practical point location examination at the beginning of the winter quarter prior to starting their internship year. Students failing this examination are given the opportunity to remediate this exam later in the same term. If the student fails the remediation exam, they must enroll in the Advanced Point Location course in the spring quarter. CCM students also take a written clinic entrance examination during the first half of the spring term prior to becoming an intern. The written examination covers the foundational course material needed to assume responsibility for direct patient care. Students who fail this examination are given the opportunity to remediate the exam later in the same term. A remediation fee is applied. Should a student fail the written examination for a second time, their entrance into the clinic is delayed for a term, during which the student will have time to address weak areas. Another written exam will be given toward the end of this term.

Evaluation of Clinical Rotations
Faculty evaluate students during week 6 using a form that assesses achievement of level-specific clinical competencies. They discuss their evaluation with students in a one-on-one meeting.
during which they identify any “critical non-performance” issues that must be corrected by the end of term for successful completion of the rotation. Final evaluations of students are conducted during either week 11 or 12 of the term. Supervising faculty meet with each student individually to discuss their evaluation of the student’s performance over the duration of that clinic rotation. Student grades are based on these evaluations. In addition, students do a self-evaluation prior to meeting with their clinical faculty member. Grades are submitted as pass or fail. Students must repeat a failed shift.

**Clinic Exit Examination**
During the final quarter of their training, interns perform an intake and examination on an actual patient or a patient-actor, and then determine a diagnosis (with differential) and devise a treatment approach. Students provide oral and written explanations of their findings and plan. An evaluation rubric is used to grade the student. This practical examination tests whether the student has mastered the level of clinical knowledge, skills and attitudes needed to graduate and become a practitioner with sole responsibility for patient care. Students who do not pass have the opportunity to remediate the exam later in the same quarter. A remediation fee is applied.

**Evaluation of Supervisors**
At the end of each quarter, observers and interns complete evaluations of their faculty supervisors. The evaluations are reviewed by the associate dean for clinical education and the program dean with input from the chief medical officer.

**7.4 Clinical Remediation**
Students who require extra support in meeting minimal levels of clinical competency are counseled and referred for additional instruction by their clinical supervisors or the program dean.

**ND Clinical Skills Enhancement**
Clinical skills enhancement courses are generally scheduled over a six-week period of time; students may be referred to this course at any point during the term. The clinical skills enhancement instructor carefully assesses each student’s abilities and works with them directly throughout the duration of the course. At the end of the course, the instructor reassesses the student’s abilities and determines if the student should continue with the course. A faculty member may require or recommend a clinical skills enhancement course, even if a student receives a passing grade, if the faculty member feels the student needs additional help to improve their clinical competency.

**OSCE Skills Tutorial**
ND students who fail an Objective Structured Clinical Examination (OSCE) twice will be referred to an OSCE skills tutorial for three sessions. If the student passes this course, the student may re-take their exam.

**CCM Clinical Skills Remediation**
Clinic evaluations of CCM student performance are done during week 6 of the term to provide midterm feedback and identify areas of weakness, including those that must be remediated before the end of term in order for the student to pass the clinic rotation. The clinical supervisor, in collaboration with the CCM associate dean of clinical education and the program dean, can assign remediation work, which can include attendance at weekly clinical skills tutorial labs overseen by the clinical supervisor, associate dean of clinical education, and/or the AOM resident.
SECTION 8: OTHER CLINIC POLICIES

8.1 Confidentiality and Medical Records
Each student must hold all information regarding the business of NUNM Health Centers, medical records information, patient interactions and clinical consultations as confidential. In the course of the student’s medical education at any NUNM health center, all information concerning patients, students, staff, employees and physicians should be treated with the same sense of confidentiality. All staff, faculty and students working at the clinics are required to sign a confidentiality statement.

Confidentiality and HIPAA
The Health Information Portability and Accountability Act (HIPAA) was established to protect patients by preventing the inappropriate use or transmission of patient healthcare information. Special consideration was given to the technological advancements developing within healthcare professions, and the level of confidentiality associated with ever-changing methods of communication. Students will receive training about HIPAA and NUNM’s confidentiality policies before beginning as clinicians at NUNM Health Centers. As an additional prerequisite to clinical work, students will be provided with NUNM’s confidentiality policy and must agree to uphold the conditions of the policy.

