



# Student **Handbook**

2020—2021

## **2020-2021 NUNM Student Handbook**

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

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

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

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# I. STUDENT HANDBOOK

# I. NUNM STUDENT HANDBOOK

## SECTION 1: ACCREDITATION, ORGANIZATION AND RECORD RETENTION

### 1.1 Authorization

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

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

This handbook contains general NUNM and 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. Policy, rules, regulations and standards of conduct changes to the student handbook are made without prior notice, including during the course of any academic year, to any course offering, requirements, policies, regulations, dates, and financial information or other information contained in this handbook. The student handbook is available in a viewable and downloadable PDF format at [nunm.edu](http://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 into a contractual relationship with any current or prospective student with the university student handbook.*** NUNM reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

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

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

## **1.2 University and Program Accreditation**

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

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

Northwest Commission on Colleges and Universities  
8060 165th Ave. N.E., Ste 100  
Redmond, WA 98052  
425.558.4224 | [nwccu.org](http://nwccu.org)

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

Council on Naturopathic Medical Education  
PO Box 178  
Great Barrington, MA 01230  
413.528.8877 | [cnme.org](http://cnme.org)

NUNM's master's-level (MSOM) and professional doctoral (DSOM) programs in Oriental medicine are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Institution/program accreditation history, notes, and dates of review may be viewed at [acaom.org/directory-menu/directory/char/N/](http://acaom.org/directory-menu/directory/char/N/). ACAOM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners.

Accreditation Commission for Acupuncture and Oriental Medicine  
8941 Aztec Drive #2  
Eden Prairie, MN 55347  
952.212.2434 | [acaom.org](http://acaom.org)

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 Drive, Suite 130  
Boulder, Colorado 80301  
303.848.3764 | [nc-sara.org](http://nc-sara.org)

### **1.3 NUNM Mission, Values and Vision**

The mission of National University of Natural Medicine is to *educate and train physicians, practitioners and pre-professionals in the art, science and research of natural medicine.*

The values of National University of Natural Medicine are *respect, integrity, creativity, innovation, environmental stewardship, commitment, and excellence.*

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

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

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

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.*

### **1.4 Naturopathic Professional Organizations**

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

**American Association of Naturopathic Physicians (AANP)**  
**818 18th St. NW, Suite 250**  
**Washington, DC 20006**  
**866.538.2267 | [naturopathic.org](http://naturopathic.org)**

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

**Association of Accredited Naturopathic Medical Colleges (AANMC)**  
**818 18th St. NW, Suite 250**  
**Washington, DC 20006**  
**800.345.7454 | [aanmc.org](http://aanmc.org)**

The Oregon Association of Naturopathic Physicians (OANP) is a state organization with purposes similar to the AANP's and is also open to students. Many other states have naturopathic

professional organizations; contact AANP to locate the organization in the state where you plan to practice.

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

**P.O. Box 5876**

**Portland, OR 97228**

**503.262.8586 | oanp.org**

**1.5 Chinese Medicine Professional Organizations**

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

**American Association of Acupuncture and Oriental Medicine (AAAOM)**

**P.O. Box 96503 #44114**

**Washington, DC 20090-6503**

**866.455.7999 | aaaomonline.org**

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

**National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®)**

**76 South Laura St., Suite 1290**

**Jacksonville, FL 32202**

**904.598.1005 | nccaom.org**

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

**Oregon Association of Acupuncture and Oriental Medicine (OAAOM)**

**P.O. Box 14615**

**Portland, OR 97293-0615**

**503.893.5993 | oaaom.com**

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

**American Organization for Bodywork Therapies of Asia (AOBTA)**

**P.O. Box 343**

**West Berlin, NJ 08091**

**856.809.2953 | aobta.org**

## **1.6 Title IX Coordinator**

Rachael Allen, MS  
Dean of Students  
National University of Natural Medicine  
49 South Porter Street  
Portland, OR 97201  
503.552.1607 | rallen@nunm.edu

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

## **1.7 Student Records**

The registrar maintains permanent records of each student enrolled at NUNM. Unless otherwise required by law or special circumstances, the university will follow the policies set forth in this section.

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

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

Students are notified annually via email of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) – commonly referred to as the "Buckley Amendment."

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

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

Students who wish to review their Education Record, Special Accommodations, Student Grievances, and/or Student Conduct files may do so by submitting a request in writing 48 hours prior to the time they wish to view their records. Students may not take copies of documents. Categories of Student Files and Related Access Policies:

- **Student Academic Records:** This file maintains documents that track a student's academic progress at the institution: application documents; institution academic transcripts; transcripts from other institutions; notices of admission, readmission, denial and acceptance; records of grade changes; petitions for exemption from institution regulations and procedures; student status change forms; standardized examination reports; letters of recommendation; applications for admission to another institution; registration for preceptor hours and evidence of the completion of the preceptor hours; narrative evaluations on preceptor; evaluations; requests to audit courses; major department/degree change requests; assignment of an advisor; curriculum layout; certification of transferred courses; grade reports; clinic proficiency objectives (CPOs); clinic shift record forms; clinic community education forms; course waiver requests; oral and written exam results – preliminary, qualifying and comprehensive; thesis grade form; advising checklists; on-leave requests and approvals; official graduation audit; program advisors' reports showing progress toward academic degrees; and related documentation and correspondence; departmental approval for students to enroll in independent 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 Records:** This file maintains a record of any ARAC proceedings, including: notice of ARAC meeting or hearing and supporting documents (such as transcripts, test scores, or recommendations by faculty); student response and supporting documents; written summary of meeting or hearing; ARAC decision; notice of appeal and supporting documents; summary of meeting or hearing on appeal; final decision of NUNM; documentation of fulfillment or failure to fulfill sanctions. The following are not maintained in the ARAC Record, and are not available for student review: audio recording, if any, of ARAC meetings or hearings; deliberations by the members of ARAC, internal emails, and notes of discussions prepared by and for committee members' use and, if necessary, chief academic officer's review.
- **Student Conduct Records:** This file maintains a record of proceedings before the Honor Council regarding a violation of the Community Expectations, Code of Conduct, Classroom Behaviors Guidelines, Academic Integrity Policy, or Honor Code. The file includes: written statement of the allegations against the student and any supporting documents; the student's response and supporting documents; a written summary of any meeting or hearing, including a summary of witness statements and other evidence presented at the meeting or hearing; the findings of the applicable administrative person or committee; final notices to the student; appeal documents; sanctions imposed, if any; and a record of the fulfillment of or failure to fulfill such sanctions. The following documents are not maintained in the official Student Conduct File, and are not available for student review: audio recordings, if any, of any Honor Council and/or Student Appeals Committee meeting or hearing; and deliberations by the members of the Honor Council and/or Student Appeals Committee, internal emails related to deliberations, and notes of discussions prepared by and for the Honor Council or Student Appeals Committee.
- **Grievance File:** Documents related to grievances brought forward by students against the institution that do not result in litigation. Records include: notices of grievance and

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

- **Title IX, Discrimination, or Harassment File:** Documents related to any report or complaint of discrimination or harassment in violation of Title IX or any other applicable law. The student filing a complaint or report shall have the right to review the following documents in the file: 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:** Documents that track the application, admission, selection and progress of students participating in special accommodations serving, guiding and aiding students. Some documents in this file may be copies of documents maintained in the student's Education Record. This series consists of the individual files for students participating in special institution programs that provide services ranging from counseling and tutoring to tuition waiver assistance. Records may include but are not limited to: application documentation; personal information; medical and health documentation; admission and non-acceptance documentation; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Internal communications and deliberations by NUNM, including emails and notes of discussions regarding the feasibility of any requested accommodation, are prepared by and for NUNM use, are not maintained in the Special Accommodations file, and are not available for student review. Some records may be exempt from disclosure to third parties other than the authorized individual(s) within NUNM without a release by the student, because of the Americans with Disabilities Act or other privacy laws.
- **Student Advisory File:** Information regarding academic progress and related issues within a specific department or program sent to university advisor/mentor, and related discussions. Records may include but are not limited to: copies of documents in the Student Academic Records file, Academic Review and Appeal Committee file, Special Accommodation file, and/or Student Conduct file; advisors' notes; awards; complaints, comments, and commendations by other students and/or faculty; and related documentation and correspondence. These files are for use and reference by the



university advisor/mentor and other administrative officials, and are not available for student review.

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

- University officers and faculty may review student records on an as needed basis.
- NUNM holds the following information as directory information, which may be disclosed in response to legitimate requests: name, address, telephone number, and university email address, dates of attendance, enrollment status (full time, half time and leave of absence), academic program, graduation date and awards received. NUNM will only print the following information in directories: name, year in school, university email, telephone.
- Personal information about students will not be shared with third parties on or off campus except as directed in writing by the student, the courts or governmental agencies.
- A student who wishes to review their records may do so by submitting a request in writing 48 hours prior to the time they wish to view their records.
- A student may not make copies of documents in their files.
- A student who believes information contained in their Educational Record is inaccurate, misleading or a violation of privacy may request that the records be amended.
- In the event of a disagreement between a student and the administration as to the disposition of an issue, the student has the right to place a personal position statement in their academic file.
- A student has the right to file complaints with the appropriate agencies concerning alleged failures by NUNM to comply with applicable laws and rules, and/or their implementing regulations.
- Students may request information to be withheld by completing a directory hold request available from the Registrar.
- NUNM may, in accordance with the Family Educational Rights and Privacy Act, disclose personally identifiable information from a student's Education Record without consent if the disclosure is in connection with a health or safety emergency.

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

No part of a student's Educational Record, except directory information as noted above, will be released to any person outside of NUNM without written consent of the student, except as required by law. Other student files are also held in confidence and only disclosed as authorized by the student, permitted or required by law, or as necessary to other NUNM officials to fulfill their administrative duties.

Records for students attending NUNM under the provisions of the Veterans Administration will be accessible to certain authorized state and federal personnel without prior consent in accordance with 45 CFR, part 99.31 and part 99.35.

FERPA does not apply to employment situations, nor does it apply to candidates for matriculation to NUNM. However, Human Resources and the Office of Admissions adhere strictly to

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

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

### 1.8 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. Below outlines timeframes for record retention after a student graduates or separates from the university:

- **Academic Standing Reports:** Include academic deficiency and the status changes of academically deficient students. Records may include: reports containing student names, grades, and numbers of previous suspensions and probations; student petitions for re-evaluation; and related documentation and correspondence. These records are maintained for three years by the Registrar’s Office and one year by the dean’s offices.
- **Admissions Reports:** This series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence. **These become part of the student’s permanent record.**
- **Denied Admissions/No Show Records:** This series documents the application and evaluation process for students applying to enter who are denied admission or who were admitted but failed to enroll or withdraw. Records may include but are not limited to: applications for admission; test scores; standardized examination reports; foreign student financial documentation; letters of recommendation; resumes; transcripts; and related documentation and correspondence. Records are retained by the Office of Admissions for three 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 series documents institution assistance to international students who are considering attendance at the institution. Records may include but are not limited to: letters of inquiry from prospective students; official replies to inquiries; completed applications and admittance forms; local data sheets; advisory notes; and related documentation and correspondence. The Office of Admissions retains for two years for non-admitted applicant records; until admitted for admitted applicant’s records, which then become part of the primary designated signing officials records.
- **Class Lists:** Provide faculty with an official record of enrolled students in their course. The series is used to cross-check students who have enrolled against those who have registered, as well as in the generation of statistical reports. Information in the series includes: student names; term; and enrollment/registration status. These records are maintained for one term by the Registrar’s Office and faculty.
- **Enrollment Reports:** This series is used to provide the chief financial officer with a record of enrollments that may be used for planning and research. Information contained in the reports includes student names and levels, demographic data and academic majors. Records may include but are not limited to: working papers; final reports; and related documentation and correspondence. Records are permanently retained by the Registrar’s

Office for final reports; two years for all other records. Other copies are permanently kept by the Office of Institutional Research and Compliance, chief financial officer and chief academic officer.

- **Commencement Records:** Document commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence. Records are maintained by the dean of students for two years. Commencement programs are maintained permanently by the Registrar's Office.
- **Graduation Petition Forms:** Document students' requests to have diplomas and other graduation records distributed to specific addresses. Records include: diploma order form; diploma information form listing permanent addresses for diplomas to be mailed to; students' names; school within the institution; and certificates applied for. These records are maintained for one year by the Registrar's Office.
- **Examinations, tests, term papers and homework records, including online and paper documents, document student subject mastery in institution courses.** Records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. These records are maintained by the faculty for one term after completion for uncontested grade results; and until resolved for contested grade results. Moodle and online course documents will be archived and retained for five years.
- **Family Educational Rights and Privacy Act (FERPA) Documents:** Include signed release of information requests, and authorizations or denials in accordance with FERPA. Education Records, as defined in the previous section; 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 life of the affected record for all other records.
- **Student Non-Disclosure Requests Records:** Requests by students to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act (U.S. Public Law 93-380). This series may contain, but is not limited to: student requests for non-disclosure of directory information and memoranda distributed to pertinent departments informing units that might have pertinent information not to disclose that information. These records are maintained by the Registrar's Office for one year for revoked requests; permanent for all other records.
- **Grade Roster Reports:** Reflect grades awarded by instructors and serve as the basis for students' official academic records. Records include: student names and social security numbers (not on report since implementation of SONIS); course titles and numbers; sections; grades awarded; and instructors' signatures. These records are maintained by the Registrar's Office for 10 years for records created after implementation of the Student Information System; 25 years for records created before implementation of the Student Information System.
- **Instructor's Grade Records:** This series documents test scores, classwork scores and final grades for students that may be used as back-up to the official academic records held by the registrar. Records may include but are not limited to: instructors' grade books; grade confirmation reports; grade confirmation and change records; and final grade rosters. These records are retained by faculty for two years.

- **Grievance Records:** Regard grievances brought forward by students against the institution that do not result in litigation. Grievances may pertain to academic issues; affirmative action and equal opportunity; student conduct; and other issues. Records include: notices of grievance and supporting documentation; notices of any meetings or hearings scheduled related to the grievance, including notice of any appeal meeting or hearing; written responses by NUNM and any supporting documentation; written summary of the meeting or hearing; settlement agreements or other written statement of resolution; statement of appeal and any supporting documentation, and NUNM response; and final determination by NUNM. Records are maintained by the office of the dean of students for three years after last enrollment. Copies of grievance outcome letters may be received by the programmatic director and chief academic officer, which are maintained for three years after resolution.
- **Name Change Records:** Document students or applicants name changes as reported to the Admissions or Registrar's Office by students. Records may include but are not limited to: letters requesting change in name; name change forms; lists or reports of students with changed names; and related documentation and correspondence. These records are maintained by the Admissions and Registrar's Office for two years after degree completion or last enrollment.
- **International Student Records:** Include institutional assistance to international students that primarily concern admissions and immigration issues. Records may include but are not limited to: copies of visas; scholarship information; institution admissions forms; international student advisors' notes; explanations for student withdrawals; and related documentation and correspondence. Records are maintained by the designated signing official (currently registrar) for seven 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 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 director of graduate medical education retains these records for five years.
- **Placement Survey Records:** This series documents the results of a placement survey conducted periodically. Records may include but are not limited to: reports and questionnaires that provide the following information on individual alumni: career status or job title; continuing education; geographic location; source of finding employment; relationship of employment to major; salary; computer training needs; and number of years enrolled. These are permanently retained by Alumni Affairs for reports; three years for questionnaires.
- **Special Accommodation Student Records:** Documents that track the application, admission, selection and progress of students participating in special accommodations serving, guiding and aiding students. Some documents in this file may be copies of documents maintained in the student's Education Record. This series consists of the individual files for students participating in special institution programs that provide services ranging from counseling and tutoring to tuition waiver assistance. Records may include but are not limited to: application documentation; personal information; medical and health documentation; admission and non-acceptance documentation; recommendations and evaluative materials; copies of academic records; counseling and

advising notes and documentation; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Internal discussions, emails, and notes of discussion about accommodation requests are not part of the file, and are not available to students. Some records may be exempt from disclosure to third parties other than the authorized individual(s) within NUNM without a release by the student, because of the Americans with Disabilities Act or other privacy laws. A student may review 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:** Documents that track a student's academic progress at the institution. These include: institution academic transcripts; transcripts from other institutions; notices of admission, readmission, denial and acceptance; records of grade changes; petitions for exemption from institution regulations and procedures; student status change forms; standardized examination reports; letters of recommendation; applications for admission to an institution; registration for preceptor hours and evidence of the completion of the preceptor hours; narrative evaluations on preceptor; evaluations; requests to audit courses; major department/degree change requests; assignment of an advisor; curriculum layout; certification of transferred courses; grade reports; clinic proficiency objectives (CPOs); clinic shift record forms; clinic community education forms; course waiver requests; oral and written exam results – preliminary, qualifying and comprehensive; thesis grade form; advising checklists; on-leave requests and approvals; official graduation audit; program advisors' reports showing progress toward academic degrees; and related documentation and correspondence; departmental approval for students to enroll in independent study courses and permission sheets with students' names; course names; number of credits; and faculty signatures; probation letters; and academic review and appeals committee records. Except as otherwise indicated in this section, records are maintained by the Registrar's Office permanently for transcripts, application for admission and grade change records; five 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 director of the corresponding academic program(s), deans and the chief academic officer are retained for seven years after last enrollment.
- **Student Advising Records:** Provide information regarding academic progress within a specific department or program sent to university advisor/mentor. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; degree program requirement lists; departmental course waiver forms; reports showing progress toward academic degrees; advisors' notes; copies of transcripts; official graduation audits; curriculum posting sheets; recommendation letters; suspension notices; readmission notices; comprehensive exam results; awards; and related documentation and correspondence. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and are maintained for the convenience of the student academic advisors. Records may also retained by the Center for Academic Success, academic advisors and deans for one year after last enrollment.
- **Student Conduct Records:** Document academic dishonesty and conduct and honor code violations among students. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; degree program requirement lists; departmental course waiver forms; reports showing progress toward academic degrees; advisors' notes; copies of transcripts; official graduation audits; curriculum posting sheets; recommendation letters; suspension notices; readmission notices;

