



Student Handbook

2022-2023



2022-2023 National University of Natural Medicine (NUNM) Student Handbook

Office of Student Life

National University of Natural Medicine
49 South Porter Street, Portland, OR 97201
503.552.1601
studentlife@nunm.edu

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 based on 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 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 oversee inquiries regarding NUNM's Title IX policies and procedures.

Rachael Allen, MS

Title IX Coordinator

National University of Natural Medicine
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SECTION 1: STUDENT HANDBOOK

1.1: ACCREDITATION, ORGANIZATION AND RECORD RETENTION

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, henceforth called the “student handbook,” departmental policy and procedural guides, and employee manuals.

The Office of Student Life wrote and distributed the student handbook 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.

The student handbook contains general NUNM and program-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. Policies, 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 the student handbook. The student handbook is available in a viewable and downloadable PDF format at nunm.edu.

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 a contractual relationship with any current or prospective student with the student handbook.

NUNM reserves the right to modify or discontinue any of the services, programs or activities described in the student handbook.

NUNM may reproduce or modify the student handbook, or parts of it, for distribution in other formats (e.g., on a webpage or in other forms for computer access or in school or academic department publications). As a result, students, applicants and other users of the student 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 the student handbook or other publications has been superseded or changed.

NUNM is authorized by the Oregon Higher Education Coordinating Commission Office of Private Postsecondary Education, Office of Degree Authorization.

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 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

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 \(CNME\)](#)

P.O. Box 178
Great Barrington, MA 01230
413.528.8877

NUNM's master's-level and professional doctoral programs in acupuncture and acupuncture with a Chinese herbal medicine specialization (MAc, MACCHM and DAcCHM, and the former MSOM and DSOM degrees) are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Institution/program accreditation history, notes and dates of review may be viewed [online](#). ACAHM is recognized by the United States Department of

Education as the specialized accreditation agency for institutions/programs preparing acupuncture and herbal medicine practitioners.

[Accreditation Commission for Acupuncture and Herbal Medicine \(ACAHM\)](#)

8941 Aztec Dr.
Eden Prairie, MN 55347
952.212.2434

National University of Natural Medicine (NUNM) participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Institutions that are members of SARA are authorized to provide online education to students from all SARA member states. States and institutions that choose to become members of SARA operate under a set of policies and standards overseen by the National Council for State Authorization Reciprocity Agreements and administered by four regional higher education compacts. NUNM is authorized to provide online education to students who reside in 49 SARA member states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands.

[National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#)

3005 Center Green Dr., Suite 130
Boulder, CO 80301
303.848.3764

NUNM Mission, Values and Vision

The mission of National University of Natural Medicine is to advance education, healthcare and research in the art and science of natural medicine.

The values of National University of Natural Medicine are community, integrity, equity, solutions-focused approaches and sustainability.

The vision of National University of Natural Medicine is to lead the transformation towards a more equitable healthcare ecosystem that champions natural medicine for all.

The mission of the College of Naturopathic Medicine is cultivating tomorrow's physicians to empower patients and communities through the integration of traditional, innovative and evidence-informed 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.

The mission of the School of Undergraduate and Graduate Studies is to transform individuals and communities through integrative, socially responsible and evidence-informed approaches to health and well-being.

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)

300 New Jersey Ave. NW, Suite 900
Washington, DC 20001
202.237.8150

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)

1717 K Street NW, Suite 900
Washington, DC 20006
800.345.7454

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

Chinese Medicine Professional Organizations

The mission of the American Association of Acupuncture and 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

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

The Oregon Association of Acupuncturists (OAA) 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 Acupuncturists \(OAA\)](#)

c/o TBC
12707 NE Halsey St.
Portland, OR 97230
503.893.5993

The American Society of Acupuncturists (ASA) is a resource for acupuncture and East Asian medicine in the United States, and for advocating for the highest standards of education and practice. The ASA consists of 34 voting member state organizations, fosters state autonomy and encourages individuals to support their respective state association(s).

[American Society of Acupuncturists \(ASA\)](#)

712 H Street NE, Suite 1189
Washington, DC 20002

Nutrition Professional Organizations

The American Nutrition Association (ANA) is the collective affiliation of nutrition organizations (including the Accreditation Council for Nutrition Professional Education and Board for Certification of Nutrition Specialists) whose focus is to use the science and practice of personalized nutrition to move nutrition to the core of healthcare to unleash nutrition's potential to reverse the chronic disease and obesity crisis.

[American Nutrition Association \(ANA\)](#)

211 W Chicago Ave., Suite 217
Hinsdale, IL 60521

Title IX Coordinator

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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.

Student Records

The Registrar's Office 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, Record Series and Related Access Policies

- **Student Academic Records:** This record series 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 or directed 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 (ARAC) Records:** This record series 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; and 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, Chief Academic Officer's review.
- **Student Conduct Records:** This record series 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, 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:** This file includes documents related to grievances brought forward by students against the institution that do not result in litigation. Documents may 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; and 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:** This file includes 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: the student's 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 they are named or otherwise implicated in the complaint or report.
- **Special Accommodations File:** This file includes 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 record 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:** This file includes 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 Accommodations 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; they 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 and 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's Office.

- 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."*

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 the previous section, above. The information below outlines timeframes for record retention after a student graduates or separates from the University:

- **Academic Standing Reports:** This record series includes academic deficiency and the status changes of academically deficient students. Records may include: reports containing student names, grades and numbers of previous suspensions and probation; student petitions for reevaluation; and related documentation and correspondence. These records are maintained for three years by the Registrar's Office and one year by the dean of students.
- **Admissions Reports:** This record 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. **These become part of the student's permanent record.**

- **Denied Admissions/No Show Records:** This record 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 years after denial of admission; one year after notification of admission if applicant fails to enroll; one year for test scores of students that do not apply.
- **Prospective International Student Records:** This record 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 records for two years for non-admitted applicants; admitted applicant's records are retained until admitted and then become part of the primary designated signing official records.
- **Class Lists:** These lists provide faculty with an official record of enrolled students in their course. The record 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 term by the Registrar's Office and faculty.
- **Enrollment Reports:** This record 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 years for all other records. Other copies are permanently kept by the Office of Institutional Effectiveness, Chief Financial Officer and Chief Academic Officer.
- **Commencement Records:** This record series documents 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 years. Commencement programs are maintained permanently by the Registrar's Office.
- **Graduation Petition Forms:** These documents record student requests to distribute diplomas and other graduation records to specific addresses. Records include: diploma order form; diploma information form listing permanent addresses for diplomas to be mailed to; student names; school within the institution; and certificates applied for. These records are maintained for one year by the Registrar's Office.