Confidentiality and the Rule of “Need to Know”
In order to provide patient services, clinic employees and clinicians have a need to know some patient health information. Those affiliated with the clinic in providing patient services only access the patient information that they need to know, and only to the extent that they need to know it, for provision of patient services. This information is then maintained in strict confidence and is only shared with others who, like them, have a need to know in order to provide services to the patient. In order to further protect our patients’ confidentiality, discussion of patient information must be avoided in public areas.

Please refer to NUNM’s confidentiality policy for more information about confidentiality, HIPAA and protected health information.

Breach of confidentiality is an extremely serious violation and may result in immediate termination of a student’s educational agreement and/or other sanctions as appropriate.

Medical Records
All individuals engaged in the collection, handling or dissemination of patient health information shall be specifically informed of their responsibility to protect patient data and of the penalty for violation of this trust. Proven violation of confidentiality of patient information shall be cause for immediate termination of access to further data, and immediate termination of any student. This policy shall be made known to all students at the time clinical training begins, and each student shall indicate their understanding and willingness to comply with the policy through a signed statement at the time of clinic orientation. The statement shall be kept with students’ clinical record (see “Confidentiality Agreement” form).

NUNM Health Centers use the Epic electronic health record system. This system includes patient management (scheduling and billing) and electronic medical record components. In order to maintain a high standard of protection, clinical faculty, students and clinic employees are the only people with access to this secured system.
Regarding medical records:

- The patient owns their chart information and may access any of its content at any time. NUNM is the custodian of the chart.
- Confidentiality of all patient health information is legally protected.
- Requests for patient charts not accessible in Epic, on paper and electronic archives, are submitted in writing on chart pull-slips to the clinic services representatives and medical records personnel. Chart pull-slips are used with out-cards to track the paper chart’s location in the clinic, and the person responsible for the chart, until it is refilled on medical records shelves.
- Paper charts and any patient documentation are not to be left unattended or in unsecured areas including clinic conference tables.
- Paper charts and any patient documentation must be kept on clinic premises at all times.
- Students may request copies of patient charts to be used for educational purposes, such as case presentations and theses, by submitting a “Student Chart Copy Request” form to medical records.
- All other chart copies require patient authorization for release of information and must be submitted on a HIPAA-compliant “Authorization for Release of Medical Records” form by the patient. Please ask for these forms through the medical records department.
- Unauthorized chart copying is illegal and will be handled through the campus judicial process. Sanction may include suspension from the clinic and/or NUNM.
- In order to further protect the confidentiality of our NUNM community, students must obtain the authorization of their supervising faculty member (on the chart pull-slip) to pull any of the following patient charts: 1) their own chart; 2) another student’s chart; or 3) an employee’s chart.

8.2 Professional Attire at NUNM Health Centers

The intent of NUNM guidelines for attire and hygiene is to present a safe and professional appearance to patients and their families; it is not to inhibit personal freedom or style. Medical students have an important and unique role in the clinical encounter, and appearance has an impact on that role.

At NUNM we strive to provide excellent patient care. A large part of developing an effective rapport is to make the patient as comfortable as possible. Many studies have shown the impact the appearance of a physician has on a patient. Additionally, adherence to NUNM policy on professional attire is a reflection of respect for the faculty.

A student who is not in compliance with the below listed policies will be asked to leave the shift, and will lose credit hours as appropriate as an unexcused absence from the shift. The student may return to the shift once the violation has been corrected.

Dress Code Policy

It is the responsibility of all students, faculty and staff to maintain personal dress and cleanliness consistent with patient care and OSHA regulations. Enforcement of these regulations is the responsibility of all faculty, staff and students. Students must follow the established dress code for all NUNM Health Centers:

- An NUNM identification badge in a visible location is required AT ALL TIMES.
• Students must wear clean, neat, unwrinkled and appropriate professional attire, which includes pressed dress shirt with a tie, dress pants or slacks, dresses, skirts, and close-toed dress shoes.
• Skirts or dresses should touch the top of the knee or longer when seated.
• Shirts and blouses must have sleeves. Tank tops or other sleeveless tops are not allowed unless a white coat is worn over the shirt.
• NUNM has a scent-free (natural and synthetic) policy that must be observed by students (refer to the NUNM university policy for details). Offensive odors, including body odor and strong smelling breath, will be addressed.
• Earrings are limited to no more than two per ear, and must be studs or short dangling earrings. Dangling earrings more than one inch long are not appropriate. Holes in ears should be limited to 2mm in diameter. A student who has matriculated at NUNM with large ear holes may seek an exception to this rule. Ear piercing and single nose piercings with small studs on a single side are permitted. No other visible body piercing, including, but not limited to, tongue piercing and eyebrow rings/bars are permitted.
• Hair must be clean, well groomed, and worn in a manner that will not interfere with patient care or comfort. Hair past shoulder length should not be able to touch patients. This may mean that it must be tied back or kept under a head wrap if necessary. Facial hair must be kept clean and trimmed to no longer than one inch, or put into a clip.
• Hats, with the exception of religious head coverings, are not appropriate.
• Makeup may be worn in moderation.
• Fingernails must be kept short, clean, neatly manicured, and not extend more than one-quarter inch past the fingertips. Artificial nails and nail jewelry are prohibited per health department regulations in any patient care role. Artificial nails are defined as any application of a product to the nail to include, but not limited to, acrylic, overlay and tips of silk wraps (does not refer to nail polish). Chipped nail polish is not permitted.
• Shoes must be closed-toe and non-skid and of low or moderate heel (2 ½ inch maximum). Clean athletic shoes may only be worn with scrub attire.
• Any visible tattoos with nudity or expletives must be covered. Other tattoos, that may be considered offensive by patients, may be requested to be covered.
• Clothing should not expose the chest, abdomen or back.
• Supervising faculty may have additional dress requirements as appropriate to their specific shifts.

Naturopathic Medical Students (in addition to the above)
• At NUNM Health Centers, all ND students will wear an NUNM-logo white coat identifying them as part of the provider team.
• Solid blue or green scrubs may be worn by hydrotherapy students.

8.3 Probation and Disciplinary Policy
In the event that a student’s conduct in clinic is inappropriate, the clinic supervising faculty may document the incident by submitting an incident report. A copy may be forwarded to the student and other administrators, such as the chief medical officer and program dean. Doctors may, at their discretion, report the following issues and behaviors of any students who they believe have violated any NUNM rule or policy including, but not limited to, the following:
• Arrival to shift unprepared for treatment plan/assignment
• Missing/late for patient appointment by more than five (5) minutes
• Missing/late to case preview/review by more than five (5) minutes
• Not following the clinic absence/substitute policy
• Being unavailable while on a scheduled clinic shift
• Acting without the attending physician’s permission
• Not following the clinic protocols/standards
• Not following the physician instructions
• Inappropriate dress
• Unprofessional behavior or conduct such as the following:
  o Inappropriate remarks
  o Improper draping
  o Breach of patient confidentiality
  o Diagnosing/treating a patient without supervising faculty approval
  o Not following supervising faculty’s recommendations
  o Other professional misconduct
• Violation of, or failure to comply with, any other rules or policies of NUNM

Note: Any incident that may violate NUNM’s discrimination and/or harassment policies must be immediately reported as provided in the Gender Discrimination and Sexual Misconduct policy, addressed in Section 13, of the student handbook.

All non-academic reports are reviewed by the dean of students, with a possible referral to the Honor Council as outlined in Section 14 of the student university handbook.

8.4 NUNM Campus Clinic Parking Policy
The parking lot at the clinic is for patients only. NUNM students, staff and faculty may not park in the clinic lot unless they are being seen at the clinic as a patient or as a customer of the lab or medicinary.

8.5 Internal/External Referral Policies and Procedures
Policy (Internal Referrals)
In accordance with its mission to provide outstanding medical care to its patients, and because NUNM Health Centers have extraordinary expertise and talent amongst its practitioners, NUNM Health Centers encourages the internal referral of patients for specific treatments.

Procedure (Internal Referrals)
If an NUNM Health Centers location uses an electronic health records system, referrals are made electronically. Hard copy referrals are accepted from community clinics that are not on an electronic health record system.