comprehensive exam results; awards; and related documentation and correspondence. Records are maintained by the Office of Student Life for 75 years for case files involving expulsion, degree revocation or negative notation on the transcript; 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:** Documents that pertain to the history, development and policies of campus student organizations and clubs. Records may include but are not limited to: annual review forms; minutes; constitutions and bylaws; committee, subcommittee and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence. Records are maintained by the Office of Student Life and Student Government Association permanently.
- **Student Statistical Reports:** This series documents student status and enrollment at the institution. Records may include: specialized listings and statistical reports pertaining to departmental and university registration; course changes; add/drops; geographical distribution of students; student age and gender data; mortality of classes; student transfers from other schools; veteran enrollment; reports documenting student and enrollment by term; and reports on other topics. These records are retained permanently by the registrar for summary and annual reports; three years for all other records. Other copies are retained for one (1) year by Institutional Research.
- **Student Tracking Records:** Documents student enrollment in courses and changes in enrollment. The series also documents admission status changes, affiliation and registration in programs. Records may include but are not limited to: registration forms; registration change forms (add/drop forms); withdrawal forms; application for readmission forms; and student status change forms. Records are maintained by the Registrar's Office and the Office of Admissions for one year.
- **Theses and Capstone Records:** Document the completion and academic acceptance of these presented in the fulfillment of degree requirements. This series includes theses grade form, and final and accepted copies of theses and dissertations. Degree programs can elect to have final and accepted copies of theses and dissertations added to the Library's permanent collection. Duplicate copies are retained by program offices. Theses grade forms are maintained permanently by the Registrar's Office.
- **Transcript Hold or Encumbering Authorization Forms:** This series documents holds on transcripts and academic reporting information placed by the institution for a number of reasons. This series consists of forms authorizing the holding of academic records and information until a specific action is taken by the subject of the academic record. These records are maintained by the Registrar's Office until release of hold is authorized.
- **Transcript Request Forms:** This series provides a record of students' requests for transcripts to be sent to other institutions. Information on the individual form includes: student's present name and other name(s) under which the student attended; dates of attendance; home address; phone number; student signature; number of copies of transcript requested; fee status; whether official or unofficial transcripts are desired; date of request; and destination(s) of transcript(s). Records are maintained by the Registrar's Office for six months for official requests and one month for unofficial requests.
- **Degree Audits and Application for Graduation Records:** This series documents student completion of degree requirements. Records may include but are not limited to: work sheets, transcripts and transfer course evaluations. The series may also include official graduation audit forms that list students' names; degrees; minors; and the breakdown of degree requirements and how the applicants have fulfilled them. Records are maintained by the Registrar's Office for five years after last enrollment.

- **Veterans Records:** This series documents the entitlement status and enrollment of veterans in the institution. Records include but are not limited to: Oregon State Veterans Affairs form 1006M that certifies Oregon resident veterans educational benefits entitlements; individual veteran student records that certify to the U.S. Department of Veterans Affairs that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum, and is maintaining standards required to receive entitlements; veterans attendance reports; and related forms, documentation and correspondence. Records are maintained by the Registrar's Office for three 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 that addresses student records.

## **SECTION 2: REGISTRATION AND ACADEMIC/CLINICAL PROGRESS**

### **2.1 Registration**

The Office of the Registrar will notify students regarding registration details. All continuing students will be registered for the upcoming academic year by the end of spring quarter.

Students may attend only the specific course sections for which they are registered. Non-adherence to this policy will result in no credit for the course. Students will not be registered for courses, labs or clinic shifts that occur at overlapping times. Credit will be earned for only one course during any given segment of time. All changes in courses and sections must be made through the Office of the Registrar.

Students cannot register for elective courses that overlap with core classes, including travel courses, unless pre-approved by the appropriate school/college director(s). Students must submit a "Petition to Overlap Classes" form for the director's approval prior to registration.

Students who wish to register for less than the full-time curriculum must petition to the Center for Academic Success (see the Deviation Policy).

No student may add or begin classes after the end of the second week of any quarter unless the class does not begin until after the end of the second week.

### **2.2 Primary and Secondary Degree Definition**

A primary degree is the first program matriculated into, or the degree program with the greater number of core credits. A secondary degree is defined as any degree program with a lesser core credit load. The naturopathic program will always be a primary degree for concurrently enrolled students, as will the Master of Science in Nutrition for students enrolled in two programs within the School of Undergraduate and Graduate Studies.

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

### **2.3 Certificate Programs**

NUNM offers certificates providing in-depth education in specific areas. Students can only enroll in certificate programs that are part of a degree program in which they are enrolled. A student who wishes to apply for a certificate program must do so by the second week of the term, prior to

starting an elective course series. If the student fails to apply for admission into the certificate program, the university may not be able to guarantee access to these elective courses in the student's schedule. They will also not receive a certificate of completion. There is an application fee for certificate programs.

**Application Process:**

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

## **2.4 Independent Study**

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

To accomplish an independent study, the student must:

1. Complete the "Independent Study" form, which includes getting approval from the school/college director and the course instructor, and having the course instructor define how the course competencies will be achieved
2. File the form with the Registrar's Office prior to the start of the term
3. Pay any requisite fees
4. Complete all course requirements within the normal term, or register for a second quarter (tuition required)

Independent study is not allowed for elective courses when the student has completed the elective requirement for their program.

## **2.5 Directed Study – School of Graduate Studies**

Directed studies are available for graduate programs and provide opportunities for interested students to expand their curricular choices by providing a variable credit (up to a maximum of 4 credits) course in an area of interest to the student, thus enriching the student's academic experience. Directed study must be approved by the department chair and director, and may be used to substitute for any course in the core curriculum or as an elective.

Students wishing to participate in directed study must develop a course prospectus, obtain a faculty mentor, and submit the prospectus and a directed study proposal form to the registrar with appropriate signatures no later than two weeks prior to the term in which the course will be undertaken.

Fees in addition to tuition may apply if the directed study involves expenditure of funds necessary to complete the course.



The following conditions must also be met:

1. The course must meet program outcomes and learning objectives that are consistent with the program to which the course will be credited.
2. The proposed course must be equivalent in academic rigor to similar courses in the curriculum. Specifically, it is expected that the activities of the course, both inside and outside the formal contact with the instructor, will total approximately 36 hours for each hour of credit assigned.
3. A student is permitted only one course of directed study per term.
4. Provision must be made for the student to confer with the faculty mentor at least once a week for one hour during the term of the course.
5. Full-time faculty are permitted to guide directed study, but adjunct faculty must receive permission from the administrative dean to guide such a course.

## **2.6 Credit Hour Policy**

NUNM is on a quarter system (defined as 12 weeks in fall/winter/spring and 11 weeks in summer) and credits are awarded based upon hours of instruction. Credits for coursework are awarded according to the following:

- **1 lecture credit** = 12 hours instruction per quarter + 24 hours per quarter outside of class time
- **1 laboratory credit** = 24 hours instruction per quarter + 12 hours per quarter outside of class time
- **1 clinical credit** = 24 hours instruction per quarter + 12 hours per quarter outside of class time
- **1 tutorial credit** = 12 hours of instruction per quarter + 24 hours per quarter outside of class time

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

## **2.7 Eligibility to Register**

Matriculated degree-seeking students are eligible to register for NUNM courses. Students who have matriculated into a degree program and have taken a leave from the program may not take core/required program courses as a non-degree student; elective courses are permitted.

A non-degree seeking student is someone who has not matriculated into a degree program at NUNM. Non-degree seeking students must complete a “Non-Degree Seeking” application, which is available through the Office of Admissions. Once approved, the non-degree student must obtain signatures from the faculty member and director of the academic program, as well as meet the prerequisites for the course. Approval is based upon space availability and meeting prerequisite requirements.

Graduates of accredited NUNM programs may apply for entry into certificate programs offered at NUNM, provided they meet the specific requirements.

Practitioners seeking continuing education units (CEUs) should contact the Office of Advancement.

## **2.8 Full-Time/Part-Time Student Status**

College of Naturopathic Medicine (ND) and College of Classical Chinese Medicine (CCM) full-time student status requires enrollment of no fewer than 11 credits per quarter. ND and CCM half-time student status requires enrollment of at least 5.5 credits per quarter.

School of Undergraduate and Graduate Studies – Graduate level: full-time student status requires enrollment of no fewer than 8 credits per quarter. Half-time student status requires enrollment of at least 4 credits per quarter.

School of Undergraduate and Graduate Studies – Undergraduate level: full-time student status requires enrollment of no fewer than 12 credits per quarter. Half-time student status requires enrollment of at least 6 credits per quarter.

Students on financial aid, who reduce their course loads, must meet with the director of financial aid.

## **2.9 Elective Credits**

Each program has a required number of elective credits required to graduate. Master and doctoral students may take elective credit from any NUNM graduate-level degree program as long as they meet the prerequisites. Undergraduate students may take any elective course in the undergraduate programs and cross-listed courses in graduate programs as long as they meet the prerequisites and there is room for them in the course. In addition, undergraduate students can take core courses in other undergraduate programs for elective credit according to their major requirements. The number of elective credits will vary based on degree program and credits transferred toward the degree.

## **2.10 Community Education – ND and CCM**

Students may begin accumulating community education hours upon matriculation to NUNM. All activities not sponsored by NUNM must be preapproved by the patient services and outreach manager or the student's school/college director (or designee), and must have a designated NUNM faculty or staff advisor/supervisor. A tracking form must be signed and filed with the Registrar's Office upon completion of the event.

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

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

Twenty-four total hours of community education are required to meet ND and DSOM requirements for graduation. Twelve total hours of community education are required to meet

MSOM requirements for graduation. Concurrently enrolled (ND/MSOM) students must meet the College of Naturopathic Medicine requirements of 24 total hours minimum.

### **2.11 Challenge Examinations**

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

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

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

The following statement is for veteran students inquiring about prior credit: Any veteran receiving GI Bill® benefits while attending NUNM is required to obtain transcripts from all previously attended schools and submit them to the VA school official (located in the Registrar's Office) for review of prior credit.

### **2.12 Transfer of Core Credits Between NUNM Programs**

#### *Graduate-Level Programs*

Some core course credits may be eligible for transfer among NUNM programs to satisfy program requirements. For more information regarding which courses might be transferable between programs, contact the appropriate school/college director (of the transferring **into**) or the administrative dean. All transfer credits are subject to approval by the director, and proper documentation must be submitted to the registrar, who will notify the Center for Academic Success to create an individualized curriculum layout.

#### *Undergraduates Taking Cross-Listed Graduate-Level Courses*

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

The following additional parameters apply:

1. Cross-listed courses have been approved for undergraduate credit by both the director of the School of Undergraduate and Graduate Studies, and the director of the course to be cross-listed for undergraduate students to attend.
2. Cross-listed courses may have different course requirements, competencies, or objectives for undergraduate students.
3. Graduate students receive priority enrollment in graduate-level courses.
4. There must be a minimum of five graduate students enrolled in a graduate-level course for undergraduate students to enroll.
5. Internal transfer of credit is subject to NUNM's graduate transfer credit requirements.
6. Earning graduate credits as an undergraduate is not a guarantee of future admission into any graduate program at National University of Natural Medicine.

### **2.13 Auditing**

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

### **2.14 Educational Enhancement Registration**

Current students who wish to repeat a course they have previously passed at NUNM may do so, space allowing, with the permission of the instructor and school/college's director. The "Education Enhancement Registration" form must be filed by the end of the quarter's first week. No credits or grades will be given. See the Financial Policies section in the catalog for up-to-date information on fees.

### **2.15 Adding/Dropping Academic Courses**

Students are registered for all core courses and may not deviate from the established curriculum unless they have submitted and received approval via the Petition to Deviate process (see Deviation Policy). Students will self-register for electives.

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

Courses may be officially dropped only by submitting an "Add/Drop" form with proper signatures to the Registrar's Office. No core course can be officially dropped without the school/college director's signature and/or an approved "Petition to Deviate" (see Deviation Policy).

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

- **Week 1** – Students may add/drop/change sections/ change to audit and receive a 100% refund with a grade of “W” (withdrawal) on the transcript. Change to audit requires instructor signature.
- **Week 2** – Students may add/drop/change sections/ change to audit, instructor signature required. Students may drop/change sections and instructor must indicate the grade of “W” (withdrawal). A refund will be administered at 75%.
- **Week 3** – Students may drop with instructor and (corresponding program) director signature required, and instructor must indicate the grade of “W” (withdrawal). A refund will be administered at 50%.
- **Week 4** – Students may drop with instructor and director signature required, and instructor must indicate the grade of “W” (withdrawal) or “WF” (withdrawal failing). A refund will be administered at 25%.
- **Weeks 5-12** – Course can’t be dropped. Failure to attend a registered course will result in the grade of “F.” No refund given.

**All courses starting after week one of the term will follow the same add/drop policy as outlined above.** Non-attendance in any course will earn a grade of “F.” All grades are included on student transcripts.

For courses that do not run the full 12-week term (i.e., weekend and short-term courses), students may use the “Add/Drop” form with appropriate signatures to add or drop a weekend/short-term course **up to one week before** the course begins. See the catalog for corresponding refund policy. Lab and retreat fees are non-refundable once the term begins, even when the course occurs later in the term.

Students who are **withdrawing from the institution** will receive a grade of “W” regardless of the week they withdraw. See the NUNM catalog for more information on the withdraw process and corresponding refund policy.

#### Adding/Dropping Clinic Rotations

To add or drop a clinical rotation, students must contact the associate registrar. Students have a 3–5 day period after the clinic assignment schedule has been posted to make any changes to their clinic schedule (add or drop rotations) without being charged. This period is known as the “clinic adjustment period.” The final deadline date to make changes is indicated on the clinic schedules. Students who request any changes in their clinic rotations after the deadline must request approval through the deviation process (see Deviation Policy). The student will be notified of the decision by the associate registrar. Students are responsible for attending their current clinic shifts until decisions are finalized. All fees concerning clinic rotations will apply (see catalog for fees).

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

## **SECTION 3: ACADEMIC PROGRESS AND ACADEMIC STANDING**

### **3.1 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 (see criteria for Continued Student Eligibility in the student

handbook). 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 school/college director 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

"Satisfactory Academic Progress" is defined as:

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

Students are considered not making satisfactory academic progress who:

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

#### Master Degree Programs

"Satisfactory Academic Progress" is defined as:

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

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

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

### Doctorate Degree Programs

“Satisfactory Academic Progress” is defined as:

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

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

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

### **3.2 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

##### *Academic Warning*

Academic warning status occurs when a student earns a term GPA of 2.95, and/or a cumulative GPA of 2.85, or receives two or more grades of “C” in a term. While on a warning status, a student is expected to meet with an academic advisor to develop a plan to address the concern.

##### *Academic Probation*

Students are placed on academic probation when they:

- Earn a term GPA of below 2.75 and have a cumulative GPA below 2.80; or
- Earn a failing grade of “D” or “F,” including clinical rotations; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

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

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

Students are removed from academic probation once they have earned a minimum term GPA of 2.80 and have a cumulative GPA of 2.85; any failed courses or clinic shifts are repeated and passed; and the terms of the academic contract are met.

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

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

#### *Academic Suspension*

Students are placed on academic suspension when they:

- Earn a GPA below 2.60 and cumulative GPA below 2.75; or
- Earn two or more failing grades of "D" or "F"; or
- Fail two or more clinic rotations, entrance exams, or exit exams; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

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

A student has the right to appeal an academic suspension to the Academic Review and Appeals Committee, as outlined in the student handbook.

#### Master Degrees

##### *Academic Warning*

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

##### *Academic Probation*

Students are placed on academic probation when they:

- Earn a term GPA of below 2.70 and have a cumulative GPA below 2.75; or
- Earn failing grades of "D" or "F," including clinical rotations; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

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

Students who fail to complete an academic contract will be withdrawn from any courses in which they are currently enrolled. Students are advised to meet with the Center for Academic Success to discuss strategies for successful completion of their program.



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

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

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

### *Academic Suspension*

Students are placed on academic suspension when they:

- Earn a term GPA of below 2.60 and have a cumulative GPA below 2.75; or
- Earn two or more failing grades of "D" or "F"; or
- Fail two or more clinic rotations, entrance exams, or exit exams; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

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

A student has the right to appeal an academic suspension to the Academic Review and Appeals Committee, as outlined in the student handbook.