- **Examinations, tests, term papers and homework records, including online and paper documents that document student subject mastery in institution courses.** These 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 term after completion for uncontested grade results; until resolved for contested grade results. Moodle and online course documents will be archived and retained for five years.
- **Family Educational Rights and Privacy Act (FERPA) Documents:** These records include signed release of information requests and authorizations or denials in accordance with FERPA. Education Records; 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, 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 for the life of the affected record for all other records.
- **Student Non-Disclosure Requests Records:** This record series documents 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 record series may contain, but is not limited to: student requests for non-disclosure of directory information and memoranda distributed to pertinent departments informing units that might have pertinent information not to disclose that information. These records are maintained by the Registrar's Office for one year for revoked requests; permanent for all other records.
- **Grade Roster Reports:** These 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 10 years for records created after implementation of the Student Information System; 25 years for records created before implementation of the Student Information System.
- **Instructors' Grade Records:** This record 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's Office. 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 years.
- **Grievance Records:** This record series documents grievances brought forward by students against the institution that do not result in litigation 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 years after last enrollment. Copies of grievance outcome letters may be received by the academic dean and Chief Academic Officer, which are maintained for three years after resolution.

- **Name Change Records:** This record series documents students or applicants name changes as reported to the Office of 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 Office of Admissions and Registrar's Office for two years after degree completion or last enrollment.
- **International Student Records:** This record series details 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's Office) for seven years after last enrollment for all student records of matriculates; one 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 record 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 dean of graduate medical education retains these records for five years.
- **Placement Survey Records:** This record 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 records are permanently retained by Alumni Services for reports; three years for questionnaires.
- **Special Accommodation Student Records:** This record series tracks the application, admission, selection and progress of students participating in special accommodations that serve to guide and aid students. Some documents in this file may be copies of documents maintained in the student's Education Record. This record 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 their Special Accommodation Records at any time, upon submitting a request at least 48 hours in advance to the appropriate office(s) and/or the Office of Student Life. Records are maintained for seven years for accepted and enrolled participants; two years for denied admission or did not enroll after acceptance.

- **Student Academic Records:** This record series tracks a student's academic progress at the institution. Records 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 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 Chief Academic Officer are retained for seven years after last enrollment.
- **Student Advising Records:** This record series provides 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 may also be retained by the Center for Academic Success, academic advisors and deans for one year after last enrollment.

- **Student Conduct Records:** This record series documents 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; 10 years for case files involving suspension; five years for all other disciplinary case files. Other copies maintained by the Security Office are maintained for three years.
- **Student Organizations and Club Administrative Records:** This record series documents 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 record 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; veteran enrollment; reports documenting student and enrollment by term; and reports on other topics. These records are retained permanently by the Registrar's Office for summary and annual reports; three years for all other records. Other copies are retained for one year by Institutional Research.
- **Student Tracking Records:** This record series documents student enrollment in courses and changes in enrollment, admission status changes, and affiliation and registration in programs. Records may include but are not limited to: registration forms; registration change forms (add/drop forms); withdrawal forms; application for readmission forms; and student status change forms. Records are maintained by the Registrar's Office and the Office of Admissions for one year.
- **Theses and Capstone Records:** This record series documents the completion and academic acceptance of theses presented in the fulfillment of degree requirements, including theses grade forms, 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 record 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 record series documents student 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 months for official requests and one month for unofficial requests.
- **Degree Audits and Application for Graduation Records:** This record series documents student completion of degree requirements. Records may include but are not limited to: worksheets, 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 years after last enrollment.
- **Veterans Records:** This record series documents the entitlement status and enrollment of veterans in the institution. Records include but are not limited to: Oregon State Veterans Affairs forms 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; veteran's attendance reports; and related forms, documentation and correspondence. Records are maintained by the Registrar's Office for three years following termination of enrollment period.
- **CARE Team Notes:** The CARE Team meeting notes are maintained by the chair(s) of the CARE Team for seven 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 the previous section addressing student records.

1.2: REGISTRATION AND ACADEMIC/CLINICAL PROGRESS

Registration

Policy outlines requirements of registration, the process for being registered for core classes and electives, guidance on course conflict, etc.

Primary and Secondary Degree Definition

Policy defines "Primary Program" and "Secondary Program" for those enrolled in more than one program concurrently.

Certificate Programs

Policy outlines application process for NUNM certificate programs.

Independent Study

Policy outlines when an independent study may be considered and the process for accomplishing/requesting an independent study.

Directed Study – Graduate Studies

Policy explains when a directed study may be requested by those in Graduate Studies programs.

Credit Hour Policy

Policy outlines equations for credit hours (credit = hour of instruction + outside of class time).

Eligibility to Register

Policy explains eligibility to register for courses, and definition of non-degree seeking students' qualifications and practitioners seeking CEUs.

Full-Time/Part-Time Student Status

Policy outlines credit per quarter requirements for full-time and part-time status.

Elective Credits

Policy explains qualification and possible prerequisites for completing elective requirements, and cross-listed courses.

Community Education – ND and CCM

Policy identifies hour requirements for College of Naturopathic Medicine and College of Classical Chinese Medicine students, defines and offers examples of Community Education projects, and shares in the purpose of Community Education. [Additional information on Community Education can be found on Moodle.](#)

Challenge Examinations

Policy defines when the content of a required course may be requested for a challenge exam and steps to be considered for a challenge exam. Policy also includes a statement for veteran students inquiring about prior credit.