• Clinical supervisors fill out the NUNM referral form, hard copy or electronic, for all patients being referred to other internal medical departments (e.g., Chinese medicine, IV shifts, physical medicine, homeopathy shifts, etc.). Referrals use the SBAR (Situation, Background, Assessment and Reason) format for referral or recommendation. Clinicians use this structure to standardize communication.
• It is required that the treating practitioner communicate findings and treatments to the referring practitioner(s). This is common in private practice and is expected as a basic courtesy by most referring physicians.
• The physician answers any questions the patient may have regarding the internal referral process.
• For hard copy referrals, any findings and treatments from the referral physician are to be summarized in one or two paragraphs and forwarded back to the referring physician and primary on a continual basis in a timely manner. A copy of this communication is kept in the patient’s medical record. For electronic referrals the referral physician will document directly into the patient’s electronic health record.

Policy (External Referrals)
If an NUNM Health Center location uses an electronic health records system, referrals are made electronically. Hard copy referrals are accepted from community clinics that are not on an electronic health record system.

Each clinical supervisor will ensure that the appropriate referrals occur for clinic patients as necessary.

Procedure (External Referrals)
NUNM Health Centers’ referral protocol are: The clinic physician recommends a referral doctor and/or location to the patient and sends a referral request to the referral coordinator at NUNM Health Centers–Lair Hill. The clinician documents that the referral was recommended and discussed with the patient in the patient’s chart using the SBAR format (Situation, Background, Assessment, and Reason for Referral). An electronic referral, phone call or standard office form is initiated by the Referral Coordinator using the information obtained from the clinician.

• In the event of the need for a patient referral, it is the responsibility of the clinical supervisor doing the referral to sign any referral letters or orders regarding the patient’s care.
• The clinical supervisor will fully explain to the patient in person why a referral is needed or advised, and will address any concerns the patient may have.
• The clinical supervisor will ensure that all documents required from the patient is communicated to the patient, and that the referral will not be processed without the required documentation.
• For referrals between NUNM Health Centers, the NUNM fee schedule will be discussed with the patient.
• In the event that the patient refuses the referral, it is the clinic supervisor’s responsibility to ensure the refusal of referral is documented in the patient’s medical chart.

8.6 Referrals for Diagnostic Imaging

Policy
• NUNM has negotiated arrangements with diagnostic imaging companies where uninsured patients can get a discount on certain imaging services when referred by NUNM Health Centers. The amount of the discount is subject to change. Currently, the rate is discounted by 20% at Epic Imaging.
• If a patient has insurance, the patient will be asked to use it for payment and the insurance company’s preferred imaging vendor. Most are contracted with Epic Imaging.
• To make a diagnostic imaging referral, follow the guidelines below.

Procedure
• Uninsured: Complete the EPIC Imaging referral form completely and give to the medical records department for faxing to EPIC, or give it to the patient directly (after
making a copy). EPIC referral forms can be found in health center conference rooms and the Lair Hill “handout filing cabinet.”

- **Insured:** Follow the same procedure as above, but confirm with the patient’s insurance provider that Epic Imaging is acceptable. If not, make the referral to the appropriate imaging center, e.g., Providence requires their plan members to get imaging services at Providence.

### SECTION 9: CLINIC ROTATION RESPONSIBILITIES

#### 9.1 Time Requirements

Most clinic rotations are scheduled in four-hour increments, but some may be scheduled for as long as six hours. Care is taken to schedule clinic rotations around required academic courses. Students will need to spend additional time researching patient cases, responding to patient inquiries, and following up with patients outside of the assigned time in clinic.

**ND Student Clinic Expectations**

- Hydrotherapy technicians can expect to fulfill clinic rotation requirements in approximately four hours per week.
- Secondaries can expect to fulfill clinic rotation requirements in approximately 8 – 12 hours per week.
- Primaries can expect to fulfill clinic rotation requirements in approximately 15 – 20 hours per week.
- Other clinic-related activities such as preceptorship, community education, outreach, grand rounds and case reports are not included in these estimates, and should be added to the hourly commitments listed above.

**CCM Student Clinic Expectations**

- Observers can expect to work in the clinic approximately four (4) hours per week.
- Clinical mentoring students can expect to work in the clinic approximately 4-5 hours per week per rotation.
- Pre-internship students can expect to work in the clinic approximately four (4) hours per week per rotation.
- DSOM and MSOM interns can expect to work in the clinic approximately 5-6 hours per week per rotation, for a total of between 2-4 rotations per quarter.

#### 9.2 Clinic Preview and Review

Students report to assigned clinic shifts prior to the shift start time by gathering in a conferencing area where patient assignments for the shift are given. In preparation for the shift, the attending physician, resident or practitioner conducts a case preview session in which cases for the day are briefly discussed. Once case preview is completed, students begin their patient visits under the direct supervision of the clinical faculty member to whom they are assigned.