### Doctorate Degrees

#### *Academic Warning*

Academic warning status occurs when a student:

- Earns a term GPA of 2.95 and/or a cumulative GPA of 2.85; or
- Earns two or more grades of "C" in a term

While on a warning status, a student is expected to meet with the Center for Academic Success to develop a plan to address the concern.

#### *Academic Probation*

Students are placed on academic probation when they:

- Earn a term GPA of below 2.75 and has a cumulative GPA below 2.80; or
- Earn failing grades of "D" or "F," including clinical rotations; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

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

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

Students are removed from academic probation once they have earned a minimum term GPA of 2.80 and have a cumulative GPA of 2.85; any failed courses or clinic shifts are repeated and passed; and the terms of the academic contract are met.

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

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

#### *Academic Suspension*

Students are placed on academic suspension when they:

- Earn a term GPA of below 2.60 and have a cumulative GPA below 2.75; or
- Earn two or more failing grades of "D" or "F"; or
- Fail two or more clinic rotations, entrance exams, or exit exams; or
- Fall below full-time status for more than one term (unless on an approved deviated track)

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

A student has the right to appeal an academic suspension to the Academic Review and Appeals Committee, as outlined in the student handbook.

Naturopathic students who fail **only** the Structure & Function I lecture, in their first year first-term, will be placed on academic probation due to the balance of credits. However, more than one failing grade and/or not raising GPAs in the second term may result in suspension.

### **3.3 Maintaining Active Enrollment for Satisfactory Academic Progress**

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

#### Master and Doctorate Degrees

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

Master's degree students have a maximum of one academic year to complete their thesis/capstone. ND students have a maximum of two academic terms to finish all outstanding requirements.

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

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

### **3.4 Academic Review and Appeals Committee**

Meetings of the Academic Review and Appeals Committee (ARAC) are not legal proceedings, but are an institutional process with a degree-program specific outcome. The committee is composed of four faculty members (appointed each year by school/college director), dean of students, and chaired by the registrar (who convenes the meetings). ARAC hears grade appeal petitions (see Grade Appeal Policy) as well as appeals from suspended students.

A suspended student will have **three business days**, from the date of the sanction notification, to submit an intention to appeal to the registrar/ARAC chair. The student then has **seven calendar days** to submit the written appeal and supporting documentation to the registrar/ARAC chair.

An appeal should include the following materials if applicable:

- Letter explaining any extenuating circumstances (including but not limited to health issues, death of family member, etc.)
- Unofficial NUNM transcript
- Copies of exams and/or quiz scores
- Copies of emails between student and instructor if relevant
- Copy of syllabi for failed courses
- Written plan for what you will do differently to succeed

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

- Student progress in courses
- Failure of courses, clinic shifts or OSCE/entrance/exit exams if applicable
- Failure to maintain minimum level GPA
- Failure to complete an academic contract in a timely manner
- Failure to comply with the terms of an academic contract
- Failure to follow approved and/or published curriculum layout
- Failure to make satisfactory progress in a required capstone or research project

The committee will review the appeal and make a decision. The decision may be, but not limited to, any of the following regarding the student's change of status:

- The ability to continue in the program under academic probation status

- If concurrent degree, suspension from one program
- Requirement of personal counseling or support for the conduct in question
- Develop and sign a revised academic contract with the Center for Academic Success that outlines a timeline for resolving GPA concerns. This may include additional restrictions on new coursework undertaken by the student until the probation status is lifted.
- Suspension from NUNM

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

### **3.5 Record of Academic Review and Appeal Committee Proceedings**

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

The official record will include:

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

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

### **3.6 Appeal of Academic Suspension**

A student may appeal the decision of ARAC. Students suspended will have **three business days**, from the date of the sanction notification, to submit an intention to appeal to the appropriate school/college director. The student then has **seven calendar days** to submit the written appeal and supporting documentation to the director.

The director (or designee) will respond to the written appeal with a final decision within 10 business days, not including weekends and published holidays that the university is closed, based on assessment of the information presented by the committee, the student, and a review of the investigation process and procedure. In an unusual circumstance, the director (or designee) may request an extension beyond the 10 business days to the chief academic officer if there is additional information that must be taken under consideration. The director or designee, will notify the student with an approximate decision date if it appears that the appeal will take longer than 10 business days. An appeal must contain the basis for the appeal limited to one or more of the following issues:

- Failure of the Academic Review and Appeals Committee (ARAC) to follow the procedures set forth in the policy on unsatisfactory academic progress

- The sanction is grossly out of proportion/alignment with the offense
- Information relevant to the decision that was not available to the committee for consideration at the time of the hearing

The director (or designee) may elect to uphold the decision of ARAC; reverse the decision; request a different resolution; or refer the case back to ARAC if there is new information that was previously not available to ARAC for consideration. The director's (or designee's) decision is final and no further appeals are available.

### **3.7 Reapplication and Readmissions Policy**

#### **Undergraduate Programs**

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

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

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

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

Expelled students are ineligible for reapplication or readmission to NUNM.

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

#### **Master and Doctorate Programs**

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

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

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

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

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

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

Expelled students are ineligible for reapplication or readmission to NUNM.

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

## **SECTION 4: ATTENDANCE AND EXAMINATIONS**

### **4.1 Eligibility to Attend Classes and Clinical Rotations**

Students are authorized to attend only those classes, sections or a clinical rotation for which they have registered. Students may only be enrolled in Moodle courses for which they are registered; this enrollment is automatic when enrolled in SONIS. Students who are absent without permission from the program's director (or designee) the first day of class, or the first shift of a clinical rotation, without permission from the director (or designee) may be dropped from that course, especially if there is a waiting list.

### **4.2 Attendance and Participation**

NUNM fosters a rigorous and engaging academic educational environment. Students are encouraged to attend all classes, tutorials and labs. Students are responsible for learning the content from any classes that they miss. Due to the nature of practicals classes (e.g., tutorials, labs, etc.), attendance, preparation and active participation are imperative and cannot be made up. NUNM expects a minimum attendance of 80% for all courses.

Each syllabus will define the course attendance requirements and will stipulate the number of permitted class absences. Students absent more than the permitted number may be subject to a reduced grade or failure of the course. Faculty may take into account the level of participation and habitual tardiness when calculating a course grade. Students are responsible for being aware of, and for meeting, their faculty's attendance expectations, which are detailed in each course syllabus.

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

#### **4.3 Absence Policy**

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

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

Students who are expecting a longer absence for factors outside of their control (i.e., military deployment, hospitalization) should contact the Center for Academic Success to discuss a leave of absence or withdrawal.

#### **4.4 Examinations and Completion of Assignments**

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

Students who miss an examination for reasons outside reasonable control must contact the instructor (ND students contact the course director) in charge of the course within 24 hours. The faculty/course director may approve or deny this request. If approved, students will provide documentation of the approval to the Center for Academic Success when scheduling any make-up exams. There may be associated costs with make-up examinations. Students whose applications are denied will not be allowed to take a make-up examination—which may result in failure of the course.

Students whose missed examination applications are denied may submit an appeal to the school/college director (or designee) along with supporting documentation. The director (or designee) may grant or deny this appeal at their discretion. If the appeal is granted, the student will be required to make up an equivalent examination. This examination will be equivalent in content but may be different in structure and style than the originally scheduled examination.

Assignments submitted after the deadline will be graded according to the policy stated on the course syllabus.

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

#### **4.5 Testing Center**

The NUNM Testing Center, managed by the Center for Academic Success, is for students with eligible academic and/or disability accommodations and those with approved absences. An accommodation letter or approved absence notification from faculty must be on file with the Center for Academic Success for the exam to be administered.

The Testing Center administers tests for didactic courses only, and does not administer remediation, practical or proctored examinations (exceptions may be made for students with registered testing accommodations).

Students will receive instructions on how to schedule their exams; notification and confirmation of a reservation should be made no less than three business days prior to the time reserved. Exams scheduled less than three full business days in advance may not be available at the Testing Center, and therefore may not be administered at the time of reservation. Students with approved absences should schedule their exams upon receiving written permission from faculty; those with academic and/or disability accommodations are encouraged to reserve the entire term at once to ensure priority stations.

Tests should not be scheduled to overlap with another class; including students taking exams with an academic and/or disability accommodation, unless previously approved. Students are only allowed to reserve a station for the allotted time, per exam, as allowed by faculty. Additional time is only granted to those with approved academic and/or disability accommodations.

Students who are late for their scheduled appointment may not be given extra time, and may need to reschedule their test. Failure to take an exam, without prior approval, will be communicated to the faculty member and may be considered as a failed grade.

The following may be considered violations of the Academic Integrity Policy and/or Honor Code: going over allotted time, not taking an exam within a deadline, and/or violations of the Testing Center Rules and Expectations.

#### **4.6 Online Testing Verification**

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

#### **4.7 Proctored Online Exams**

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

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

Online students must arrange for a volunteer proctor or arrange to take the test with a proctor if the test is not administered within the online course scheduled time. Students who are using an exam proctor must complete and submit the “Online Proctored Exam” form by the end of the first



week of the course, declaring which method of proctoring (on-campus or on-line proctoring) they will use to complete testing requirements.

For on-campus proctored exams, students are requested to do the following:

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

For off-campus proctored exams, students submitting an “Online Proctored Exam” form are requested to do the following:

1. Find an off-campus proctor and seek approval by an academic program support administrator from your program.
  - Friends, relatives, co-workers, or work supervisor may not proctor an examination.
  - Proctored exams may not be taken at the student’s home or proctor’s home.
  - No proctor fees are authorized.
  - NUNM academic directors or chairs reserve the right to reject any proctor.
2. The following individuals may serve as a volunteer proctor:
  - A high school superintendent, principal, counselor or teacher
  - A clergy member
  - A faculty member (not teaching assistants) or administrator of an accredited university or college
  - A head librarian
  - A corporate education director
  - Selected offices at NUNM, including the applicable program’s director
3. Contact a volunteer proctor to request services, and submit the “Proctor Identification” form to an academic support administrator with the contact information, including the proctor’s first and last name, title, business mailing address, business email address, and daytime phone number.
4. Once approved, the proctor will receive the student’s examination(s) via email at their business location (a password is emailed to the proctor if the exam is taken online).
5. Exams must be taken within the date range specified and the student must arrange with the proctor a scheduled time to take the exam within the allowed block of time.
6. To take the exam, the student must present a photo ID such as a NUNM student ID card or driver’s license, etc.
7. After the exam is complete, the proctor will authenticate the exam and then upload it for grading.

To take an exam off campus:

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

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

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

#### **4.8 Religious Observance Policy**

The NUNM community is enriched by individuals of many faiths who have various religious observances, practices and beliefs. The university recognizes that, on some occasions, classes, exams, clinic shifts or other required academic activities may conflict with a student's religious holiday observance. NUNM will work with the student to develop a reasonable accommodation.

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

1. A student requesting to be exempt from requirements, or who seeks an academic modification, for religious observances must submit a written request to the Center for Academic Success **the term prior** to the required academic activity that conflicts with the student's religious observance. The Center for Academic Success will consider whether the requested accommodation would result in an undue hardship for staff, faculty, students or others in the NUNM community.
2. A student who is requesting to be absent from clinic rotations due to a religious holiday observance must follow the clinical excused absence policy in the Student Clinic section, which includes notifying the faculty member, the associate registrar, and finding a substitute. See the Clinic Attendance and Absence Policies in the Student Clinic section for more information.
3. Requests to reschedule OSCE exams for religious observation purposes must be submitted the term prior to the quarter in which the OSCE is being held, due to the difficult nature of scheduling these exams.
4. Students requesting time off from classes to observe a religious holiday should refer to the corresponding absence policy.

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

Please see the absence policy in this handbook. An absence does not negate the student's responsibility for material or assignments due during the period of absence.

#### **4.9 Weeks 11 and 12 Policy**

During fall, winter and spring terms, instruction at NUNM is delivered in 12-week quarters. As outlined in the course syllabi, faculty have the discretion to either hold classes during weeks 1-10, reserving weeks 11 and 12 for review/testing—OR deliver new material during all 12 weeks of

the course. If new material is delivered in all 12 weeks of the term, the final exam will be given on the last day of the course. If a class is canceled during the first 10 weeks due to inclement weather, faculty illness, or other acceptable reasons, students should expect that missed material will be presented weeks 11 and 12. **As material may need to be delivered during weeks 11 and 12, students are expected to be available for makeup classes held during those weeks, even if all of their course syllabi denote week 11 and/or 12 as optional.**

## SECTION 5: GRADING AND PROMOTION

### 5.1 Grading

NUNM maintains high standards of scholarship and recognizes its responsibility to provide each student the best opportunity to complete their program(s) successfully. At the beginning of each course, the instructor is required to define clearly for class members the objectives of the course and the standards and methods by which student achievement will be measured. Students are responsible for regularly checking their grades online in Moodle and their final grades in SONIS.

Courses that are graded using the “P/F” grading system are not included in a student’s GPA.

**For students enrolled in the ND or CCM programs prior to fall 2015**, at the end of each course, each student’s performance is reported to the registrar using a pass/fail grading system.

**For students enrolled in any program (fall 2015 or later)**, at the end of each quarter, each student’s course performance is reported to the registrar using the following letter grading system. A student’s grade-point average will be calculated using the following chart:

| Grade | Percentage | Points         |
|-------|------------|----------------|
| A     | 90-100     | 4.0            |
| B     | 80-89      | 3.0            |
| C     | 70-79      | 2.0            |
| D     | 60-69      | 1.0            |
| F     | 59 or less | 0.0            |
| W/WF  | N/A        | Not calculated |

- A (SUPERIOR PERFORMANCE): passing
- B (SATISFACTORY PERFORMANCE): passing
- C (MARGINAL PERFORMANCE): passing
- D (UNSATISFACTORY PERFORMANCE): not passing for graduate-level courses, passing for undergraduate
- F (FAILURE): not passing, permanent grade
- FR (FAIL REMEDIATE): marginal performance (temporary grade). (Not available in the School of Undergraduate or School of Graduate Studies.)
- P (PASS): satisfactory performance; equivalent to “B” or “C”
- H (HONORS): superior performance, equivalent to “A”; not available for all courses and only for those who started before 2015
- W (WITHDRAWAL): student withdrew from course

- WF (WITHDRAWAL, FAILING): student withdrew from course while failing
- I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
- T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation
- AU (AUDIT)
- IP (IN PROGRESS)
- R (REMEDATION REQUIRED): marginal performance (temporary grade) – ND and CCM programs only
- RP (REMEDIED PASS): grade given for a passed medical clinic rotation, but with required skills remediation – ND and CCM programs only
- RC (REMEDIED C): pass remediation exam – ND and CCM programs only
- CMP (COMPLETE): used for courses that are not graded, but attendance is required and a specified number of hours need to be completed, such as preceptor hours
- NC (NOT COMPLETED): hour requirement or attendance not met

### **5.2 Grade of “R/FR” — ND/CCM only**

“R” (remediation required) or “FR” (fail remediate) is a temporary grade. Students who fail a course may receive an “R/FR” grade rather than an “F” (fail), if they meet the criteria, and have the opportunity to take a remediation exam to pass the course.

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

An R/FR grade that has not been remediated by the end of the second week of the following term (for a spring term course by the end of the third week of summer term) will automatically be converted to an “F.”

### **5.3 Grade of “RC/RP” — ND/CCM only**

Students who pass a remediation exam will earn a permanent grade of “RC (remediated “C”) /RP (remediated pass).”

#### Clinical Rotations and “RP” Grades – ND/CCM only

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

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

### **5.4 Grade of “D/F” — Graduate Level**

For graduate-level students, a letter grade of “D” or “F” is considered a failing grade. A failing grade in a required course (including clinical rotations), requires the student to repeat the course/clinic rotation the next time it is offered, usually the next year. The student is prohibited

from continuing in any courses for which the failed course is a prerequisite. The student will repeat the course at the current per-credit rate. Any naturopathic student failing a clinical rotation will be required to register for and attend skills-building.

If it is an elective course that is failed, the student is not required to retake it—however, the student is strongly encouraged to do so as they will remain on probation and/or can trigger an academic suspension if further courses are failed.

Grades received in repeated courses replace the grade originally obtained and are used to recalculate cumulative grade point average.

### **5.5 Grade of “F” — Undergraduate Level**

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

Grades received in repeated courses replace the grade originally obtained and are used to recalculate cumulative grade point average.

### **5.6 Grade of “I”**

When a student cannot complete a course in the term in which it begins, an incomplete (“I”) grade may be considered. The granting of an “I” grade is at the discretion of the faculty member and used in exceptional circumstances. Faculty may consider the grade of “I” petition when the following criteria have been met:

- The student has satisfactorily completed a minimum of 80% of the course requirements; and
- The student is passing the course; and
- The student is unable to complete the course during the term the course is offered.

While these criteria must be met, their fulfillment does not entitle students to an incomplete grade. The instructor of a course has the final decision regarding appropriate awarding of an “I” grade and may make exceptions to the above criteria.