Transfer of Core Credits Between NUNM Programs

Policy outlines information regarding transferring credits between NUNM Graduate Level programs, Undergraduate students looking to take cross-listed graduate courses and cross-listing of electives.

Auditing and Educational Enhancement

Policy defines when a course may be audited, taken for Educational Enhancement, definitions and deadlines for requesting to take a course by audit.

Undergraduates Taking Graduate Level Courses

Policy explains circumstances for undergraduate students taking graduate level courses and additional parameters that may apply.

[Adding/Dropping Academic Courses](#)

Policy covers deadlines, timelines, process and refunds for: adding/dropping academic courses, electives, clinical exams, clinical rotations and weekend courses.

1.3: ACADEMIC PROGRESS AND ACADEMIC STANDING

Satisfactory Academic Progress

The Academic Progress Committee meets each academic term to determine students' academic progress.

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 (refer to the Financial Aid section of the course catalog for eligibility criteria). These policies are separate from the institution's satisfactory academic progress policies.

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 academic 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.

Students who have "reached maximum timeframe status," as outlined in the Academic Progress section of the catalog, are considered not to be making satisfactory academic progress and will no longer be eligible for federal financial aid.

[Undergraduate Programs Policy](#)

[Master's Degree Programs Policy](#)

[Doctorate Degree Programs Policy](#)

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 the catalog.

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:

[Undergraduate Programs Policy](#)

[Master's Degrees Policy](#)

[Doctorate Degrees Policy](#)

[Maintaining Active Enrollment for Satisfactory Academic Progress](#)

Policy will outline the requirements for maintaining student status, being considered making satisfactory academic progress and (for Master/Doctorate degrees) requirements should a student need extensions on completing their degree.

[Academic Review and Appeals Committee](#)

Policy explains the responsibilities, composure and process for the Academic Review and Appeals Committee (ARAC).

[Record of Academic Review and Appeal Committee Proceedings](#)

Policy outlines the proceedings and records produced during Academic Review and Appeal Committee meetings.

[Appeal of Academic Suspension](#)

Policy outlines steps required and process for appealing an Academic Suspension.

[Reapplication and Readmissions Policy](#)

Policy outlines process for a suspended student who is interested in pursuing reapplication and readmission to the University.

1.4: ATTENDANCE AND EXAMINATIONS

[Eligibility to Attend Classes and Clinical Rotations](#)

Policy identifying the eligibility requirements for attending class/clinical rotations, enrollment in Moodle and consequence for non-attendance the first day.

[Attendance and Participation](#)

Policy covers University minimum attendance expectations and reinforcement of reviewing course syllabuses for specific course requirements, participation and tardiness impacts on grades

[Absence Policy](#)

Policy discusses institutional expectations on attendance and possible absences, reinforcement of reviewing course syllabuses for specific course requirements and guidance should a student need a longer period away from school.

Examinations and Completion of Assignments

Policy offers guidance on steps when an absence results in a missed exam, as well as appeal process should the request to make up the exam is denied.

Testing Center

Policy outlines the purpose, usage and process for the NUNM Testing Center.

Online Testing Verification

Policy discusses the possible need for a ‘Statement of Authentication’ for online examinations.

Proctored Online Exams

Policy outlines steps taken when a proctored examination is required.

Religious Observance Policy

Policy offers guidance on how to request a religious exemption or accommodation – including but not limited to ongoing Sabbaths, annual holidays and modifications to classroom practice.

Weeks 11 and 12 Policy

Policy includes but is not limited to explaining the length of terms during the academic year, faculty discretion and requirements for material delivery and inclement weather closure impacts on makeup material.

1.5: GRADING AND PROMOTION

Grading

Policy outlines percentages and GPA points associated with grades, as well as definitions for letter grades used at NUNM.

Grade of “R/FR” — ND/CCM only

Policy defines and further explains “R” and “FR” grades for the College of Naturopathic and College of Classical Chinese Medicine programs.

Grade of “RC/RP” — ND/CCM only

Policy defines and further explains “RC” and “RP” grades for the College of Naturopathic and College of Classical Chinese Medicine programs including within clinical rotations.

Grade of “D/F” — Graduate Level

Policy defines and further explains consequences/requirements of “D” and “R” grades for all Graduate level programs.

Grade of “F” — Undergraduate Level

Policy defines and further explains consequences/requirements of “F” grade for the Undergraduate level programs.

Grade of “I”

Policy defines, outlines requirements and deadlines and identifies steps for students seeking a Grade of Incomplete; including but not limited to clinical rotations.

Grade of “CMP”

Policy defines and further explains the “CMP” (i.e., Complete) grade.

Grade of “IP”

Policy defines and further explains the “IP” (i.e., in progress) grade.

Grade of “W”

Policy defines and further explains the “W” (i.e., withdrawal) grade.

Remediation — ND and CCM

Policy explains the remediation qualifications, steps and process for the College of Naturopathic Medicine and the College of Classical Chinese Medicine.

Clinical Remediation

Policy covers the various clinical remediations including but not limited to ND Clinical Skills Enhancement Tutorial, ND Objective Structured Clinical Examination (OSCE) Tutorials, CCM Clinical Skills Remediation and CCM Clinical Entrance Examination.

Grade Appeals

Policy outlines qualifications, requirements and steps for appealing a failing grade for courses and ND OSCE Examination.

1.6: TECHNICAL STANDARDS AND STUDENT PRACTICE

NUNM Technical Standards

Policy explains the responsibility of health science programs to train competent graduates, healthcare providers and scientists that demonstrate critical judgment, extensive knowledge and well-honed technical skills. The Technical Standards, for all programs and specific for Clinical Programs, 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.

Academic Freedom

Policy acknowledges and defines 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.

Student Practice Policy

Policy defines ‘practicing medicine without a license’ within NUNM, Oregon state regulated licensures and healing modalities that are not licensed in Oregon.

Students as Patients Policy

Policy outlines when students may serve as patients for educational purposes including but limited to role playing, portraying one’s own case and while on clinical rotation.