The clinical supervisor oversees all student clinical activity while the student is on shift, and although the intern has responsibility for patient care, authorization from the clinical supervisor is always necessary before the student proceeds with exams, treatment plans or other integral components of patient care. At the conclusion of each four-hour clinic shift, a case review session is held, during which clinical supervisors and students discuss the day’s cases.

Students’ prompt arrival at clinic shifts is imperative. Tardiness will result in the loss of clinic hours (see Section 6.6 Tardiness).
9.3 Student Scope of Authority
Students are authorized to participate in clinical activities, including care and treatment for patients in NUNM Health Centers and NUNM community clinics, including but not limited to, taking patient’s history, performing physical exams, and participating in diagnostic and therapeutic aspects of patient care, which is directed and supervised at all times by an attending physician or practitioner.

9.4 Time Management on Clinic Rotations
In order to best serve patients during their appointments, it is the responsibility of students and clinical supervisors to be on time with patient appointments. Proper time management reinforces the development of good practice-building skills. It is especially important to be on time with the last appointment of the day to ensure proper and timely clinic-closing procedures. The clinical supervisor will decide how much and how long the case discussion should occur in front of the patient, and how much should be in the privacy of the clinic conference room. The clinical supervisor ensures that case discussion with each student is as timely as possible, so that the patient is not left unattended for more than 10 minutes.

No patient should wait for any service related to their visit for more than 10 minutes, with the exception of waiting for an herbal formula to be filled.

9.5 Maintaining Safety in the Clinic Setting
In the event of an emergency, accident or security issue, students are required to contact their clinical supervisor or clinic administrator immediately. The appropriate code as noted in the Acute Care Emergency Manual should be initiated as soon as possible.

NUNM Emergency Contact Numbers
- 911 for police, fire or medical emergency
- After-Hours Security Pager – 503.830.3613
- Exposure Control Officer – 503. 380.7694
- Facilities and Safety Supervisor – 503.552.2014
- Evening/Weekend Security Guard – 503.830.3613
- After-Hours Physician On-Call pager – 971.266.9344


For the safety of all clinic community members, it is vitally important that each student be familiar with the potential health risks of clinical medicine and the proper protocols for lessening those risks.

Any procedure that involves breaking the skin creates an opportunity for exposure to infection. Appropriate precautions must be used whenever there is a potential for exposure to blood, other bodily fluids (e.g., saliva, mucus, weeping lesions) or body tissues.

Due to a possible risk of exposure to body fluids, students, faculty and staff must adhere to the following guidelines in all clinical treatment areas (treatment rooms, laboratory areas and medicinary):
- No food or beverages are to be present
- Avoid having to insert contact lenses, apply makeup, brush teeth or do any other personal procedure that unnecessarily exposes mucus membranes to potential infection
- Clinical treatment areas must be equipped with appropriate sharps containers and biohazard containers
- Areas must be fully stocked with gloves and other personal protective equipment at all times
- Closed-toe shoes must be worn at all times by clinicians while seeing patients
- Hand-washing facilities are available either in the room or an immediately adjacent room

Hand-washing is the most important single procedure for preventing infection in a healthcare setting. Hands should be washed according to current standards for medical providers:
- Before and after each patient
- After contact with blood or body fluids, or obvious environmental contaminants
- At the end of a treatment or procedure
- After maintaining personal hygiene

All students should be aware and conscientious when performing any and all clinical procedures—from inserting acupuncture needles or performing an exam, to cleaning and disinfecting the treatment room afterwards. Special care must be taken to avoid accidents. In the event of an accident, the clinical supervisor must be contacted immediately and the blood borne pathogen exposure protocol should be initiated. The protocol is as follows: use the online incident reporting system to record the exposure and the individual involved. Contact the CMO (contact information is available in the online incident reporting system and in the hardcopy needle stick packets). Follow the instructions in the hardcopy needle stick packet, available in every clinical conference room. Needle stick packets are also found behind the clinic front desk and in the clinic hallway near the acupuncture supply cabinets. Needle stick packets can also be found online through the “Exposure and Incident Forms” link at the bottom of every page of the nunm.edu website.