To request an incomplete grade, the student is responsible for contacting the faculty of the course (ND students should contact the course director for that block) to discuss the circumstances around why the student is unable to complete the course during the term the course is offered. If approved, the student is responsible for submitting to the Registrar’s Office an approved “Grade of Incomplete Petition” form, which can be obtained from the Registrar’s Office or the Center for Academic Success. To complete the form, a student must:

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

**A grade of incomplete should be completed within the first two weeks of the next term in which the student is enrolled, with an extension of no more than two quarters.** Failure to complete the required course work by the timeline on the contract will result in a failing grade.

When the student completes the work required to change the “I” grade, the faculty member will submit the “Grade Change” form to the Registrar’s Office.

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

A student requesting a grade of “I” in a course that is a prerequisite for a subsequent course may not enroll in the subsequent course until the grade of “I” is resolved or complete a petition to deviate (see the Deviation Policy). Registration may be denied for a student’s final professional field experience (e.g., fieldwork, internship, capstone, etc.) if an “I” grade has not been resolved.

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

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

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

#### Grade of “I” – Graduate-Level Clinical Rotations

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

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

### **5.7 Grade of “CMP”**

This grade (complete) is used for courses that the student is required to attend, but no evaluation is given. Examples of such courses include, but may not be limited to, ND Preceptorships, community education or new student orientation, for which the student is required to complete a certain number of hours.

### **5.8 Grade of “IP”**

This grade designates a course is in progress; temporary grade. Once the faculty member submits the grades, the “IP” grade will be changed to the appropriate rating.

### **5.9 Grade of “W”**

“W” (withdrawal) is a grade used to indicate that a student has withdrawn from a course. A “W” is recorded on a student’s transcript but not included in GPA calculation. A “W” grade is,

however, considered part of the courses attempted calculation as per the satisfactory academic progress policy.

### **5.10 Remediation — ND and CCM**

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

#### **ND Program**

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

#### **CCM Programs**

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

### **5.11 Clinical Remediation**

Students who require extra support in meeting minimal levels of clinical competency are counseled and referred for additional instruction by their clinical supervisors or the school/college director.

#### **ND Clinical Skills Enhancement Tutorial**

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

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

#### **ND Objective Structured Clinical Examination (OSCE) Tutorial**

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

Any student who fails an OSCE exam three times will be placed on academic suspension.

#### CCM Clinical Skills Remediation

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

#### CCM Clinical Entrance Examination

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

CCM students also take a written clinic entrance examination during the first half of the spring term prior to becoming an intern. The written examination covers the foundational course material needed to assume responsibility for direct patient care. Students who fail this examination are given the opportunity to remediate the exam later in the same term. A remediation fee is applied. Should a student fail the written examination for a second time, their entrance into the clinic is delayed for a term, during which the student will have time to address weak areas. Another written exam will be given toward the end of this term.

### **5.12 Grade Appeals**

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

A student may request a review of a grade given in an exam or a final grade for a course only in the following manner:

- A written request by the student, for a review of the grade, must be submitted to the faculty member. This appeal must be within two weeks of the posted grade.
- The faculty member will advise the student in writing of the decision within seven days of receipt of the request.

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



### ND OSCE Exam Appeals

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

A failed second attempt OSCE exam grade appeal must be submitted to the director of the College of Naturopathic Medicine within two (2) weeks of the posted grade, and will be referred to the Clinic Promotions Committee for review. The committee will notify the student in writing of the decision within 14 days of receipt of the request.

## **SECTION 6: TECHNICAL STANDARDS AND STUDENT PRACTICE**

### **6.1 NUNM Technical Standards**

#### NUNM Technical Standards and Expectations

Health sciences programs have a societal responsibility to train competent graduates, healthcare providers and scientists that demonstrate critical judgment, extensive knowledge and well-honed technical skills. Students and graduates are engaging in a career in a profession that requires the highest standards of ethical conduct, honesty, and professionalism. NUNM students are expected to conduct themselves in accordance with the high ethical standards expected of professionals who may be required to assume responsibility for the life, health, and wellbeing of others. Every student is expected to demonstrate a level of competence consistent with these professional responsibilities and NUNM has the right to discipline, suspend or expel, at any time, any student considered unfit for a career as a professional, in accordance with the policies and procedures set forth in the university student handbook.

The Technical Standards define the essential functions that an applicant or student must be able to perform to be admitted to NUNM, progress satisfactorily through an NUNM program of study, and to graduate.

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

#### Technical Standards for all Programs

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

##### *Communication Skills*

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

##### *Empathy Toward Diversity*

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

##### *Flexibility*

- Adapt to changing environments, display flexibility, and learn to function within the uncertainty inherent to situations encountered within diverse health sciences programs.

### *Motor Skills*

- Manipulate the equipment, instruments, apparatus, and tools necessary to complete program requirements.

### *Observation and Participation*

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

### *Personal Responsibility*

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

### *Physical Capability*

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

### *Problem Solving and Critical Thinking*

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

### *Relationships*

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

### *Self-Awareness*

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

### *Timeliness*

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

### *Trustworthiness*

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

### Technical Standards for Clinical Programs

For entry, participation and graduation from NUNM's programs that include a clinical component, students must meet the criteria listed above in addition to the following:

### *Communication Skills*

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

### *Motor Skills*

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

### *Observation*

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

### *Professional Responsibilities*

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

## **6.2 Academic Freedom**

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

## **6.3 Student Practice Policy**

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

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

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

#### **6.4 Students as Patients Policy**

##### Students as Patients—ND and Nutrition Programs

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

1. Scenario 1 – Role Playing
  - a. If the student is portraying a case/condition/presentation that is not their own (i.e., they are role-playing), the case may be taken in a non-private/group setting.
  - b. A student who opts in to participate may change their mind at any time without having to explain themselves.
  - c. Even in this situation, there is risk of harm; for example, if the scenario is similar to a student’s past experiences or triggers past trauma. This risk of harm cannot be anticipated in advance, thus a standard participation consent must be completed prior to commencing. This consent form will stipulate that there are potential harms and that the student accepts this risk and may cancel their opt-in without cause and without fear of negative consequence.
2. Scenario 2 – Portraying Own Case
  - a. If the student has a medical condition and opts in to having a real visit, they may be added to the clinic schedule; and must be treated as an actual clinic patient, with all HIPAA, informed consent, and medical documentation policies in place. The doctor-patient relationship must be clear and established, and discussion of the dual roles/power differential this creates (doctor and supervisor) should occur.

##### Students as Patients—CCM

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

1. All students must be informed that when a supervisor of a shift treats them as a patient on the same shift, the nature of their relationship fundamentally changes in a manner that the student may not anticipate and in ways the student cannot always understand at the time.
2. The student must be reminded of this change in relationship prior to any formal treatment being delivered, and must sign an informed consent in which this information is included.
3. The student may not schedule the visit in advance, but rather during the shift when there is an open slot or patient no-show. The student will sign a release of information form stipulating:
  - a. The extent of treatment (e.g., general/extensive vs. limited/condition-specific)
  - b. The condition to be treated (if condition-specific), e.g., back pain
  - c. That the student is aware they are under no obligation to divulge information they are uncomfortable sharing.
4. That the student knows they may elect to end the interview and/or treatment at any time. The visit will be formally scheduled at the clinic front desk and charted in EPIC using the dot phrase for abbreviated visits. The dot phrase includes billing for one unit of acupuncture (97810) and no more.

- a. Note: a “point lab,” in which an instructor demonstrates how to needle one or more points, is not considered a formal treatment and is not subject to the same stipulations as a formal treatment as described above.
- 5. A student volunteering to be treated on shift in a formal capacity cannot be seen for a new patient visit. The student’s case will be discussed, as long as the above is observed, according to the shift structure, as follows:
  - a. For observation rotation shifts, the case will be discussed by all participants.
  - b. For clinical mentoring rotation shifts, the case will be discussed by all participants.
  - c. For intern shifts, the case will be discussed by the treating intern(s) and the supervisor.

#### Students as Patients—MSiMH

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

### **6.5 Human Models for Instruction**

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

### **6.6 Intellectual Property and Copyrights**

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

NUNM does not claim ownership in pedagogical, scholarly or artistic works, regardless of their form of expression, including the works of students created in the course of their education, such as dissertations, papers and articles. NUNM claims no ownership for nonfiction, novels, textbooks, poems, musical compositions, pictorial and graphic works, software or other original works that are not university works, and which make no significant use of university resources or of the services of NUNM staff working within the scope of their employment.

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

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

Permission forms are available on the NUNM website and Moodle. Signed permission forms will be kept in the student's academic file.

If a student uses phrases, graphs, logos, photographs or drawings from published material, it must reference the original source or it will be deemed plagiarism. Violation of copyright and/or plagiarism will be subject to disciplinary sanctions as described in the Code of Conduct (refer to the student handbook).

## **SECTION 7: CHANGE OF TRACK, CHANGE OF DEGREE, AND GRADUATION**

### **7.1 Change of Track**

Students are admitted to a specific program and on a specific track (i.e., 2-year MScN, 5-year ND, 4-year DSOM/MSiMR). Students are required to follow their educational track and are not allowed to drop required courses and/or take required courses ahead of schedule.

After matriculation, students may request to change tracks to any of the standard educational tracks by contacting the Center for Academic Success. Once processed, students must follow their new educational track. All track requests must be completed by week eight of the quarter prior to the quarter in which the change takes effect.

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

### **7.2 Deviation**

A student may request to deviate from a standard educational track for the following reasons:

1. Pre-approved and documented disability accommodation (contact the director of academic success and access for more information)
2. Leave of absence/withdrawal
3. Transfer credits
4. Failure of a required course
5. Adding a second program
6. Scheduling conflicts between required courses (including, but not limited to, a previous deviation, failed courses, being enrolled in multiple programs, etc.)

Future adjustments to individual layouts may be required due to course conflicts created by the original approved curriculum modification(s). Some deviations or curriculum modifications may also result in the student not meeting full-time status; therefore, a Petition to Deviate also requires a signature from the Financial Aid Office, since there is a likelihood of award modification.

Students petitioning curriculum modifications or deviations from policy must submit their requests no later than the end of week two of the term before the request would take effect. Exceptions to this will be made if:

- A course is cancelled that was previously confirmed by the institution
- A request is based on information that was not known prior to the deadline (additional documentation may be required)

- A situation that is deemed an emergency by the director of academic success and access and/or designee

Requested changes may not compromise established curriculum policies or affect minimum or maximum required numbers (i.e., clinical rotations, preceptorships/internships, electives). Deviation requests must be accompanied by the appropriate documentation before approval can be given. Students seeking to deviate from their standard educational track are required to meet with the Center for Academic Success to discuss options and approval; if the reason for the request is outside the identified areas, students may appeal to the Petition Review Board

Students approved for deviations must maintain institutional and financial aid Satisfactory Academic Progress within their program(s) and the institution (see the catalog for details).

Deviations or modifications to curriculum may also delay advancement in courses, qualification for licensure board exams, OSCE, etc. NUNM is not liable for delays or financial implications.

### **7.3 Change/Addition of Degree(s)**

Students who wish to add an additional degree (i.e., become a concurrently enrolled student in two degree programs) or change the degree in which they are enrolled must formally apply through the Office of Admissions. If admitted, the Office of Admissions will inform the student, the Center for Academic Success, and the Registrar's Office. The student will work with the Center for Academic Success to establish a new curriculum layout, if needed.

Students must meet with the Office of Financial Aid, since there is likelihood of award modification. Students who are not making satisfactory academic progress in their original program may not be aid eligible for their new program.

Students who matriculate into a second degree program will do so under the catalog corresponding to the year in which the student begins the new degree. See the handbook sections regarding challenge exams and transfer credit petitioning.

Students may pursue no more than two degrees concurrently.

Students who wish to change their degree (i.e., not become a concurrently enrolled, but switch entirely) will also be required to formally withdraw through the Center for Academic Success.

### **7.4 Graduation Requirements**

Candidates for graduation must complete the following within the same calendar year as the commencement ceremony they participate in:

- Satisfy all courses in the degree program curriculum
- Satisfy clinic requirements, if applicable to the student's degree program
- Demonstrate competence in all technical standards
- For clinical degree students, demonstrate satisfactory professionalism for a health professional
- If a transfer student enrolled in a clinical program, at least three years of professional training must be completed as an enrolled as a student at NUNM
- If a second professional degree student, complete at least two years of professional training enrolled as a student at NUNM
- Satisfy thesis or capstone project if required for degree

- Satisfy all financial obligations to NUNM

A diploma will not be issued to students until all clinical, academic and financial requirements have been met. The official graduation date is the last day of the term in which all requirements are completed. An ND student is ineligible to take licensing examinations until all required work is completed.

#### DSOM Capstone Project

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

#### MSiMR Master’s Thesis

Students are required to complete a master’s thesis by the middle of the final term of their last year. Information about the master’s thesis is available on the Capstone Moodle course page.

#### Undergraduate and Graduate Capstone

Undergraduate and graduate students are required to complete a capstone project by the middle of the final term of their last year. They must also participate in the Schools of Undergraduate and Graduate Studies Symposium, presenting a brief reflection on their capstone experience. Information about the capstone project is available on the Capstone Moodle course page.

### **7.5 Participation in Commencement Ceremonies**

NUNM holds a celebratory commencement ceremony once a year at the end of the spring term. Any student who completes, or is projected to complete, their degree requirements in the same calendar year may participate in the commencement ceremony. All students must submit a “Petition to Graduate” form by end of fall term prior to the calendar year they anticipate graduating. Participation in a commencement ceremony does not indicate a fulfillment of all degree requirements resulting in a diploma.

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

All Satisfactory Academic Progress requirements, as noted in the handbook, are in effect for students who are participating in commencement but have not yet completed all requirements for degree completion. Students who do not complete their graduation requirements by the end of spring term must submit a “Status Change” form to extend beyond spring term.

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



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

## **SECTION 8: ADVISING, LEAVE OF ABSENCE, WITHDRAWAL**

### **8.1 Academic Advising**

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

The Center for Academic Success is responsible for advising students on the following:

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

## 8.2 Advising and Support Chart

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

| ADVISING and SUPPORT                         | DEPARTMENT                               | CONTACT   | DESCRIPTION  |
|--|--|---|--|
| Academic Advising                            | Center for Academic Success              | Director of academic success and access, academic advisor | Program/course information and changes, petitions to deviate, academic contracts, faculty-referred academic concerns, academic probation   |
| Academic Support                             | Center for Academic Success              | Director of academic success and access, academic advisor | Study skills and strategies resources, time management, test-taking techniques, tutoring. Testing Center for students receiving approved excused absences and academic accommodations. |
| Clinic Advising                              | All Programs and Office of the Registrar | Director, associate registrar                             | Review of progress, consult regarding challenges   |
| Disability Services; Academic Accommodations | Center for Academic Success              | Director of academic success and access                   | Academic accommodation requests, processing and evaluation, support and compliance   |
|  |  | Dean of students  | Appeal and compliance officer  |
| Financial Counseling                         | Financial Aid                            | Director or counselor                                     | Budgeting tools, loan options, federal work-study program  |
| Health and Wellness                          | Student Life Counseling Center           | Dean of students, director of counseling                  | On- and off-campus referrals or support  |
| Personal Counseling                          | Counseling Center                        | Counselor or counseling intern                            | Counseling services, crisis management, peer counseling, referrals, facilitate faculty training  |
| Preceptor Rotations                          | College of Naturopathic Medicine         | Director/clinical education coordinator                   | General information, scheduling, tracking hours  |
| Withdrawal or Leave of Absence               | Center for Academic Success              | Director of academic success and access; academic advisor | General information, leave or withdrawal process   |

### 8.3 Voluntary Leave of Absence/Withdraw

Students considering a leave of absence from a program/university must contact the Center for Academic Success to begin the process.

Students wishing to take less than a full academic year off may not be allowed to continue with a full class load due to the sequencing of courses and prerequisites. In such instances, the student may be required to enter a new educational track that must be approved by the Center for Academic Success and/or their school/college director. The Center for Academic Success will guide students through the new curriculum requirements.

Students who take a leave of absence or withdraw during the term will earn a grade of “W.” If the student withdraws with 80% or more completion of the course, the student may be eligible to petition the faculty member for an incomplete grade (see the Incomplete Policy). Students who are on a leave of absence or withdrawn cannot participate in any academic activities, including remediating incomplete grades or exams, and/or participating in clinical rotation shifts, including preceptor rotations.

For students concurrently enrolled in two programs, who wish to take a leave from their primary program only and to continue the series of courses in their secondary program for the remainder of the academic year, the following conditions apply:

- There may not be an option of continuing in their secondary degree program at a full-time status, nor adding core (required) courses due to prerequisites and requirements of the program
- Concurrent students who elect to continue in their secondary degree program while on a leave of absence from their primary program may continue to receive Title IV financial aid, however their eligibility may change and students will need to meet with the Office of Financial Aid to discuss these changes.

The Center for Academic Success must be advised of a student’s intention to return to NUNM prior to 30 days of intended return, and before the beginning of the quarter for which the student plans to register.

If a student does not return within one year, the student will be considered administratively withdrawn from NUNM and will be required to submit a new application for admission. The student will need to satisfy admission requirements in effect at the time of reapplication, but may request that the application fee be waived.