Human Models for Instruction

Policy outlines the educational need for hiring models at times for sensitive examinations including but not limited to genital examinations.

Intellectual Property and Copyrights

Policy explains but is not limited to the copyrights of student work unless done for hire, defines “work-done-for-hire,” copyright ownership of online course work, faculty notes and audio files, and addresses use of phrases/graphs/logos, etc.

1.7: CHANGE OF TRACK, CHANGE OF DEGREE AND GRADUATION

Change of Track

Policy explains students being admitted into a specific program and track, the process should they look to change tracks (i.e., 4-year to 5-year) and deviation impacts that may occur depending on the timing of the track change.

Deviation

Policy outlines preapproved reasons a student may deviate from a standard educational track, the process to request a deviation, appeals, and implications of deviations (including but not limited to course conflicts, financial aid, and graduation dates).

Change/Addition of Degree(s)

Policy outlines steps taken when exploring adding a second degree or changing from one degree to another.

Graduation Requirements

Policy outlines general and program specific requirements, including program specific capstone/thesis projects, to be considered a candidate for graduation.

Participation in Commencement Ceremonies

Policy outlines when NUNM holds the commencement ceremony and requirements to participate in it, when and to whom diplomas are issued, qualifications for licensure eligibility, minimum enrollment requirements and steps should a student need to extend their graduation requirements.

1.8: ADVISING, LEAVE OF ABSENCE AND WITHDRAWAL

Academic Advising

Policy outlines support services offered by the Center for Academic Success, including but not limited to academic advising, track changes, leave of absence, tutoring and academic progress.

Advising and Support Chart

The Advising and Support Chart is a guide to departments, specific contacts and further description of resources available to students on campus.

Voluntary Leave of Absence

Policy includes but is not limited to steps for a student considering a leave of absence (i.e., no more than one year) from the program/university, considerations regarding change to curriculum, grades should the leave occur mid-term and limitations of academic activities while on leave.

Involuntary Leave of Absence

Policy is designed to maintain the health and safety of all campus community members and outlines when the university administration, in consultation with the Crisis Assessment and Response Team (CARE Team), may initiate the Involuntary Leave of Absence process.

Withdrawal from School

Policy includes but is not limited to steps for a student withdrawing from the program/university, grades should the leave occur mid-term and financial aid implications.

Federal Loan Exit Interviews

Policy outlines federal regulations for an Exit Interview, when a student, who has received federal loans, leaves the university for any reason.

1.9: DRUG-FREE CAMPUS

Observance of Acts, Laws and Rules

Statement outlining NUNM's commitment to a drug-free environment and compliance with federal and state laws and regulations.

Illicit Drug and Alcohol Policy

Policy outlining prohibition of unlawful possession, distribution, influence and or inebriation of alcohol or drugs, whether prescribed, illicit or recreational.

Drugs/Intoxicant Violation

Policy identifies process of any student believed to have any detectable amount of drugs in their system who may be required to undergo a rapid urinary drug screen (RUDS).

Alcohol Violation

Policy identifies process of any student believed to be intoxicated who will be required to undergo a blood alcohol test that will be administered at a facility designated by NUNM.

Legal Consequences

Policy explains the state and federal sanctions regarding the possession or distribution of illegal drugs.

Education and Rehabilitation

Policy outlines that students who may be having difficulty with alcohol and/or drugs are encouraged to seek appropriate counseling, treatment or rehabilitation program. NUNM aims to share concern for those struggling with substance abuse and supports their decision to enter counseling or recovery programs.

Drug Testing

In compliance with the Oregon Health Authority and Oregon Administrative Rules 409-0300100, as of July 1, 2015, all incoming graduate students (campus-based) are required to undergo a drug screen prior to matriculation at NUNM. Policy explains deadlines, costs and details of drug test compliance.

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. Policy outlines process for when a student organization or department would like to request an exemption to the no alcohol policy for an event.

1.10: STUDENT CONDUCT POLICIES AND PROCEDURES

Student Disciplinary Records

Policy outlines the persons with access to student disciplinary charges, investigations and proceedings.

Community Expectations

Policy outlines NUNM's right and duty to protect its members from conduct that interferes with, but not limited to, obtaining education objectives, providing services and providing services to the public.

Code of Conduct

Policy outlines actions that constitute conduct for which students may be subject to disciplinary sanctions. 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.

Student Honor Code

Policy outlines the student Honor Code, an agreement that aims to maintain a high standard of honor in all academic matters, decorum at all times and the recognition of the Honor Council.

Honor Council

Policy explains the standing committee "Honor Council, requirements for those sitting on the committee, when students may be subject to being sent to the Honor Council, the process in which the committee hears cases and the outlining of recommendations/decisions made by the Honor Council to the dean of students.

Patient Safety Monitoring Board

Policy explains the Patient Safety Monitoring Board (PSMB) as a subcommittee of the Honor Council, the scope of cases which the PSMB will review recommendations for the prevention of future similar problems.

Honor Council and Student Appeals Committee Recusal Policy

Policy explains the requirements and process for when a member of Honor Council and/or Student Appeals Committee 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.

Class Behaviors Guidelines and Shared Process for Classroom Improvement

Policy outlines expectations of student behavior within the classroom setting and ways for collaborative work between students and faculty in an effort to improve the classroom experience for all.

Student Collaboration on Classwork

Policy covers that sharing of work (e.g., at-home exams, homework, lab write-ups) is considered a violation of Academic Integrity policy unless explicitly told otherwise by faculty.

Academic Integrity Policy

Policy outlines a list of behaviors that would constitute academic dishonesty.

Procedures in Determining Academic Dishonesty

Policy covers the two steps when determining if a student has engaged in academic dishonesty.

Grade Penalties Examples

Policy outlines possible grade penalties when a student has engaged in academic dishonesty.

Procedures in Determining Code of Conduct Violations

Policy outlines procedures for when a student is facing an alleged violation of the Code of Conduct or Honor Code including but not limited to Discrimination, Harassment and Retaliation and Title IX. Policy also defines and outlines, for violations of Discrimination, Harassment and Retaliation, and Title IX, the investigation process, determination thresholds, credibility, outcome of investigations, appeal procedure for sexual misconduct and requesting of a formal appeal hearing.