Each health center is equipped with first aid kits, an AED (defibrillator), body fluid spills kit, biohazard bags and containers, and fire extinguishers. The clinics also house OSHA manuals and MSDS manuals for reference. Personal protective equipment (PPE) is provided by the clinic for laboratory, minor surgery and other procedures where the potential for exposure is high.

**Specific CCM Safety Needs**
NUNM classical Chinese medicine safety protocols are based on, and wholly consistent with, the information in the most recent “Clean Needle Technique for Acupuncturists” manual. Please refer to the most recent CNT manual for current information and instruction about the following: care of instruments, pain or trauma upon insertion, pain after insertion, positioning the patient, skin disinfection, depth of needle insertion, safety and electrical stimulation, and moxibustion.

**Acupuncture Needle Protocols**
Some of the most common clinical tasks facing CCM students are the insertion and removal of acupuncture needles. Handling needles may be hazardous; students should work with them slowly, carefully and cautiously.

**Insertion of acupuncture needles:**
• Care must be taken to avoid contamination when removing needles from the sterile packaging.
• Needles must not be touched by the bare finger during insertion.
• All opened needles, whether or not they have been used, must be discarded in the sharps container as they are no longer sterile. For this reason, needle packages should be opened only at the time of use.
• Gloves, finger cots and cotton balls should always be available to prevent exposure of the hand that places pressure on the insertion site.

Disposal of used acupuncture needles:
• Disposable needles must immediately be discarded in sharps containers.
• Needles should not be gathered in small bunches as they are removed; they should be dropped individually into the sharps container directly after they are removed. Alternatively, they may be transported to the sharps container in a kidney basin or other impervious container.
• Used needles should be handled as little as possible in order to minimize the possibility of an accidental needle stick.

Use of moxibustion:
• Patients must be thoroughly counseled regarding the procedure, risks and alternatives, and be given time to ask questions prior to the use of moxibustion.
• Extreme care must be taken when lighting and using moxa in the clinic.
• Treatment doors must remain closed during and after moxa treatment.
• Fireproof bowls are provided and must be used when lighting and transporting moxa.
• Moxa sticks and matches must be extinguished and disposed of properly.
• Failure to follow appropriate safety guidelines may result in disciplinary action.

9.6 Maintaining Cleaning Standards in the Treatment Room
After each and every patient visit, the students and clinician(s) who treated the patient are responsible for cleaning the treatment room in accordance with the following protocols. These are institutional protocols that have been set to meet federal and state safety regulations.

General Cleaning
Treatment rooms should be left clean, tidy and ready for the next patient and clinician.
• Used exam table paper should be removed. Table paper is thrown in the garbage if it has not been contaminated with body fluids. If it has been contaminated with body fluids, it must be discarded in the biohazard container in the treatment room.
• Used linens are removed in accordance with the following instructions:
  o Linens such as towels and sheets that have not been exposed to body fluids are to be placed in a green laundry bag. These bags are located in the linen storage areas on each floor of the clinic.
  o Linens that have come into contact with body fluids or open wounds must be sealed in a biohazard bag and placed into the regular laundry sack for proper processing.
    ▪ Students are advised to use good judgment in these scenarios. Linens that are saturated with a patient’s body fluid require this process. Linens with a small drop of blood do not. The faculty supervisor should be consulted if there is any question.
    ▪ Biohazard bags are stocked in each patient treatment room.
• When the green linens bags become full, it is the students’ responsibility to transfer the bags from their stations throughout the clinic to the large, green rolling bins in the general storage area on the first floor.
• Be certain that any garbage in the room ends up in the garbage bin, not the biohazard container.
• Be certain that all biohazard waste ends up in the biohazard container.
• Tidy up counter areas, shelving units and cabinets in treatment rooms by returning medical supplies to their original spot.
• Return shared clinic equipment to appropriate storage location, so that the next person can find it.
• Clean surfaces by wiping them with Caviwipes.

**Instruments**

• All disposable instruments and materials that have come into contact with body fluids must be properly disposed of in the appropriate biohazard container.
• All non-disposable instruments that need to be cleaned and sterilized for reuse must be placed in the Cidex bucket to be cleaned and autoclaved by the clinic staff.
  o The Cidex bucket is located on the counter in the clinic operations hallway.