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

### 8.4 Involuntary Leave of Absence

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

If a student has taken actions that are identified as being a significant risk to the health or safety of oneself or others, or is creating a substantial disruption to the educational environment; the

dean of students (or designee) acting on behalf of NUNM and in consultation with the Crisis Assessment and REsponse Team (CARE Team), may initiate the ILOA process as set forth below. The significant risks may include, but are not limited to, acute danger/loss of life, inability to independently manage daily tasks, or inability to cooperate with necessary support services, etc.

If the decision is made to place the student on an ILOA, the student is prohibited from participating in any academic or non-academic NUNM activities, including remediating incomplete grades or exams, and/or participating in clinical rotations and preceptor rotations. The student may be subjected to actions including, but not limited to:

- A temporary ban from campus;
- Withdrawal from class attendance or experiential learning (i.e., preceptor rotations, community education, university-sponsored travel, etc.);
- An interim suspension of participation in any campus or off-campus NUNM activities;
- Completion of a mental health, substance abuse, or other necessary evaluation conducted by an appropriate off-campus licensed health provider

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

The letter regarding the ILOA will be placed in the student's file with a copy sent to the student's school/college director(s), director of academic success and access, registrar, director of financial aid, administrative dean, and the office of the chief academic officer. The Registrar's Office will notify course instructors of the student's leave status.

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

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

Students who are placed on an ILOA will earn a grade of "W" for enrolled courses at the time the leave is instated. If the student has completed at least 80% of the course at the time of the withdrawal, they may be eligible to petition the faculty member for a grade of "Incomplete." See the grading policy in the student handbook.

### **8.5 Withdrawal from School**

Students may initiate formal withdrawal by meeting with the Center for Academic Success. Students withdrawing from school at any time during the school year must complete an exit interview with the Office of Financial Aid and submit a completed "Leave/Withdrawal" form to the Registrar's Office. Failure to attend for any quarter is considered a withdrawal, and the student will need to submit a new application and application fee for readmission. Students who withdraw from NUNM during the course of a term will earn a grade of "W." A student facing an alleged violation of the Code of Conduct or Honor Code may be permitted to withdraw from NUNM, however, proceedings will continue in their absence.

### Withdrawals – Federal Title IV Aid Recipients

If a student ceases attendance (drops or withdrawals) from all Title IV eligible courses in a payment period or a period of enrollment, the student is considered withdrawn for Federal Title IV aid purposes; and may not take a leave of absence to complete additional programs.

### **8.6 Federal Loan Exit Interviews**

Federal regulations require that any student who has received a federal loan while attending NUNM and who leaves for any reason, including official leaves of absence, must participate in a loan exit interview. Exit interviews are conducted online at:

[studentaid.gov/app/counselingInstructions.action?counselingType=exit](https://studentaid.gov/app/counselingInstructions.action?counselingType=exit).

Additional information may be obtained by calling the Financial Aid Office.

## **SECTION 9: DRUG-FREE CAMPUS**

### **9.1 Observance of Acts, Laws and Rules**

NUNM is committed to providing a drug-free environment. Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a health provider and thus is considered unprofessional conduct. In compliance with the Drug-Free Schools and Communities Act, as amended by Public Law 100-297, and the Improving America's Schools Act of 1994, Public Law 103-382, the federal Drug Free Workplace Act of 1988 and the Oregon Health Authority and Oregon Administrative Rules 409-030-0100, NUNM is legally required and professionally committed to prevent illicit or recreational drug use and the abuse of alcohol by both students and employees.

### **9.2 Illicit Drug and Alcohol Policy**

Students are prohibited from unlawfully possessing, using or distributing, or be under the influence of or inebriated by alcohol or drugs, whether prescribed, illicit, or used recreationally, or any other intoxicant on university property or at any university event. The sale or transfer of prescription and look-a-like drugs is also a violation of university policy. Students and employees are also prohibited from consuming alcohol or drugs on campus or at NUNM-sponsored events, (except when the event is authorized by special permit; see the Exemption Request for Alcohol at University Events and Receptions Policy) or from being on university-controlled property while under the influence of alcohol or intoxicants. In addition, students may not attend class or clinic under the effect of alcohol or drugs. Violation of this policy by a student will result in sanctions up to, and including, suspension or expulsion from NUNM and referral for prosecution for violation of local, state and federal laws. If state and federal law differ in establishing which drugs are illegal, NUNM follows federal law in determining whether a substance is illicit.

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

### **9.3 Drugs/Intoxicant Violation**

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

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

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

#### **9.4 Alcohol Violation**

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

#### **9.5 Legal Consequences**

There are both state and federal sanctions regarding the possession or distribution of illegal drugs. Oregon has strong laws that allow the seizure and forfeiture of vehicles used to transport illegal drugs by law enforcement agencies. Alcohol is an illegal drug for those under age 21. For drivers under age 18, any detectable amount of alcohol is grounds for losing an operator's license until age 18. Most "recreational" drugs are illegal, and criminal conviction may bar a student from their chosen career path.

#### **9.6 Education and Rehabilitation**

Students who may be having difficulty with alcohol and/or drugs are encouraged to seek appropriate counseling. In addition, in compliance with federal law, NUNM is prepared to educate and inform its students and employees of the health risks associated with the use of various illicit drugs and the abuse of alcohol. NUNM is also prepared to refer students to counseling and treatment resources, and to inform students of legal penalties of noncompliance. Students are encouraged to avail themselves of an appropriate counseling, treatment or rehabilitation program. NUNM aims to share concern for those struggling with substance abuse and support their decision to enter counseling or recovery programs. Even so, drug and/or alcohol use and abuse is not tolerated on campus because of the inevitable effects on others.

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

#### **9.7 Drug Testing**

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

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

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

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

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

#### Drug Screening Results for Current Students

Students who receive a urinary drug screen that is “dilute-positive,” “dilute-negative,” “positive” or “invalid” in any way, are sent to a Medical Review Officer (MRO), an independent third-party licensed physician who is responsible for receiving and reviewing lab results generated by the urinary drug screen process. The MRO will contact only students with a test result other than a negative screening result. A prescription for any medications that may appear on the 10-panel urinary drug screen can be submitted to the MRO. NUNM does not accept medical prescriptions for marijuana.

Any urinary drug screen result that is “dilute-positive,” “dilute-negative,” “positive” or “invalid” in any way—is considered void/invalid. The student is responsible to take a subsequent drug test within 30 days of the void/invalid result. The student will be put on interim clinical suspension until a negative drug result is received. Failure to complete a subsequent urinary drug screen within this time period will result in clinical suspension and a referral to Honor Council.

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

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

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

#### Costs

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

### Record Retention

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

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

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

### **9.8 Exemption Policy for Request for Alcohol at University Events and Receptions**

NUNM complies with the Drug-Free Work Act of 1988, the Drug-Free Schools and Communities Act of 1989, and State of Oregon laws. NUNM prohibits the consumption or distribution of alcohol on university properties, whether or not it is an NUNM-sponsored event, and at off-site university sponsored events.

A student organization or department that would like to request an exemption to the no alcohol policy for an event, may petition the appropriate office for exemption by submitting an “NUNM Alcohol Exemption” form. This applies to all university-sponsored events on- or off-campus.

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

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

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

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

1. No persons under the age of 21 shall possess or consume alcohol. All persons who attend the event must be prepared to show government-issued picture identification.



2. No student, employee or other person shall knowingly or intentionally furnish, sell, supply, give or provide alcohol to a person under the age of 21; or allow any person under the age of 21 to possess or consume alcohol.
3. No alcohol will be served to persons who appear to be intoxicated.
4. Non-alcohol beverages, in addition to water, must be prominently displayed and available during the event.
5. No less than two different types of substantial food shall be served at each event, with food services beginning prior to the consumption of alcohol and continuing until the end of the event.
  - a. "Different" means food items that differ in their primary ingredients and/or method of preparation (i.e., cheese pizza and pepperoni pizza are different).
  - b. "Substantial" means food items prepared or cooked and that are typically served as a main course or entrée (i.e., pizza and sandwiches are substantial however, chips and popcorn are not).
6. Alcohol service must be discontinued no later than 30 minutes prior to the end of the scheduled event.
7. Alcohol must be served by servers who hold current servers licensing, and only servers may serve alcohol. Every attempt should be made to avoid using students as servers at student-focused events.
8. Receptions that are limited to less than 10 people and are closed, invitation-only events, do not require a licensed alcohol server. However, the event host is responsible for compliance with all laws and policies. Self-service and bring your own (BYO) is not permitted.
9. Servers will not consume alcohol while working, nor serve more than one alcohol beverage to a single person at one time.
10. NUNM employees shall not consume alcohol unless they have completed their normal work schedule. This is in compliance with the Drug-Free Workplace Act.
11. Sponsoring groups who wish to provide alcohol at events sponsored by the university or on university property must designate an event host. The event host is responsible for the submission of the "NUNM Alcohol Exemption" form for approval to the approving body no fewer than two weeks prior to the event. Failure to comply with the deadline may result in denial of permit.
12. The event host may not consume alcohol during the event to ensure all policies, procedures, regulations and laws are being followed.
13. No alcohol will be sold on university properties unless the events are catered through food service and have been approved through the NUNM process. NUNM does not hold a liquor license. The food service provider must apply for and receive a Temporary Sales License through the Oregon Liquor Control Commission office (OLCC). Events where donations or tickets are required for alcohol/entry to the event, or if alcohol is being raffled as a prize, an OLCC liquor license will be required.
14. Alcohol on university property will be limited to beer, wine and champagne only. No hard liquor or distilled spirits are allowed.
15. No student activities money shall be used for the purchase of alcohol without the approval of the dean of students (or designee); whether the event is on- or off-campus.
16. No alcohol beverages shall be served at university student recruitment functions.
17. Publicity of events should focus on the entertainment, speeches, presentations and/or other activities and should not focus on alcohol. Advertisements cannot mention alcohol as a means of promotion of the event.
18. Alcohol beverages must be consumed in the designated event area(s) and must not leave the university property.

19. Alternative transportation options must be planned for and, if deemed necessary, provided by the event host to anyone who appears to be intoxicated. Alternative transportation fiscal responsibility is that of the event host.
20. Security may be required at the event, especially if there are minors present for the event. Fiscal responsibility for security may be the responsibility of the event host. Please contact the director of security to arrange for security for the event. Final approval for the event will not be granted until after the director of security has given authorization.
21. Failure to comply with all these established rules, regulations and laws will result in disciplinary action through either the Student Code of Conduct or through Human Resources as delineated in the student and employee handbooks.

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

## **SECTION 10: STUDENT CONDUCT POLICIES AND PROCEDURES**

### **10.1 Student Disciplinary Records**

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

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

### **10.2 Community Expectations**

Each member of NUNM is expected to act in ways that foster the primary functions of teaching, research and public service. NUNM attempts to design programs and policies governing student learning and conduct that will encourage independence and maturity. In so doing, NUNM has the right and duty to protect its members from conduct that interferes with:

- Its primary educational responsibility to ensure each of its members the opportunity to attain their educational objectives
- Record keeping, providing facilities and services, and sponsoring non-classroom activities
- Maintaining professional standards among its members
- Providing services to the public

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

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

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

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

### **10.3 Code of Conduct**

The following actions constitute conduct for which students may be subject to disciplinary sanctions:

1. Intentional or reckless endangerment or abuse of others, including but not limited to, harassment, discrimination, sexual misconduct, bullying, stalking, threatening behavior or assault.
2. Obstruction, interference with or disruption of teaching, research, administration, clinics, disciplinary procedures or other NUNM activities. These include the NUNM public service functions or other authorized activities on university-owned or university-controlled property, or in any other location where NUNM activities and/or interests are held.
3. Theft of, malicious damage to, or misuse of university property or of the property of any other person when such property is located on university-owned or university-controlled property, regardless of location; or is in the care, custody or control of NUNM.
4. Illegal use, possession, sharing, purchase, sale or distribution of drugs (prescription or illicit), other controlled substances, or drug paraphernalia.
5. Possession of ingredients (in sufficient quantity) used to manufacture drugs.
6. Inebriation due to of any substance, legal or illegal, that impairs your ability to function while in class, in a laboratory, at a practicum or clinical rotation site, in the library or any other public site on campus or otherwise related to NUNM.
7. Academic dishonesty or cheating, including plagiarism in any form; knowingly providing unauthorized use of university documents, records or identification; or knowingly or recklessly providing false information to NUNM in any form or on any document. (See the Academic Integrity Policy in the handbook for a full description of academic dishonesty).
8. Unauthorized entry by any means, including use of keys or lock picks, or use of mechanical or bodily force, into any university facilities including buildings, desks, files and equipment.
9. Unauthorized possession or use of keys to university facilities including buildings, desks, files and equipment.
10. Failure to comply with dress and professional standards as established by NUNM.

11. Failure to follow clinic regulations as established by NUNM.
12. Conduct involving moral turpitude or illegal practice of any of the healing arts.
13. Failure to comply with any sanction prescribed by NUNM.
14. Violation of the civil rights of another.
15. Violation of state, federal, or local laws, regulations or ordinances of a nature that NUNM determines has rendered the student unfit for further participation in the NUNM program, or for participation in the profession of naturopathic medicine and/or Chinese medicine.
16. Violation of ethical standards applicable to students or members of the profession of naturopathic medicine and/or Chinese medicine in coursework, student activities, or interaction with members of the NUNM community; or in any other activities which NUNM determines have rendered the student unfit for further participation in any NUNM program; or for participation in the profession of naturopathic medicine and/or Chinese medicine.
17. Practicing without a license.
18. Inappropriate identification-presenting as a licensed physician to the public, patient(s) or other licensed professional(s).
19. Failure to report an arrest to the dean of students within 72 hours of release. (See the handbook section regarding the arrest policy.)
20. Violation of, or failure to comply with, any other rules or policies of NUNM.

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

#### **10.4 Student Honor Code**

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

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

*Honesty* means being truthful, straightforward and following through with agreements.

*Responsibility* means taking action against wrongdoing even in the face of peer pressure, fear, loyalty or compassion.

*Fairness* evolves from respecting and protecting the fundamental rights, dignity and worth of all people.

*Respect* is accepting that other individuals have the right to hold beliefs, attitudes and opinions that differ from our own. Respect holds and exhibits regard for all members of our community.

*Integrity* is consistency in thought, word and behavior. Integrity is a commitment to function from the highest ethical standards of the community, the profession and ourselves.

*Trust* occurs when members of our community operate from a place of integrity. Trust naturally flows when there is a commitment to honesty, accountability, participation, expression and respect.

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

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

### **10.5 Honor Council**

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

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

After reviewing a student file, the committee may recommend disciplinary sanctions that include, but are not limited to, any of the following sanctions to the dean of students:

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

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

Reports and letters outlining decisions made by the Honor Council, and/or dean of students, are maintained in the student's files in the Office of Student Life and with the school/college director. Honor Code reports do not affect a student's academic record unless the outcome is suspension or expulsion from NUNM. Copies of reports and letters are maintained in compliance with NUNM's record retention policy, as noted in the student handbook.

#### **10.6 Patient Safety Monitoring Board**

The purpose of the Patient Safety Monitoring Board (PSMB) is to apply a systematic, objective review process to adverse clinical events, and to provide formative feedback about clinical policies, procedures and educational practices with the goal of improving patient care and clinical quality. The PSMB serves as a subcommittee of the Honor Council. Once a student has been referred to the Honor Council for a clinical violation, the PSMB conducts a root cause analysis using the fishbone/cause and effect method to audit NUNM systems. The information is presented to the Honor Council, which deliberates as to whether there was a patient safety issue, as well as makes recommendations for the prevention of future similar problems.

#### **10.7 Honor Council and Student Appeals Committee Recusal Policy**

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

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

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

#### **10.8 Class Behaviors Guidelines**

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

1. Actively listen during lecture or lab, and refrain from carrying on side conversations either verbally or electronically.
2. Speak in a respectful, non-abusive, non-judgmental manner.
3. Allow all students to participate in class discussions by not dominating the class discussion or question and answer sessions.
4. Remain quiet after quizzes and exams, allowing other students to complete the test.
5. Arrive for class on time and leave only after class is finished.
6. Turn off cell phones and other electronic devices that could distract the class, and refrain from accessing the Internet unless it is for class purposes as specified by the instructor.
7. Refrain from eating during class unless the instructor allows an exception.

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

### **10.9 Student Collaboration on Classwork**

All work (including but not limited to online/at-home exams, homework assignments, and laboratory write-ups) is to be the student's own work exclusively, unless explicitly told otherwise by faculty and/or on syllabus. Sharing of answers is not permitted and could be a violation of the Academic Integrity policy as outlined in the handbook.

### **10.10 Academic Integrity Policy**

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

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

1. Cheating:
  - a. Cheating is defined as using aids, including looking at another's paper or test, notes, or forms of assistance, during an exam, test, or quiz without instructor approval.
  - b. Sharing exams, tests or quizzes, in any form, with other students who have yet to take an exam, test or quiz.
2. Plagiarism:
  - a. Plagiarism is representing someone else's work, ideas, representations, research, or intellectual property rights as your own, wholly or partially.
  - b. Inappropriately, or intentionally, not citing resources.
  - c. When material is paraphrased or summarized without citing original source.
  - d. Downloading material from an internet source without appropriate citation and/or obtained papers from a paper mill.
3. Fabrication or Modification:
  - a. Fabrication is the use of invented, counterfeited or altered information in assignments.