Permissible Disciplinary Sanctions

Policy outlines sanctions that may be imposed upon any student for any single violation of the Code of Conduct or Honor Code.

Appeal of Conduct Decision; Suspension or Expulsion

Policy explains that students have the right to appeal a suspension or expulsion from NUNM for Honor Code or Code of Conduct violations and outlines the steps/deadlines required for and procedures for such an appeal.

Reapplication and Readmission to NUNM

Policy outlines steps for students suspended from the university to reapply and seek readmission. This policy does not apply to students who have received the disciplinary sanction of expulsion, as expelled students are ineligible for reapplication or readmission to NUNM.

Arrest Policy

Policy outlines the responsibilities of students (current or matriculating) to notify the dean of students within 72 hours if a student is arrested for, charged with, or convicted of any offense other than a minor traffic violation. Policy also explains possible academic standing and additional NUNM conduct violations that may be implemented.

Retaliation

Policy explains the university's no tolerance of retaliation, what is seen as retaliation, and consequences should retaliation be conducted. In addition, the policy outlines that 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.

1.11: GENDER DISCRIMINATION, HARASSMENT, RETALIATION AND TITLE IX

NUNM is committed to providing a healthy learning and work environment for its students, staff and faculty. Discrimination, harassment and retaliation fundamentally compromise the integrity of human relationships, affect morale and performance, and threaten an individual's sense of security and well-being. This policy shares NUNM definitions including but not limited to discrimination, harassment, Title IX sexual harassment, consent, retaliation and persons involved in Title IX proceedings.

1.12: STUDENT COMPLAINT AND RESOLUTION POLICIES

Students at NUNM have the right to an education free from prejudices, bigotry or other egregious actions or behaviors that hinder their ability to learn. NUNM is committed to effectively resolving student grievances through an efficient, fair and systematic process. This process is to be used when a student feels that decisions, differences, misunderstandings or problems that have arisen with faculty, staff, administration or other students have hindered their ability to learn or otherwise adversely affected them. NUNM seeks to cultivate an academic environment that encourages tolerant, respectful and non-discriminatory behavior from all of its inhabitants. The purpose of NUNM's Complaint and Resolution Policy is to resolve student grievances in a manner that allows for constructive relationships to be maintained across the institution, while ensuring that any violation of school policy and/or issues of harassment or discrimination are appropriately addressed and do not reoccur. The policy is designed to create an environment that responds promptly and with sensitivity to the needs of the accuser, respects the rights of the accused, and addresses the concerns of the community. All grievance records are private in nature and will be treated with the utmost discretion.

Informal Process

Policy explains the first step in the student complaint/grievance process – informal process.

Grievances

If the Informal Process does not resolve a matter, the complaint is raised to the level of a formal grievance. This policy what qualifies for a formal grievance and exemptions from this policy.

Formal Grievance Process

This policy outlines the steps taken and procedures of a formal grievance process.

Grievance Outcome Appeal Process

Policy explains when the outcomes to a grievance may be appealed and the steps which need to be taken.

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 in this policy or at the beginning of the Student Handbook.

1.13: STUDENT SUPPORT OFFICES AND RESOURCES

Office of Student Life

Policy outlines support services offered by the Office of Student Life including but not limited to dean of students, Center for Academic Success and Career Services.

Counseling Services

Policy outlines counseling services offered by the university through a third-party company.

Office of Equity and Inclusion (OEI)

Policy outlines the mission of OEI, the role OEI serves in the greater campus and support services offered by the Office of Equity and Inclusion and the director including but not limited to resource allocation, advocacy, event programming and oversight of reports submitted regarding discrimination.

The Office of Equity and Inclusion can be contacted at:

503.552.1608 | inclusion@nunm.edu

Additional information about community resources can be found on the [OEI webpage](#).

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.

The NUNM policy details the accommodation request process, qualifying documentation, rights and responsibilities of students and appeal process.

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).

This policy summarizes the law, defines the difference between service animal and emotional support/comfort/companionship animals and outlines care and maintenance, as well as when an animal may be denied on campus.

Food Service

Policy shares what food service is available on the NUNM campus.

Student Health Insurance

Policy offers resources for students seeking health insurance.

NUNM Health Center Benefits

Policy shares what NUNM healthcare benefits are offered to students.

Library Services

Policy outlines library support services including but not limited to collections of classical and modern works of natural and Chinese medicine, current books from the biomedical sciences and an extensive electronic resources collection. Policy also shares how students access materials on and off campus and fines for lost/late materials.

Other policies regarding library use can be found [online](#).

Tutoring

Policy summarizes peer-tutoring resource offered by the Center for Academic Success.

Parking Availability and Regulations

Policy summarizes parking at the NUNM campus, bike parking, and how to contact the Office of Safety and Security for parking information.

TriMet Passes

Policy explains optional participation in TriMet's University Universal Pass Program.

Housing

Policy shares support services for students to resources when seeking housing.

Athletic Facilities

Policy shares support services for students to resources when seeking local gym memberships.

Photocopying and Printing

Policy describes access to free, school-related, black and white photocopying and printing, and color printing options within library.

Voter Registration

Policy offers support for students looking to register to vote in Oregon/Multnomah County.

Lockers

Policy explains access to free lockers for students through the Office of Student Life.

NUNM Mailbox Policy

Policy describes sanctioned usage of NUNM mailboxes assigned to each on-campus student and expectations for checking mailboxes.

Telephone and Facsimile

Policy details access to Student Government Association provided fax machine and telephone.

1.14: OTHER STUDENT POLICIES

New Student Orientation

Policy covers the purpose of New Student Orientation and who is required to participate.

Financial Policies, Fees, Financial Aid and Consumer Information

Refer to the current NUNM course catalog for the most up-to-date financial policies, fees, financial aid and consumer information. <https://catalog.nunm.edu/>

Relationships – Faculty/Staff and Students

Policy outlines encouraged mentorship between faculty/staff and students, process of notifying the dean of students and human resources when dual relationships exist (e.g., family, doctor/patient, roommates, romantic relations), and prohibition of faculty/staff relationships that result in favoritism or discrimination.