**Gloves**

Gloves must be worn any time there is a reasonable possibility of hand contact with blood, body fluids or broken skin (exposed tissue). Gloves that have been contaminated with body fluids should be immediately removed and placed in the biohazard can located in the treatment room.

• Care should be taken to avoid touching anything in the treatment room with the gloves.
• When students need assistance with depositing the gloves in the biohazard can they should ask a fellow student, faculty member or clinic staff for assistance in the treatment room. They should not leave the treatment room with the gloves.
• Contaminated gloves are not to be worn outside of the treatment room under any circumstances.

**Use of Caviwipes as Disinfectant**

Caviwipes are the disinfectant used to clean and decontaminate treatment rooms and common areas throughout NUNM Health Centers. Students are required to disinfect treatment rooms and surfaces that may have been exposed to contamination. This should include the following times:

• At the beginning of every clinic rotation
• At the end of every clinic rotation
• Any time there is visible body fluid contamination

The following application procedures must be followed completely in order to ensure proper, effective disinfecting; and meet OSHA standards:

• Every surface that may have been exposed to or come into contact with body fluids, including sneezes and coughs, must be disinfected.
• When body fluid contamination is visible, disposable gloves should be worn for the clean-up process. If body fluid contamination is not visible on a surface, it is not necessary to wear gloves while disinfecting.
• When body fluid contamination is visible, that surface should be cleaned with Caviwipes first.
• When an NUNM-approved tuberculocidal disinfectant is not available, a chlorine bleach solution should be used to disinfect as follows:
The solution should be 10% chlorine bleach and 90% cold water
- The solution must be fresh (i.e., made within the past 24 hours)
- All surfaces should be sprayed with chlorine bleach solution and left wet for five minutes
  - All treatment room doorknobs should be treated with Caviwipes at the end of every clinic rotation.
  - If there has been any potential for exposure, clipboards used in the treatment room should also be cleaned with Caviwipes.

**Pediatric Area Cleaning**
In recognition of the more sensitive nature of our pediatric patients, a hydrogen peroxide antimicrobial disinfectant is used instead of Caviwipes to clean the surfaces in the pediatric-designated clinical areas.

**Body Fluid Spills**
Each clinic is equipped with a kit to be used for cleanup of major body fluid spills. The faculty supervisor or a clinic employee can be consulted for information about its location. If further instructions are necessary, an MSDS book is available at NUNM Health Centers.

**Burnt Materials (Moxa)**
Stainless steel bowls must be used to hold and extinguish burning materials in the treatment room. Moxa extinguishers should be used for moxa sticks whenever available. Give burnt materials sufficient time to cool thoroughly in the stainless steel bowl before being emptied into the trash.

**Cups (for Chinese medicine cupping treatments)** Students are to place cups into the Cidex bucket on the counter in the pass-through hallway for cleaning by the clinic operations coordinator.

**9.7 End of Clinic Shift Checklist**
1. Survey each exam room
   a. All supply levels should be checked and any urgent needs should be reported to the clinic director or clinic operations coordinator.
   b. Full sharps containers should be taken to the biohazard bin and replaced with an empty container.
   c. The room should be left clean for its next use.
2. Laundry
   a. All dirty laundry must be placed into laundry bags.
   b. Full bags must be tied off and placed into the large laundry bins.
   c. Clean, unused linens should be put back on the designated linen shelves.
3. Medical equipment
   a. Medical equipment should be unplugged when not in use.
   b. After use, the equipment should be put back into its proper storage place.
4. Patient transactions
   a. Clinical supervisors must assign diagnostic and CPT codes, and electronically sign and close charts.
   b. All patient payment transactions must be completed 15 minutes before the end of shift.
   c. Clinical supervisors will be available to the students throughout the patient check-out process.
5. Patient charts
a. Clinical supervisors will review and sign electronic charts.
b. Charts must be completed within 24 hours of the patient visit.

6. Clinic conference rooms
   a. At the end of the shift, students should ensure that the clinic conference rooms are picked up.
      i. Confidential materials are put in a shredding bin.
      ii. Books are returned to bookshelves.
      iii. Loose papers are picked up.
      iv. All appropriate materials are recycled.
      v. Any confidential patient information that is not being returned to the chart is placed in a locked shredding box.
      vi. Food containers, plates, silverware, etc., are put away or thrown out.
   b. Lost and found
      i. Any personal items left in the clinic will be held in lost and found for one month and then donated or discarded.