- b. Modifying or fabricating another's work and submitting it as your own.
- 4. Forgery:
  - a. Forgery is the duplicating or counterfeiting signatures, whole or partial documents, or images.
- 5. Obstruction or Academic Sabotage:
  - a. Obstruction or academic sabotage is intentionally impeding or limiting the opportunity for another student to learn or have access to educational resources.
  - b. Intentional false reporting of cheating and/or academic dishonesty.
  - c. Unauthorized removal, mutilation, or deliberate concealment of materials in university library, media, laboratories, or academic resource centers.
- 6. Multiple Submissions:
  - a. Multiple submissions is defined as submitting previously created work(s) as new material in a different course for credit without a substantial amount of new information or effort involved.
  - b. Using material and work from a previous institution and submitting it as new material at NUNM.
  - c. Resubmission may occur only with the approval of the faculty member.
- 7. Complicity:
  - a. Complicity is aiding another person in cheating during an exam, test or quiz.
  - b. Allowing student to copy or view papers for use as their own.
  - c. Sharing material, taking photos of exams, test, or quizzes, or any behavior that would allow another to cheat or have an unfair advantage.
  - d. Intentionally making one's own academic work available to others for presentation as the recipients' own.
  - e. Unauthorized collaboration on exams, tests, papers, etc.
  - f. This does not apply to exams from previous terms that are returned to students.
- 8. Misconduct in Research and Creative Endeavors:
  - a. Misconduct in research and creative endeavors could involve misrepresenting, falsification, or altering of data, methods or results.
  - b. Plagiarizing someone else's work.
  - c. Expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal university committees.
  - d. Expropriation and/or inappropriate dissemination of personally-identifying human subject data.
  - e. Misuse of grant or institutional funds.
  - f. Selectively omitting or altering data that does not support one's conclusions or claimed experimentation.
  - g. Conducting research without scientific review.
  - h. Conducting any human subject research without Institutional Research Board (IRB) approval.
- 9. Computer or Electronic Misuse:
  - a. Computer or electronic misuse is defined as using electronic devices that are disruptive, unethical, or illegal of university resources which violate the Honor Code or Code of Conduct.
  - b. Alteration or falsification of university records.
  - c. Tampering with another person's electronic devices which leads to academic sabotage.
  - d. Gaining illegal access to electronic information, including altering or modifying grades, stealing information, or exchanging illegal or copyrighted information and material.



- e. Unauthorized use of university academic facilities or equipment, including computer accounts and files.
  - f. Using computer programs or data without proper authorization or acknowledgement.
10. Misuse of Intellectual Property:
- a. Using the university's seal, logo, watermark, or other intellectual property without permission. See the NUNM Intellectual Property policy in the student handbook.
11. Submitting false documentation for an excused absence in order to gain an advantage on any graded exercise (e.g., quiz, test, paper).
- a. Requesting a makeup exam in order to gain an advantage on the exam, test, quiz or paper.
12. Misrepresentation of one's own or another's identity in an academic context:
- a. Asking someone to represent you during an exam, test or quiz.
  - b. Acting as someone else during an exam, test or quiz.
  - c. Signing in another person on a sign-in sheet who is not present.
  - d. Signing in and leaving with intention to receive credit for participating and being present
13. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials including essays, or research for fraudulent use.

### **10.11 Procedures in Determining Academic Dishonesty**

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

### **10.12 Grade Penalties Examples**

Any of the following may be assigned as a grade penalty by a faculty member who determines that a student has engaged in academic dishonesty:

- No violation found
- Reduction of a course grade
- An "F" for the assignment or exam
- Failure of the entire course or clinical experience which would result in academic probation
- Required remediation
- Other action deemed appropriate by the faculty member
- Any of the above sanctions with the inability to withdraw from the course

### **10.13 Procedures in Determining Code of Conduct Violations**

#### **Allegation of Misconduct**

The student conduct process at NUNM is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student

conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of NUNM policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Any student, faculty or staff member of NUNM may present a written allegation to the dean of students if they believe a student has engaged in conduct proscribed by this code. Allegations may not be anonymous unless it is associated with behaviors outlined in the Policy Against Discrimination, Harassment and Retaliation, and Title IX section of the student handbook. A student facing an alleged violation of the Code of Conduct or Honor Code is not permitted to withdraw or take a leave of absence from NUNM until all allegations are resolved.

#### Procedures

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

#### Status of Affected Student Pending Proceedings

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

#### Investigation

If the dean of students finds probable cause to believe that conduct occurred constituting a violation of this code, the dean of students will further investigate the allegation. A determination of responsibility is based on preponderance of evidence that conduct constituting a violation occurred or that it did not occur. The dean of students will provide written findings and conclusions to the accused student. A student who is being interviewed as a part of the

investigation may bring an advocate/advisor to the interview. Advisors sole purpose during the investigative process is supportive in nature. Advisors are not allowed to speak or otherwise participate in the proceeding or participate in the investigation. If a student needs assistance in identifying an advocate, the student may contact the Office of Student Life. As the investigation is not a legal proceeding, attorneys are not allowed to be present for non-sexual violence cases as outlined in the Policy Against Discrimination, Harassment and Retaliation, and Title IX section of the handbook.

#### Setting of Sanctions

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

#### Filing of Findings

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

#### Appeal of Findings and Sanctions

If a violation has been found, and if the sanction is suspension or expulsion, the dean of students shall also inform the student of the period of 10 calendar days to appeal the sanctions to the vice president of student engagement and innovation (or designee). Other sanctions may not be appealed. The vice president of student engagement and innovation may refer an appeal to the Student Appeals Committee and will include instructions regarding the method and scope of appeal. Suspension and expulsion appeal procedures can be found in the student handbook.

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

### **10.14 Permissible Disciplinary Sanctions**

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

#### Reprimand/Warning

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

#### Restitution

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

### Counseling

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

### Community Service

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

### Confiscation of Prohibited Property

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

### Loss of Privileges

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

### Behavioral Contract

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

### Educational Program

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

### Alcohol and/or Drug Assessment with Treatment

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

### Eligibility Restriction

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

- Ineligibility to hold any office in any student organization recognized by the university, or hold an elected or appointed office at the university; or

- Ineligibility to represent NUNM to anyone outside the university community in any way including: presenting community education opportunities, attending non-required conferences, representing the university in official capacity at a function or gathering, etc.

#### Exclusion from Campus

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

#### Disciplinary Probation

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

#### Clinical Probation

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

#### Clinical Suspension

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

#### Interim Suspension

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

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

During an interim suspension, as determined by the dean of students, a student may be denied access to NUNM campus/facilities/events and the NUNM Health Centers. This restriction may also include classes, university activities, and/or privileges for which the student might otherwise have been eligible. At the discretion of the dean of students and in collaboration with and

approval from the appropriate academic director(s), alternative coursework options may be allowed to minimize some impact on the student's academic progress.

### Suspension

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

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

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

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

Upon suspension, fees will be refunded in accordance with the refund schedule.

### Expulsion

Expulsion terminates the individual's rights and privileges as a student of NUNM permanently. The individual may not apply for readmittance to NUNM. The student is banned from university property, functions, events and activities.

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

In addition to the above, any of the following sanctions may also be imposed upon student groups or organization found to have violated the Code of Conduct or Honor Code:

- Deactivation, de-recognition, or loss of all privileges (including status as a university registered group/organization) for a specified period of time.

### Parent Notification

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

### **10.15 Appeal of Conduct Decision; Suspension or Expulsion**

Students have the right to appeal a suspension or expulsion from NUNM for Honor Code or Code of Conduct violations. Violations of a lesser nature may not be appealed. No adverse action will be taken against a student for registering an appeal in accordance with these policies. Within **three business days** from the date disciplinary action was levied against the student by the dean of students, the student must notify the vice president of student engagement and innovation (or designee) of intention to appeal. The student will then have **seven calendar days** to complete and submit to the vice president of student engagement and innovation (or designee) a written request for review. The vice president of student engagement and innovation (or designee) will respond with a final decision within **10 business days, not including weekends and published holidays**, based on assessment of the information provided by the dean of students and the investigation of procedure, or refer the appeal to the Student Appeals Committee. In the unforeseen event the vice president of student engagement and innovation (or designee) needs additional time in reviewing the evidence; the vice president of student engagement and innovation (or designee) will notify the student in writing of the deadline extension.

The request must include the following:

1. Name, address (to which appeal information should be mailed) and phone number;
2. Description, date(s) and place(s) of alleged act(s);
3. Date, and by whom, discipline was levied;
4. Disciplinary penalty assigned and circumstances which the vice president of student engagement and innovation feels merit review based on one or more of the following:
  - Failure of the dean of students or the Honor Council to follow the procedures set forth in the policy in the student handbook
  - The sanction is grossly out of proportion/alignment with the offense
  - Information relevant to the decision that was not available to the committee for consideration at the time of the hearing. Failure to appear at an Honor Council or administrative meeting is not grounds for an appeal without an approved excused absence.
5. Objective of the appeal, i.e., reduction of the sanction, severity, or change in the case decision;
6. Signature and date.

The vice president of student engagement and innovation (or designee) may elect to uphold the decision of the director, reverse the decision, or request a different resolution.

#### Policies and Procedures Governing the Student Appeals Committee

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

The composition of the Student Appeals Committee shall be of two faculty, two students and two staff members, plus the chairman. Once constituted for a particular student conduct matter, the committee may not act unless a majority of its members are present. A majority shall consist of at least one faculty, one staff, one student and the chair. All decisions of the committee, other than evidentiary and other procedural rulings by the chair, shall be controlled by majority vote of the

committee members present. The student who filed the appeal and the dean of students shall be excused from any deliberations, discussions and decisions on a student conduct matter.

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

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

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

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

#### Conduct of Hearing

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

1. The chair will open the meeting by introducing the committee members and asking each party if there is any objection to a member. Objections must be reasonably made and based on firsthand experience. The chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the chair if a quorum is not otherwise present to hear the case, and the meeting will be rescheduled if necessary.
2. The chair will then advise the student of the committee's procedures and the student's right to make a statement, call and question witnesses, and have one advisor, of their own choosing, present. The advisor can be a member of the university's faculty or staff. However, only the student may speak and ask questions on their own behalf. Attorneys may not be present.
3. The chair shall review, in the presence of the student and the dean of students, the allegations against the student for the matter under review.
4. The chair shall then call upon the dean of students for a formal statement, followed by questions from members of the committee and the student. The chair shall ask the dean to introduce witnesses. All members of the committee, as well as the student under review and the dean, shall have the right to question witnesses. Witnesses shall be present in the hearing only during their testimony. The dean shall have a maximum of 15 minutes in which to complete the formal statement and introduce evidence.
5. The chair shall then call upon the student for a formal statement, followed by questions from committee members and the dean. Also during this time, the student may call witnesses; and the same procedure for questioning witnesses shall be followed. Witnesses



- shall be present in the hearing only during their testimony. The student shall have a maximum of 15 minutes to complete the formal statement and introduce evidence.
6. After hearing formal statements and all witnesses, the chair shall ask for a concluding statement, first from the student and then from the dean, if they desire to make one. No further questions should be asked during the closing statements.
  7. Following the concluding statements, if offered, the chair shall request that all non-committee members leave the room. The chair shall preside over deliberations and may vote in case of a tie.
  8. When the committee's deliberations are concluded, the student, the dean and their respective representatives, if any, shall be called back into the room and informed by the chair of the committee's decision.

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

#### Record of Proceedings

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

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

The official record will include:

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

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

#### Findings

The finding of the vice president of student engagement and innovation (or designee) or Student Appeals Committee will be limited to one of the following:

- A finding that the proper procedures have not been followed, and that such failure has prejudiced the student's interests. The committee shall direct the dean of students to recommence procedures provided for hereunder, and to thereafter perform the functions

- in accordance with the provisions of the policy. This determination could include a rehearing of the case.
- A finding of lack of substantial evidence to support the allegation of code violation and of the sanction. The committee shall dismiss the charge and lift the sanction.
  - A finding that the sanction given is too severe or is inappropriate to the nature of the violation. The committee shall direct the dean of students to issue a lesser sanction.
  - An upholding of the decision of the dean of students.

#### Notification

A written notification of the decision will be mailed to the student within five business days of the appeal hearing. All findings by the vice president of student engagement and innovation (or designee) or the Student Appeals Committee shall be in writing, and shall include the following:

- Facts considered
- Applicable policies referenced in consideration of facts
- The action to be taken by NUNM as a result of the vice president of student engagement and innovation (or designee) or committee's conclusions

Decisions made by the vice president of student engagement and innovation (or designee) or committee are final.

#### **10.16 Reapplication and Readmission to NUNM Policy**

This section does not apply to students who have received the disciplinary sanction of expulsion pursuant to. Expelled students are ineligible for reapplication or readmission to NUNM.

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

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

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

1. Complete remedial work prior to readmission, typically outlined in the letter of suspension.
2. The need to repeat some courses and/or clinic shifts.
3. Meet with the Center for Academic Success to review curriculum layouts. The student may also be required to sign and comply with all conditions of an academic contract.
4. Submit and pass an additional drug screening and/or background check.

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

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

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

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

### **10.17 Arrest Policy**

The intent of this policy is to ensure the safety of patients and other members of the university. Violations of local, state, and/or federal law are subject to university action. A student who has pleaded guilty to, or otherwise accepted responsibility for, a violation should be aware that the university may also sanction the student.

Regardless of a plea, the dean of students must be notified within 72 hours if a student is arrested for, charged with, or convicted of any offense other than a minor traffic violation. Once notified, the dean of students will schedule an appointment with the student to discuss the incident. Following the inquiry, the dean of students may refer the student to the Honor Council, with possible sanctions as outlined in the student handbook. If a student is unable to meet the 72-hour deadline, the student may be placed on an involuntary leave of absence pending a conversation with the dean of students.

A student may be suspended immediately, pending a conduct hearing, when an arrest involves an act of violence, the illegal sale, manufacture or delivery of drugs, or when the continued presence of the student on-campus poses a threat to the safety or the rights, welfare, or property of another. If found in violation, a student will be subjected to disciplinary sanctions as outlined in the student handbook, up to and including expulsion.

If a matriculating student has been charged with a criminal offense between the time they submitted an application and the time they arrive at school, the student must inform the Admissions Office and dean of students prior to arrival. If the university later discovers that a student has withheld disclosure of a criminal charge, they may be subject to immediate suspension.

If a student is convicted of an offense and allowed to remain enrolled at NUNM, the student will be required to meet with the dean of students, chief medical officer, and academic director(s) to discuss possible ramifications for clinical rotation and licensure requirements.

### **10.18 Retaliation**

The university expressly prohibits retaliation, defined as any intentional or adverse action taken against any individual who in good faith brings a complaint to the attention of the university or who participates in any resulting investigation. Any act of retaliation that is directed against a

person filing a complaint, the accused person, witness or participant in the process, by any party, will be treated as a separate and distinct charge. If the university determines that a student has engaged in retaliation, appropriate corrective or disciplinary action will be taken, up to and including expulsion.

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

## **SECTION 11: POLICY AGAINST DISCRIMINATION, HARASSMENT AND 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. They may also violate the law. NUNM works to prevent such occurrences, and to remediate discrimination, harassment and retaliation that occurs.

All persons who are employed by, or enrolled at NUNM, should be able to work in an environment free from all prohibited forms of harassment and discrimination including (but not necessarily limited to) harassment or discrimination based on sex or gender, race, color, religion, national origin, age, disability, sexual orientation, gender identity and expression, veteran or military status, or any other category protected under federal, state or local law. NUNM is committed to the prohibition of discrimination in the workplace, as covered under Title VII of the Civil Rights Act of 1964. No NUNM student, faculty, staff, administrator or board member is exempt from this policy. NUNM also prohibits behavior that violates this policy by visitors, business invitees, vendors, community partners, and all other individuals who impact NUNM's educational programs and activities; NUNM will address policy violations by those individuals to the extent reasonably possible given NUNM's control over them.

### **11.1 Definitions**

**Discrimination** is excluding from participation, denying benefits to, or otherwise subjecting a person or a group of people to negative differential treatment based on the person's protected class. For the purposes of this policy, a "protected class" includes gender, race, color, religion, national origin, age, disability, sexual orientation, gender identity or expression, veteran or military status, pregnancy status, or any other status protected under federal, state or local law.

**Harassment** is unwelcome conduct based on a person's protected class. Harassment can include verbal, nonverbal or physical conduct that is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance, or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person.

**Sexual Harassment** is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance, or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person. It includes quid pro quo sexual harassment, sexual assault, dating violence, domestic violence, and stalking. NUNM will analyze and may have an obligation

to respond to any complaint of sexual harassment it receives, regardless of whether the incident occurred on the campus of the institution or elsewhere.