Appearance and Dress on Campus

Policy outlines expectation and dress code on campus (see Student Clinic Handbook for Clinical Dress Code) including but not limited to closed shoes in laboratory settings and stages of undress when practicing bodywork techniques.

Fragrance-Free Campus

Policy outlines expectation and definition of “fragrance-free” including but not limited to cigarette smoke, body odor, perfume, personal hygiene products and essential oils.

No Smoking Policy

Policy outlines NUNM as a smoke-free campus.

Animals on Campus

Policy sets expectations, liability and prohibition of animals on campus; policy does not apply to Service Animals.

Children on Campus

Policy sets parameters of when and where students can bring their children to campus (i.e., conducting general business versus in classes), resources for local day care facilities and requesting use of remote rooms with infants.

Remote Rooms

Policy explains but is not limited to the design and requesting of access to remote rooms on campus, milestone/age requirements for infants, guidance for students needing a space to express/pump milk or nurse and children prohibited from attending clinic shifts unless being seen as a patient.

Mobile Phones, Pagers and Other Electronic Devices

Policy sets expectations for electronic devices in classes, meetings and library.

Commercial Activities

Policy sets guidelines and expectations of commercial activities on campus (including but not limited to room rentals, demonstrations and workshops).

Higher Education Opportunity Act Peer-to-Peer File Sharing Requirements

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. This policy includes but is not limited to setting provisions of file sharing, annual disclosure and addresses unauthorized distribution of copyrighted materials.

Marketing and Communications

Policy includes but is not limited to explaining the Office of Marketing and Communications' responsibility for protecting and promoting the NUNM brand, adherence to the university-approved branding guidelines, requirements for media contact and public outreach, social media use and use of the NUNM name/logo/seal.

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. Policy sets standards and offers guidance on appropriate use of terminology on email signatures, resumes and/or business cards.

Electronic Communications (Email and Moodle)

The official university communication method to students is through NUNM email. This policy outlines assignment of student email addresses, expectations of checking NUNM email daily, access to course management software and timelines for access being deactivated after separation from university (graduation, leave of absence, suspension or expulsion).

Technology Requirements and Recommendations

Policy identifies technology recommendations to provide minimum specifications for a successful computing experience at NUNM.

Immunization and TB Test Compliance

As NUNM healthcare workers, students and residents must comply with NUNM immunization and health screening requirements, which are obligatory by Oregon state law (OAR 409-0300100 to 409-030-0250). This policy outlines required immunizations, Tuberculosis screenings and 10 panel urine drug screenings.

1.15: STUDENT ORGANIZATIONS, ACTIVITIES AND TRAVEL

Student Involvement

Policy outlines opportunities for students to form and join clubs, organizations and professional associations.

Student Suggestions

Policy encourages students to submit inquiries, complaints or suggestions to the Student Government Association or the Office of Student Life.

Student Government Association

Policy offers explanation of the NUNM Student Government Association (SGA) as an elected government of the student body that oversees the management and distribution of the student activity fees collected each term with registration.

Curriculum Approval Committee

Policy outlines the membership and responsibilities of the Curriculum Approval Committee.

Student Publications

Policy guides students who are interested in organizing the production of student publications on campus.

Activities

Policy identifies the various community events hosted by the Office of Student Life and Student Government Association, guidance for student clubs/organizations looking to host an event and unsponsored events and/or commercial activities hosted on campus.

Community Hour

Policy explains the community wide event “Community Hour” and guidelines on requesting to host a topic or presentation.

Hallway Table Reservation

Policy offers guidance on reserving hallway tables for NUNM clubs, organizations and business partners.

Room Reservation

Policy offers guidance when student clubs and organizations want to reserve space on campus, if an event is planned for after business hours, and identifies study spaces on campus for students.

Student representatives for partner companies, unsponsored events and commercial promotions must go through the Office of Advancement for approval prior to booking a room. For more information see [Commercial Activities](#).

Campus Bulletin Boards

Policy outlines locations for and approval process of flyers around campus.

Student Travel

Policy explains and promotes 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, traveling both within and outside of the United States, and conduct requirements.

[Insurance for all Forms of Educational Travel Experiences](#)

Policy outlines personal medical insurance requirements, NUNM provided emergency medical expenses, evacuation and travel assistance coverage for travel courses.

1.16: CAMPUS SAFETY AND EMERGENCY PROCEDURES

[Weapons on University Property](#)

Policy identifies prohibition of weapons (including but not limited to guns, knives, pepper spray) anywhere on the NUNM campus.

[Lost or Stolen Items](#)

Policy identifies the responsibility of students for personal items on campus and in vehicles, lost and found location and where/how to file an incident report.

[Campus Safety and Security](#)

Policy identifies NUNM's commitment to providing a safe and healthy campus, reporting any unsafe incident, crime or injury-causing accident to the campus safety officer and contact information.

[Student Contact Information](#)

Policy identifies student responsibility for submitting accurate contact information including but not limited to an accurate email address, mailing address and phone number.

[Emergency Contact Information](#)

Policy identifies student responsibility for providing updated emergency contact in SONIS.

[Identification and Key Cards](#)

Policy includes but is not limited to identifying student responsibility of wearing ID cards, gaining access to campus through keycards and replacement charge for lost ID cards.

[Student Injury on Campus](#)

Policy outlines procedures when an injury occurs on campus.

[Missing Student Notification](#)

Policy outlines when NUNM considers a student to be missing and steps taken by the University to reach the student in question. If you believe a student is missing, please contact the Office of Student Life or Security Office immediately.

[Crisis Assessment and REsponse Team \(CARE Team\)](#)

Policy outlines the membership and responsibilities of the Crisis Assessment and Response Team.

Crime Statistics

Policy outlines NUNM's compliance with federal requirements and availability of annual campus crime statistics.

Emergency Closures

Policy outlines guidelines when NUNM finds it necessary to cancel/reschedule classes/clinic/work, posting closure to public announcements avenues (TV, radio, etc.) and considerations taken when deciding whether to close.

Emergency Notification System

Policy identifies the process of NUNM sending immediate notification to all students, staff and faculty in the event of an emergency.

NUNM Emergency Evacuation Plan

Policy shares the existence of an emergency evacuation plan, location on website and annual trainings for compliance with local safety regulations.

SECTION 2: STUDENT CLINIC

The provisions of this section are in addition to the provisions of Section 1 of this handbook. Nothing contained in Section 2 is intended to supersede the provisions in Section 1. In the event there is any conflict between the provisions in Section 2 and Section 1, the provisions of Section 1 will apply and are controlling.

2.1. OVERVIEW OF THE NUNM TEACHING PROGRAMS

Fulfillment of Mission

The mission of the NUNM academic medical clinics is to provide quality healthcare to the public and quality clinical education to medical students, residents and interns. The mission and the clinical training objectives of all NUNM clinical programs are fundamentally aligned with NUNM's overall mission: *"to advance education, healthcare and research in the art and science of natural medicine."*

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 (DAcCHM/DSOM and MAc/MAcCHM/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.

MScN Clinical Track Program

The MScN clinical track program provides rigorous training in clinical nutrition, providing student interns with the practices and procedures related to the nutrition care process. Student interns

are allowed to gain knowledge and acquire skills in the performance of nutritional assessment, nutrition diagnosis, nutrition intervention and nutritional evaluation and monitoring. They will participate in evaluating the nutritional status and defining the nutritional diagnosis of patients and clients by performing detailed assessments and analyzing laboratory data.

Student interns will also design evidence-based personalized nutrition plans (PNP) and implement standardized interventions to treat targeted health concerns and reduce comorbidity and disease risk with diet and lifestyle modifications. They will develop nutritional counseling and monitoring strategies to improve nutrition outcomes and remedy blocks in the adherence to the PNP.

The clinical experience encourages student interns to collaborate and communicate with an interdisciplinary healthcare team, and demonstrate competence in clinical documentation, including writing referrals for laboratory tests and outside services, requesting medical records, and researching drug-nutrient interactions.

Student interns must adhere to HIPAA and professional and ethical clinical guidelines. Graduating students are provided the opportunity to become well prepared for the practice of clinical nutrition and the Certified Nutrition Specialist (CNS) examination.

Clinical Faculty

Policy shares that all NUNM Health Centers adjunct and full-time faculty members complete a rigorous application and hiring process.

Student Participation in Clinical Training

Policy identifies requirements for attendance at or participation in clinical training.

Stages of Clinical Training – ND Program

Policy outlines and explains the progress of increasing levels in clinical including: clinic observation, hydrotherapy, secondary, primary and preceptorships. The policy also outlines requirements to advance from one level to the next.

Stages of Clinical Training – DSOM/DACCHM and MSOM/MACCHM

Policy outlines and explains the progress of increasing levels in clinical including: introduction to clinic, pre-observation, observation, clinical mentoring, pre-internship, internship and case presentation series. The policy also outlines requirements to advance from one level to the next.

Stages of Clinical Training – MAC

Policy outlines and explains the progress of increasing levels in clinical including: introduction to clinic, pre-observation, observation, clinical mentoring, pre-internship, internship and case presentation series. The policy also outlines requirements to advance from one level to the next.

Stages of Clinical Training – MScN

Policy explains the MScN Nutrition Clinic Rotation is an elective and requirements can be found in course syllabus.

2.2: NUNM HEALTH CENTERS

[NUNM Health Centers and Patient/Client Services](#)

Policy identifies NUNM as a small academic medical center recognized as a Tier 4 Patient-Centered Primary Care Home by the Oregon Health Authority, shares a list of modalities through teaching rotations and describes Lair Hill Medicinary and/or Laboratory services.

[NUNM and Community Health Collaborative](#)

Policy shares more information regarding the Community Health Collaborative, a low-cost medical option.

[Clinic Hours and Access](#)

Policy details hours of operation, clinical personnel on site, telemedicine availability and option for 24-hour on-call service with a naturopathic physician.

[Health Center Personnel](#)

Policy outlines a list of Health Center Personnel and an explanation of their roles.

[Clinic Billing Policies and Procedures](#)

Policy offers guidance on billing policies and procedures, Compassionate Care Program, and contacting NUNM Health Centers – Lair Hill for questions on eligibility and/or insurance billing questions.

2.3: [CLINICAL EDUCATION REQUIREMENTS](#)

Policy explains Registrar's Office involvement in recording clinic attendance, clinic hours and patient contacts for each student; and the students' responsibilities in tracking own clinical hours via timesheets provided by Registrar's Office.

[Summary of Clinical Hour Requirements](#)

Policy outlines requirements for each clinical requirement for ND (for those who matriculated both before or after fall 2015), DAcCHM/DSOM and MACCHM/MSOM.

[Description of Clinical Requirements](#)

Policy covers clinical requirements (for both ND and CCM) including but not limited to holiday hours, CPR certification and case presentation series.

[Patient Contact Requirements](#)

Policy outlines ND and CCM requirements for patient contacts' phone numbers and when they must be obtained.

[Additional Requirements for Graduation – ND](#)

Policy outlines Case Analysis Papers expectations, requirements, deadlines and protocol for requesting clinical charting; additionally, the policy offers guidance on Clinical Proficiency Objectives (CPOs) as required for graduation.

2.4: 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 and client 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.

[Personal Contact Information](#)

Policy identifies student responsibility for submitting accurate contact information including but not limited to an accurate email address, mailing address and phone number.

[NUNM Mailbox Policy](#)

Policy describes sanctioned usage of NUNM mailboxes assigned to each on-campus student and expectations for checking mailboxes.

[Student Email and Moodle](#)

The official university communication method to students is through NUNM email. This policy outlines expectations of checking NUNM email daily, and location/access to clinical forms.