**Title IX Sexual Harassment** is conduct on the basis of sex that includes one or more of the following:

- Quid pro quo sexual harassment
- Hostile environment: The perpetrator engages in unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to NUNM's education programs or activities; and/or
- Sexual assault, dating violence, domestic violence, and stalking

To qualify as Title IX sexual harassment, the behavior must also meet other requirements, including:

- Occurring in the United States,
- In an NUNM educational program or activity,
- At a property owned or controlled by a recognized NUNM student organization, and/or
- Other requirements as described in the Department of Education's regulations interpreting Title IX.

**Consent** occurs when each person participating in sexual interaction voluntarily, knowingly, affirmatively, and clearly gives verbal permission for a sexual activity. Consent may be given and withdrawn at any point while a sexual interaction is occurring. If consent is granted for some sexual activity, and the sexual interaction exceeds the extent of the consent, then there is not consent for the additional activity. Silence or absence of resistance does not imply consent. Consent cannot be given in circumstances when the person is incapable of giving consent due to intoxication or other reason, nor can consent be given when the person is subject to coercion, force, threat or intimidation.

**Quid Pro Quo Sexual Harassment** ("this for that") occurs when an NUNM employee conditions the provision of an NUNM aid, benefit or service on a person's participation in unwelcome sexual conduct.

**Sexual Assault** is any offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. These offenses include but are not limited to the following:

- Sex Offense: Any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent.
- Rape (except statutory rape): The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- Sodomy: Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object: To use an object to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An "object" is anything used by the offender other than the offender's genitalia, such as a finger or a stick.

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. In Oregon, the age of consent is 18.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; (5) or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition: (1) course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; (2) reasonable person means a person under similar circumstances and with similar identities to the victim; (3) and substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Retaliation** means any adverse treatment that is taken because a person has opposed discrimination or harassment, made a complaint, given information, assisted, or participated in any manner in an investigation, proceeding or hearing under this policy that would discourage a reasonable person from engaging in those activities.

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

**Complainant:** A person who reports experiencing discrimination, harassment, or sexual harassment.

**Reporter:** A person who reports discrimination, harassment, or sexual harassment experienced by another person.

**Respondent:** A person who is reported to have engaged in discrimination, harassment, or sexual harassment.

**Investigator:** A trained, unbiased professional who gathers information relevant to Title IX cases and provides a report and evidence to be used in a formal hearing. There may be more than one investigator, as the Title IX coordinator deems appropriate for the case.

**Title IX:** Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination in NUNM's educational programs and activities. Title IX requires specific procedures for addressing Title IX sexual harassment.

**Title IX Coordinator:** An NUNM official authorized to receive reports of sexual harassment and provide corrective action. NUNM has identified the dean of students as the Title IX coordinator. NUNM has identified two deputy coordinators: the vice president of human resources, and the director of security. In this policy, the functions of the Title IX coordinator may be performed by the coordinator or a deputy coordinator.

### **11.2 Discrimination, Harassment, Sexual Harassment, and Retaliation Prohibited**

NUNM strictly prohibits discrimination, harassment, sexual harassment, and retaliation in all its forms. NUNM is committed to responding promptly to concerns about these behaviors, to investigating appropriately, and to taking steps to end these behaviors and prevent their recurrence.

### **11.3 Reporting and Resources**

#### Reporting and Resources Inside NUNM

NUNM will promptly respond to any report or complaint of discrimination, harassment, or sexual harassment that it receives, regardless of whether the incident occurred on the campus of the institution or elsewhere. This includes all forms of sexual harassment, including sexual assault, dating violence, domestic violence and stalking.

Any person may make a report of discrimination, harassment, or sexual harassment at any time. Any student or employee who believes that they are or may be subjected to discrimination, harassment, or sexual harassment should immediately report it to any one of the following: dean of students (Title IX coordinator), vice president of human resources (Title IX deputy coordinator), director of security (Title IX deputy coordinator), or a school/college director. Any person may make a report on behalf of a complainant with the intent to safeguard the community. Reports may also be made anonymously. However, it may be more difficult for NUNM to address anonymous reports or reports without a complainant.

The contact information for the Title IX coordinator is as follows:

Rachael Allen

49 South Porter Street, Portland, OR 97201

[rallen@nunm.edu](mailto:rallen@nunm.edu)

503.552.1607

Reports can also be filed online at [nunm-advocate.symplicity.com/public\\_report/](https://nunm-advocate.symplicity.com/public_report/). This reporting form can also be found on the page footer of the NUNM website: "Community Reporting." The Title IX coordinator or a designee will promptly provide resources and referrals provided to any person who reports experiencing sexual harassment. Upon receipt of the report, the Title IX coordinator will determine if there is a campus safety issue and act accordingly, as well as determine next steps of action.

Reports are kept private as much as possible, while still responding appropriately to the complaint. NUNM will consider the complainant's individual wishes regarding

inquiries/investigations to the greatest extent possible. Completely confidential reporting is only available with a trained Title IX advocate, during client/therapist meetings at the Counseling Center, and during a patient visit at the NUNM Health Centers.

#### On-Campus Resources

- Campus Safety (incl. evenings/weekends): 503.830.3613
- Office of Equity and Inclusion: 503.552.1608
- NUNM Counseling Center (for confidential advisor services): 503.552.1780
- NUNM Health Centers (for confidential advisor services with a doctor): 503.552.1555
- Dean of Students (Title IX coordinator): 503.552.1607

#### Reporting and Resources Outside NUNM

There is no requirement to make reports to the Portland Police. However, reporting criminal behavior to the Portland Police is always an option. The Portland Police Bureau's non-emergency phone number is 503.823.0000. Any person experiencing or observing an emergency should call 911.

Employees of NUNM are mandatory reporters of child abuse and abuse of elders or vulnerable adults. There are no exceptions to this policy. Mandatory reports should be directed to the Oregon Department of Human Services hotline at 1.855.503.SAFE (7233). Any person experiencing or observing an emergency should call 911.

If an order of protection or a restraining order is filed with a local law office, NUNM encourages the person protected by the order to notify the Office of Safety and Security, Office of Student Life, and/or Human Resources, regardless of whether the order is against an NUNM community member. This allows NUNM to assist in the enforcement of the order within NUNM property.

#### Off-Campus Resources

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

### **11.4 Amnesty Provision**

In order to encourage proper and timely reporting of sexual harassment, NUNM will not adjudicate or sanction the victim of the alleged sexual harassment for the admitted use of alcohol or drugs in the course of events of the alleged interaction, which otherwise may have been found in violation of campus policies, if the person reports being a victim of sexual harassment as described in these policies.

### **11.5 Report Intake and Analysis**

When the Title IX coordinator receives a report under this policy, they will consult with the reporter and/or the complainant to determine the nature of the matter, the desired response, and whether the matter requires a more comprehensive investigation.

#### Title IX Sexual Harassment Cases

If the Title IX coordinator determines that the report is alleging Title IX sexual harassment, they will address the alleged Title IX sexual harassment under the Title IX-specific procedures that



apply to the respondent. If the respondent is a student, faculty member or staff member, the Title IX coordinator will address the matter through the student Title IX hearing process. More information can be found at [nunm.edu/about/title-ix/](http://nunm.edu/about/title-ix/). If the respondent is neither student, faculty, nor staff, the Title IX coordinator will assist the complainant in accessing whatever procedures are available (including procedures outside NUNM) to address the matter.

#### All Other Cases

If the matter alleged does not involve Title IX sexual harassment, then NUNM will address it through its ordinary procedures that govern cases of discrimination, harassment and retaliation. If the respondent is a student, the Title IX coordinator will refer the matter for resolution through the Student Code of Conduct. If the respondent is an employee, the Title IX coordinator will refer the matter to Human Resources for resolution through its grievance procedures. If the respondent is neither student, faculty, nor staff, the Title IX coordinator will assist the complainant in accessing whatever procedures are available (including procedures outside NUNM) to address the matter.

### **11.6 Title IX Sexual Harassment Procedures**

This is a summary of NUNM's Title IX hearing process that applies to student respondents. For further detail, please consult the full process at [nunm.edu/about/title-ix/](http://nunm.edu/about/title-ix/).

#### Supportive and Remedial Response

In some cases, a complainant may prefer not to have a formal process, but to receive supportive measures from NUNM and remedies to assist them in continuing to access NUNM's education programs and services. NUNM will provide supportive measures and remedies when requested. NUNM will honor a complainant's wishes concerning a formal investigation whenever possible, given the Title IX coordinator's assessment of the safety needs of the community. In some cases, the Title IX coordinator may need to file a complaint on behalf of the institution to ensure that the community's needs are addressed.

#### Informal Resolution

If the Title IX coordinator deems an informal resolution appropriate, they will offer the parties the opportunity to pursue such a resolution. Informal resolution is always voluntary, and either party may elect to terminate it at any time and pursue a formal grievance process.

#### Formal Process — Complaint and Investigation

If the complainant or the Title IX coordinator proceed with a formal complaint, the Title IX coordinator will begin with a formal investigation by selecting a trained investigator. The Title IX coordinator will vet all investigators to ensure that they are free of bias or conflict of interest. At all times, NUNM proceeds with presumption that a respondent is not responsible unless and until the formal Title IX process concludes with a determination of responsibility.

The assigned investigator will promptly investigate the complaint in a fair and equitable manner. Although complete confidentiality cannot be guaranteed, reports will be handled as discreetly as practicable. NUNM takes into consideration the stressful nature of an investigation and attempts to conclude investigations within a 60-calendar-day period. Delays may occur if good cause requires it; if a delay occurs the investigator will let the complainant and respondent know about the delay and the reason for it.

The investigator will provide the respondent with a written notice describing the complaint with specificity, including relevant dates and times, how the accusations would violate NUNM's policies if true, and describing the parties' rights throughout the process. The complainant will

receive a copy of that notice. NUNM will not restrict the complainant or respondent from discussing the complaint with others.

The complainant and respondent may have an advisor of their choice during the interview process, who may or may not be an attorney. Advisors' sole purpose during the investigation process is supportive in nature. Advisors are not allowed to speak or otherwise participate in the investigation.

NUNM may offer supportive measures to the complainant and respondent throughout the process to restore or preserve equal access to the NUNM's education programs or activities, to protect the safety of all parties or of NUNM's educational environment, or to deter sexual harassment. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, and without unreasonably burdening the other party. They may include counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. In certain cases, NUNM may take emergency measures to protect the safety of complainants, including interim suspension of respondents.

The investigator will meet with the involved parties (including any witnesses) to gather information and evidence, and they will assess the information and evidence gathered. At least 10 days before completing their report, the investigator will make available all evidence directly related to the complaint available to the parties for inspection and will provide a copy of the draft report. The complainant and respondent will have an opportunity for a written response. The investigator will consider the responses before completing the report. The report will fairly summarize relevant evidence, but it will not form conclusions or determine sanctions. At least 10 days before any hearing, the investigator will provide a copy of the report to the parties.

#### Formal Process – Hearing

After investigation, Title IX sexual harassment cases will proceed to a hearing. This section provides a summary of the hearing procedures.

Each party will receive a notice of hearing that outlines all relevant information, including hearing procedures. The hearing may be in person or by remote technology, so long as all participants can see and hear each other in real time. The hearing will be recorded, and each party will have access to the recording after the hearing. No recording other than the official recording is allowed.

NUNM will appoint a hearing officer to administer the hearing and make decisions about what evidence is relevant and meets the standards for being included in the record. A three-person Hearing Board, separate from the hearing officer, will decide the matter. The Hearing Board may not include the investigator. The hearing participants will include the parties, their advisors, the hearing officer, the members of the Hearing Board, witnesses, and any NUNM officials that are relevant to the process.

Each party must be accompanied by an advisor. The parties may choose an advisor, or NUNM will appoint a trained advisor for them.

At the hearing, the investigator will present the report. Each party will then have an opportunity to present information and address the allegations, evidence and information in the report. Each party will also have an opportunity to ask questions of witnesses. Only advisors may ask

questions of witnesses at the live hearing, but each party is otherwise expected to speak on their own behalf.

During the hearing, all participants are expected to act with proper decorum and treat all other participants with respect. The hearing officer may exclude any participant who fails to meet this standard and who does not correct their behavior after the hearing officer reminds them. After the live hearing, the Hearing Board will consider the matter and make a decision by the preponderance of the evidence, which means that the conclusion is more likely than not. The Hearing Board will notify the parties simultaneously in writing regarding the final determination. The notice will include the details of the complaint, the policies violated or not violated, the Hearing Board's determination of the relevant facts, whether remedies will be provided to the complainant, what sanctions (if any) will be imposed on the respondent, and the procedures for appeal. The respondent may be subject to any sanctions described in the Student Code of Conduct. The hearing officer may assist the Hearing Board in preparing and transmitting the final determination, but the hearing officer may not make any of the decisions.

The complainant and respondent have the right to appeal. If either party appeals, NUNM will withhold imposition of any sanctions until the appeal is complete.

#### Formal Process — Appeal Procedure

The parties may appeal to the dean of students within 10 business days. Any appeal must meet specific criteria for identifying procedural errors, conflicts of interest or bias, or identifying new and previously unavailable evidence. If the appeal specifies appropriate grounds, the dean of students will offer the opposing party and other affected hearing participants an opportunity to object in writing. The parties and affected hearing participants will receive a simultaneous written notification of the decision. The dean of students' decisions are final and not subject to appeal.

### **11.7 Prevention Education**

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

### **11.8 Training of Title IX Personnel**

NUNM trains its Title IX coordinator and deputy coordinators, investigators, decision makers (including Hearing Board members who make decisions on Title IX matters), and any person who facilitates an informal resolution process. They receive training on the definition of Title IX sexual harassment, the scope of NUNM's education programs and activities, NUNM's definition of consent, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes (as applicable), and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

## **SECTION 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.

### **12.1 Informal Process**

NUNM values opportunities to exercise conflict resolution and self-advocacy skills, and recognizes both as foundational skills of professionalism. For this reason, any student with a NUNM-related problem involving academic or administrative policy, procedure, decision or conduct should make an attempt in good faith to resolve the problem through one or more discussions with the person or persons most directly involved. Any safety concerns should be brought to the attention of the dean of students, director of the office of equity and inclusion, or director of security. The student with the complaint may choose to enlist the assistance of another member of the campus community (e.g., a member of the faculty, student life, or a fellow student) to help support them through the process. If the problem cannot be resolved in this most direct way, the student should then seek the assistance of the administrator most directly involved (faculty member, school/college director, or other supervisor). If the complaint is still not resolved to the satisfaction of the student after discussion at these informal levels, the student may proceed to the formal grievance procedure.

### **12.2 Grievances**

The NUNM Student Complaint and Resolution policy provides a means by which a student may seek an equitable and orderly resolution regarding a complaint against an employee, while the employee was acting in an official capacity (e.g., faculty member, administrator, staff member, or another student).

An unresolved complaint is raised to the level of a formal grievance when the student submits a written Student Grievance (see the Formal Grievance section of the student handbook). A grievance is an educational matter, personal issue or condition that a student believes to be unfair, inequitable, and/or a hindrance to their education. A grievance may be filed for an alleged violation of campus policy or procedure that adversely impacts the student.

In order for a grievance to be formally considered, actions against the student must have occurred in relation to an NUNM policy, procedure or established practice that were arbitrary, capricious, unequitable, bigoted, malicious or otherwise professionally inappropriate in nature. Due to the difficulty of pursuing details after many days or weeks have passed, students are encouraged to bring grievances forward as soon as possible. All grievances begin by consulting with the dean of students, director of the office of equity and inclusion, or an appointed administrative substitute if neither of those two people are available (appointments are made by the dean of students).

Students should allow up to 10 business days to receive a response in writing or in person to their complaint or grievance. All proceedings conducted under this policy are closed. The student may bring a support person (not an attorney, as this is not a legal proceeding) to any proceeding if so desired, but such person is not permitted to participate in any part of the discussions.

**Exemptions from this policy:** The following matters are not handled as student grievances within the scope of this policy, but may be directed for attention as follows:

- Grade appeals. Students may not file a grievance for a grade appeal, except when the student believes that the faculty has displayed unethical, illegal or improper conduct within the context of a grade given. For more on grade appeal processes, see the Grade Appeal Policy of the student handbook.
- Incidences of gender discrimination or (sexual) harassment. Sexual misconduct, sexual harassment, or any complaint concerning gender discrimination are governed under the Policy Against Discrimination, Harassment and Retaliation, and Title IX section in the student handbook.
- Mistreatment or discrimination based on race color or national origin. These complaints are governed under the Office of Equity and Inclusion and should be directed there.

If a student is unsure of next steps for any grievance that falls under these exemptions, they may consult with the dean of students or director of the office of equity and inclusion for guidance.

#### Retaliation

No student will be penalized in any way for attempting to resolve problems in good faith through this procedure. By initiating and pursuing a grievance resolution, a student is obligated to proceed in candor and good faith at all times. Retaliation for attempting to resolve a conflict in a respectful manner is strictly forbidden at NUNM and is subject to severe sanctions.

### **12.3 Formal Grievance Process**

If, and only if, the student has made a good faith effort to resolve the matter in question and is dissatisfied with the outcome of the Informal Conflict Resolution process, the student may file a formal written grievance with the Office of Student Life. Grievances regarding the dean of students may be filed with the vice president of student engagement and innovation. Written grievances can be sent via email or in person, or through the online community reporting form to the dean of students and should include as much detail as possible, any existing evidence, and an outline of the desired outcome to bring satisfactory resolution.