[Voicemail and Patient Communication](#)

Policy details voicemail extensions assigned to ND primaries and CCM and nutrition interns for the use of patient, clinic and university communications including but not limited to assignment of, expectations and requirements to maintain patient care and HIPAA compliance.

[Electronic Mail, Social Networking and HIPAA](#)

Policy outlines electronic mail requirements to maintain HIPAA regulations and patient-protected health information (PHI). NUNM uses the OCHIN Epic system for electronic health records with MyChart as the patient and client portal within Epic.

2.5: SCHEDULING OF STUDENTS FOR CLINICAL ROTATIONS

The MScN Nutrition Clinic Rotation is an elective and is subject to the standard policies for academic courses. Student interns should review the current syllabus and standards of clinical performance for all requirements necessary for the successful completion of the course.

[Clinic Registration](#)

Policy outlines student registration process for clinical rotations.

[ND Priority Registration for Primaries](#)

Policy further details clinical registration process for the College of Naturopathic Medicine.

[Add/Drop Policy for Clinic Rotations](#)

Policy details the 'schedule adjustment period' for clinical rotation scheduling, and process for working with the Registrar's Office and/or Center for Academic Success when dropping a rotation may be needed.

[Scheduling of Holiday Clinic Shifts](#)

Policy details holiday shifts at the NUNM Health Centers, holiday shift hourly requirements (for ND and CCM) and application of hours towards graduation requirements.

[Scheduling of Special Clinic Opportunities](#)

Policy outlines and details guidelines for fixed rotations for both ND and CCM.

2.6: CLINIC ATTENDANCE AND ABSENCE POLICIES

Policy and section outline requirements for completed shifts within a term, absences, holidays and unexpected closures, and accrued patient contacts should a rotation be failed.

[Clinic Attendance and Shift Tracking Procedure](#)

Policy explains but is not limited to the expectations of students tracking their own clinical hours, including patient contacts, how to submit timesheets within deadlines and tracking make-up hours from absences.

[Clinic Absences](#)

Policy details attendance requirements and protocols when an absence may occur including: missing the first week of a clinic rotation, planned absences (i.e., vacations and/or seminars), appeals process for denied planned absences, unplanned absences (i.e., illness or family emergency) and unexcused absences (when protocol is not followed).

[Clinic Substitute Procedure](#)

Policy details when a student is seeking an absence and their requirement for finding a substitute.

[Inclement Weather and Clinic Closure](#)

Policy explains that students should pay attention during times of inclement weather and directs them to the general emergency closure procedure for guidance on when/how the university will notify the community of closures.

[Makeup and Holiday Shifts](#)

Policy outlines steps and guidelines when a student needs additional shift hours through either substituting or completing extra holiday shifts.

Tardiness

Policy sets expectations for professionalism through attendance, arriving early and consequences of tardiness.

2.7: GRADING AND EVALUATION OF CLINIC ROTATIONS

Grading – Clinic

Policy explains clinical rotations are graded using a pass/fail system, and details the criteria for grading system: Pass, Fail, Remediations and Incomplete.

Clinical Learning Objectives

Policy defines clinical learning objectives provided to students at the beginning of each term by supervising faculty.

Evaluation Process

Policy outlines the various evaluation processes, for both ND and CCM programs, through the clinical experience including but not limited to proficiency examinations, midterm evaluations, final evaluations, clinical entrance examinations and clinic exit examinations.

Clinical Remediation

Policy explains when a student may require additional support to meet clinical competencies and the different remediations that may be required including but not limited to ND Clinical Skills Enhancement, OSCE Skills Tutorials and CCM Clinical Skills Remediation.

2.8: OTHER CLINIC POLICIES

Confidentiality and Medical Records

Policy covers the requirements for confidentiality of medical records including the Health Information Portability and Accountability Act (HIPAA), rules of “Need to Know” and process for accessing medical records.

Professional Attire at NUNM Health Centers

Policy outlines guidelines for attire and hygiene expectations, dress code for all students and additional requirements of Naturopathic Medical Students.

Probation and Disciplinary Policy

Policy overview when a student’s conduct in clinic is deemed inappropriate and examples of such behaviors.

NUNM Campus Clinic Parking Policy

Policy explains parking at Health Center is reserved for patients/clients only and parking requirements for students, staff and faculty.

Internal/External Referral Policies and Procedures

Policy outlines and overviews process for both internal referrals (i.e., referring patients for specific treatments within NUNM Health Centers) as well as external referrals through the referral coordinator and using SBAR format in medical charts.

Referrals for Diagnostic Imaging

Policy explains process and steps for referring patients to diagnostic imaging.

2.9: CLINIC ROTATION RESPONSIBILITIES

Time Requirements

Policy details hourly increments of different clinic shifts and need for additional time researching patient cases, etc. for both ND and CCM students.

Clinic Preview and Review

Policy provides process for students reporting to clinical shifts for case preview sessions prior to beginning patient visits and clinical review at the end of each shift.

Student Scope of Authority

Policy outlines authorized student participation in areas of clinical activities.

Time Management on Clinic Rotations

Policy details expectations of time management within clinical rotations to best serve patients during their appointments.

Maintaining Safety in the Clinic Setting

Policy covers several areas of processes and protocols for maintaining safety in the clinical setting including but not limited to NUNM emergency contact numbers, the Acute Care Emergency Manual, hygiene, PPE gear and acupuncture needle protocol.

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
- First Response Security (after-hours alarm response and security service) – 866.686.1886
- After-Hours Physician On-Call Pager – 971.266.9344

Maintaining Cleaning Standards in the Treatment Room

Policy outlines expectations and protocol for maintaining cleanliness of treatments rooms after each and every patient visit, including but not limited to general cleanings, removal of table paper, replacement of linens, biohazard material disposal, disposal or sterilization of instruments, use of Caviwipes, extinguishing and disposal of Moxa, proper placement of Cups into Cidex buckets and other OSHA standard requirements.

End of Clinic Shift Checklist

Policy outlines details checklist for end of shifts including but not limited to laundry, medical equipment, patient transactions, patient charting and lost and found.