The dean of students (or appointed designee) will consider the written account and determine whether the alleged incident is able to be grieved based on information and documentation provided by the student.

A grievance meets the appropriate threshold for a formal grievance procedure under the following examples:

- Inappropriate or unprofessional handling of a written NUNM policy, procedure or established practice
- Actions taken that are arbitrary, bigoted, capricious, malicious or otherwise egregiously unprofessional
- Treatment or consideration based on class or category rather than individual merit; partiality or prejudice founded in gender identity, age, religion, sexual orientation, body shape, or disability

If it is determined that the allegation meets the above standards, the dean of students will investigate the allegation or assign the grievance to the appropriate university official for resolution. The dean of students (or appointed administrative substitute) will advise the student of the decision in writing within five business days as to whether the issue will be investigated further.

The investigation process will include interviewing the student and respondent, and other fact-finding actions as deemed appropriate. The designated official will report the outcome to the student no later than ten business days following the notice of investigation, not including weekends or established holidays, based on assessment of the information provided after receiving the grievance. In the unforeseen event the dean (or appointed administrative substitute) needs additional time to review the evidence, the dean (or appointed administrative substitute) will notify the student in writing of the deadline extension. After the investigation has concluded and a decision rendered in writing, all materials will be immediately returned to the dean of students to be placed in the appropriate files. Student conduct files are kept under strict confidentiality and only shared on a need to know basis.

#### **12.4 Grievance Outcome Appeal Process**

In most instances the decision of the designated official is final; however, under certain circumstances a grievance may be appealed to the vice president of student engagement and innovation in writing. Within three business days from the decision date rendered by the dean of students (or appointed administrative substitute) the student must notify the vice president of student engagement and innovation (or designated administrative substitute) of intention to appeal. The student will then have seven calendar days to complete and submit to the vice president of student engagement and innovation (or appointed administrative substitute) a written request for review. The vice president of student engagement and innovation (or appointed administrative substitute) will respond with a final decision within ten business days, not including weekends and published holidays that the university is closed, based on assessment of the information provided by the dean of students and the investigation of procedure.

An appeal to the vice president of student engagement and innovation must be based on the following grounds, either individually or in combination:

- Additional information relevant to the grievance is now available for consideration that was not initially available to be considered by the designated official;
- The investigation was not conducted in accordance with this procedure;
- Implementation of the remedy proposed by the designated official would be illegal or constitute a violation of written NUNM policy, procedure or established practice

The vice president of student engagement and innovation (or appointed administrative substitute) may elect to uphold the decision of the dean of students (or appointed administrative substitute); reverse the decision; or request a different resolution in light of new information that was previously not available to, or considered by, the dean of students (or appointed administrative substitute).

#### **12.5 Accreditation Agency Information**

If a student is not satisfied that NUNM has adhered to its policy or been fair in its handling of the complaint, the student may contact the appropriate accreditation agency listed below.

National University of Natural Medicine is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated

through a peer review process. An accredited university or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial, but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

**Northwest Commission on Colleges and Universities (NWCCU)**  
**8060 165<sup>th</sup> Ave. N.E., Ste 100**  
**Redmond, WA 98052**  
**425.558.4224 | [nwccu.org](http://nwccu.org)**

Student complaints or other allegations that the university has failed, or is failing to comply with, the provisions of any laws or rules, can be filed with the Higher Education Coordinating Commission to investigate and resolve complaints.

**State of Oregon: Higher Education Coordinating Commission (HECC)**  
**255 Capitol Street NE, Third Floor**  
**Salem, OR 97310**  
**503.947.5716 | [oregon.gov/highered/pages/index.aspx#](http://oregon.gov/highered/pages/index.aspx#)**

The degree program in naturopathic medicine is accredited by the Council on Naturopathic Medical Education, a professional accrediting agency for naturopathic medicine programs.

**Council on Naturopathic Medical Education (CNME)**  
**PO Box 178**  
**Great Barrington, MA 01230**  
**413.528.8877 | [cnme.org](http://cnme.org)**

The MSOM and DSOM degree programs are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). ACAOM is a professional accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners.

**Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)**  
**8941 Aztec Drive #2**  
**Eden Prairie, MN 55347**  
**952.212.2434 | [acaom.org](http://acaom.org)**

Consumer or civil complaints can be filed with the Oregon Department of Justice Consumer Complaints.

**Oregon Department of Justice (ODJ)**  
**Consumer Protection Section**  
**1162 Court St. NE**

**Salem, OR 97301-4096**  
**877.877.9392 | [help@oregonconsumer.gov](mailto:help@oregonconsumer.gov)**

If a student feels that their rights under the non-discrimination statement may have been potentially violated, they may contact the Office for Civil Rights (OCR) with or without working with NUNM to correct the issue. A student can find information regarding OCR complaints at: [www2.ed.gov/ocr/complaintintro.html](http://www2.ed.gov/ocr/complaintintro.html).

**U.S. Department of Education – Office for Civil Rights (DOE-OCR)**  
**400 Maryland Ave., SW**  
**Washington, DC 20202**  
**800.421.3481 | [ed.gov/ocr](http://ed.gov/ocr)**

## **SECTION 13: STUDENT SUPPORT OFFICES AND RESOURCES**

### **13.1 Office of Student Life**

This office is available to answer questions, address concerns or receive comments regarding various aspects of campus life. Housed within the Office of Student Life is the dean of students, director of counseling services, mental health counselor(s), campus events and activities coordinator, and the student life administrative coordinator. The director of academic success and access and Center for Academic Success report to the dean of students. The Office of Student Life assists students with day-to-day questions providing direction to internal and external resources, which may impact overall student success on a practical, academic, or personal level. Students are encouraged to drop by this office with any concerns or needs they might have regarding their educational goals.

### **13.2 Counseling Services**

Faculty and administration work in conjunction with students to foster an atmosphere conducive to academic success and personal growth. Periodically, students may desire assistance with the responsibilities of university, work, relationships, and other possible stresses. NUNM provides professional counseling services free of cost to enrolled students. If students desire to seek professional counseling outside of NUNM, the Counseling Center staff can assist in facilitating a referral. To schedule an appointment with the Counseling Center, please call the appointment line at 503.552.1780.

### **13.3 Office of Equity and Inclusion**

The Office of Equity and Inclusion (OEI) was founded in 2016. The mission of OEI is to collaborate with the NUNM community to advocate for and educate about issues of diversity, equity and inclusion (DEI). OEI supports the recruitment, retention and holistic success of all students, staff and faculty at NUNM. The office aims to strengthen the appreciation, celebration and awareness of diversity in race, color, religion, national origin, gender expression, sexual orientation, marital status, disabilities, age and veteran status.

The director of the Office of Equity and Inclusion serves as the institutional leader for diversity, equity and inclusion efforts, and promotes the participation of all NUNM community members in creating a welcoming and inclusive campus climate that fosters a sense of belonging for all.

Student services provided by the Office of Equity and Inclusion include, but are not limited to:

- Student support, resource allocation and advocacy
- Opportunities for culturally responsive education for the campus community related to topics of diversity, equity and inclusion



- Coordination of activities, events and programs that support student retention, with an emphasis on underrepresented student populations
- Organization of special population support groups, such as Black Indigenous and People of Color (BIPOC), LGBTQIA+, and international students affinity groups
- Managing Title VI and VII complaints, bias and discrimination incident reporting, and other campus culture concerns

The Office of Equity and Inclusion can be contacted by walk-in or phone at 503.552.1608. For information about community resources, please visit [nunm.edu/equity](http://nunm.edu/equity).

### **13.4 Disability and Accommodation Services**

NUNM and the Center for Academic Success are committed to following Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) as amended in 2008 (ADAAA), and other applicable federal and state regulations and university policies which prohibit discrimination on the basis of a disability. Under these laws, students with a documented disability have a right to receive reasonable accommodations.

Students also have responsibilities under these laws. Students are responsible for turning in requests for accommodations within an appropriate time frame, submitting adequate documentation from a qualified medical practitioner, as well as meeting and maintaining NUNM satisfactory academic progress and technical standards.

Students seeking an accommodation must schedule an appointment with the director of academic success and access and complete the “Disability and Academic Accommodation” form available online. An accommodation request must be supported by adequate documentation. Adequate documentation must:

- Be from a qualified professional, where a (biomedicine) diagnosis of the disability is within their scope of practice and licensure (including but not limited to: ND, MD, LCSW, or PsyD. Note: LAc, LMT, etc., are not licensed to diagnosis biomedicine)
- Include a brief history of the student’s disability, a description and evidence of impairment, and any current treatment plans if applicable
- Demonstrate how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria
- Identify requested accommodation(s) and provide rationale for the requested accommodation(s), clearly explaining why each recommendation for accommodation is appropriate
- Be no older than five years prior to enrollment at NUNM

The Center for Academic Success will make every reasonable effort to accommodate the request in a timely manner but cannot guarantee that an untimely request can be met. Untimely requests may result in delay, substitutions, or denial of accommodation.

Upon approval of accommodations, the Center for Academic Success will provide the student an official accommodation letter with which the student will share with necessary parties (i.e., faculty, security, facilities, school/college directors, etc.). Information about the disability is confidential, however anonymity is not guaranteed.

### **13.5 Service Animal Policy**

In accordance with the Americans with Disabilities Act (ADA), service animals are permitted in campus facilities for persons with a physical disability (including but not limited to psychiatric,

cognitive, mental, communication, physical and sensory disabilities). The disability must limit one or more daily life activities and the person must be regarded by a healthcare practitioner as having such a disability that requires the use of a service animal.

The ADA recognizes only dogs (no weight, size or breed limitations) as service animals. The service animal must be housebroken, on a leash or harness, and individually trained to do work or perform tasks for the benefit of an individual with a disability. The service the animal is providing must be **directly related** to the person's disability (i.e., retrieve medicine, offer stability, alert to seizures, etc.). Dogs that meet this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. Dogs whose sole purpose or function is to offer comfort and/or emotional support do not qualify as service animals.

Under law, NUNM and its members are not allowed to ask an individual about the nature/extent of their disability; require documentation proving that the animal is an assistance animal, or; require that the individual pay any fee for the assistance animal. However, to ascertain if the animal presented on campus is a service animal, the university may ask:

- Is the animal required due to a disability?
- The nature of the work/task that the animal is trained to do/perform.

#### Care and Maintenance of Service Animals

The student handler of a service animal must be in full control of the service animal at all times, including but not limited to basic obedience commands and control of leash/harness. The care and supervision of a service animal is solely the responsibility of its student handler and cannot be handed over to another person. Care and maintenance includes but is not limited to:

- Ensuring the animal is housebroke and all/any of the animal's waste elimination is done in appropriate areas;
- Always carrying equipment sufficient to clean up the animal's waste whenever the animal and handler are on university property; and
- Be responsible for the proper disposal of the animal's waste and for any damage caused by the waste or its removal.

#### Denial or Exclusion of Service Animal(s)

NUNM may deny or exclude a service animal only if the animal:

- Is a direct threat (e.g., biting, nipping, attacking)
- Creates undue financial and administrative burden
- Fundamentally alters any services, programs or activities (e.g., continuous barking or whining unrelated to their service role, growling during class and/or clinic shifts, etc.)

The exclusion of a service animal will be based on an individual assessment based on recent credible, objective evidence relating to the specific animal. The university will then work with the student to identify other means of adequate accommodations.

This policy is limited to service animals as identified above; an animal that provides emotional support, comfort, or companionship (therapy or comfort animals) is not included as a protected assistance animal under Oregon laws, and is expressly excluded as an assistance animal under the ADA—and therefore not allowed on campus (see the Animals on Campus section in the handbook).

Students requiring the assistance of a service animal on campus should contact the director of academic success and access to ensure adequate assistance, and become familiar with NUNM's service animal policies should questions from staff/faculty arise.

### **13.6 Food Service**

Food service at the NUNM campus is provided by multiple independent mobile food truck vendors that visit the campus periodically on a scheduled basis each term. These vendors offer a variety of food options to the NUNM community and change frequently to promote variety. The NUNM Store offers a multitude of savory snacks, sweet treats, and tasty beverages along with a handful of fresh and frozen meal options. Questions about food service should be directed to the NUNM store coordinator.

### **13.7 Student Health Insurance**

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

### **13.8 NUNM Health Center Benefits**

Students who do not qualify for the Oregon Health Plan are eligible to enroll in the health centers' Compassionate Care Program, which offers discounts based on household income for medical services.

### **13.9 Library Services**

The NUNM Library provides information resources for student learning and research. The library is located on the first floor of the Academic Building and is open Monday through Friday during the academic year. The collection includes both classic and modern works of natural and Chinese medicine, as well as current books from the biomedical sciences. A separate room houses a collection of rare books. The library also has an extensive electronic resources collection, with access to thousands of electronic journals as well as databases such as CHANT, UpToDate, and Natural Medicines.

NUNM students with library accounts may use their NUNM ID cards to borrow circulating materials. Electronic journals and databases may be accessed using NUNM student credentials while off campus. It is the borrower's responsibility to return circulating materials on time. Fines are assessed to encourage prompt return of library materials, and may be paid with cash or check at the library circulation desk or by using a credit card at the Business Office. Students with unpaid fines and fees in excess of twenty dollars may have a hold placed on their student account. Other policies regarding library use can be found at: [library.nunm.edu/policies/](http://library.nunm.edu/policies/).

### **13.10 Tutoring**

The Center for Academic Success works in collaboration with faculty to provide peer tutors upon request. Students who tutor must have passed the requested course and have faculty approval prior to tutoring. Tutoring is a work-study/student employment position offered through the Center for Academic Success.

### **13.11 Parking Availability and Regulations**

Parking at the NUNM campus is limited. Please contact the Office of Safety and Security for parking information. Trip-reduction strategies are required by local and federal clean-air regulations. Covered bike parking is available on the NUNM campus. There is no student parking

available at the NUNM Health Centers unless you are being seen as a patient. NUNM is not responsible for any damage done to vehicles while on NUNM property.

### **13.12 TriMet Passes**

NUNM participates in TriMet's University Universal Pass Program. The TriMet pass is a sticker affixed to the student ID and must be presented upon boarding TriMet buses, trains or MAX. The pass is not transferable. Students must sign an acknowledgement of TriMet's pass rules and a fee acknowledgement statement prior to receiving their TriMet Pass. Once a pass has been issued, TriMet passes cannot be returned for a refund.

Passes may be purchased at the beginning of fall, winter and spring quarter, and expire at the end of that quarter. Bus passes can be purchased from the Business Office within the first two weeks of each term. After that time no passes will be available for pick up.

Summer term is not included in the TriMet University Universal Pass Program. Therefore, students may purchase a bus pass at a higher, yet still discounted, rate for the term. Summer TriMet Passes must be ordered from facilities four weeks prior to the beginning of summer term in order to receive them by the beginning of the summer term.

If a TriMet pass is lost, replacement bus passes may be purchased through the Business Office. Students who request a replacement bus pass as a result of losing their ID card will be charged a prorated cost for the remaining weeks of the term. This only applies if there are remaining passes after term distribution. A student with a lost ID card will be charged a replacement fee; in addition, there is a fee to replace a lost TriMet pass. The TriMet fee may be waived, however, if the student chooses not to replace it. For information regarding fees, please consult the university catalog.

### **13.13 Housing**

NUNM does not offer student housing; the Office of Student Life refers all housing information and requests to the designated bulletin board. Housing options presented to the university are posted on the Office of Admissions webpage.

### **13.14 Athletic Facilities**

Local gym membership information with discounts for NUNM students and their families is available through the Office of Student Life. There are intramural sport teams through the Student Government Association as well as some sporting equipment that may be checked out (e.g., basketballs, etc.).

### **13.15 Photocopying and Printing**

NUNM maintains copy machines for student use in the library. NUNM also maintains printers in the library and in the hallway adjacent to the library. All school-related printing is free, with the exception of color printing. Students are expected to pay five cents per side for printing of non-school related materials. The charge for color printing ranges depending on paper quality.

### **13.16 Voter Registration**

Oregon voter registration form information is distributed at the start of the fall term of each academic year. Voter registration forms can be found online through the Multnomah County elections office at: [web.multco.us/elections/register-vote](http://web.multco.us/elections/register-vote)

### **13.17 Lockers**

Lockers are available through the Office of Student Life. Locks that are found on unregistered lockers will be cut off and the contents removed. Due to limited locker space, large lockers must be registered to two students, and small lockers may be issued to individual students. Lockers on the NUNM campus must be emptied prior to the beginning of the summer quarter, after which time locks will be cut off and the contents removed for disposal. There is no usage of lockers during the summer months, except for students who are enrolled in summer courses or by special request to the Office of Student Life. Lockers may not be used for commercial use except for approved student representatives for the NUNM Partners Program, on a space availability basis. For all-weather bikers, there are a limited number of lockers available to accommodate wet bike gear. Please see the Office of Student Life for more information.

### **13.18 NUNM Mailbox Policy**

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

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

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

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

### **13.19 Telephone and Facsimile**

Student phones are located in the student lounge and are for local calls only. Students are asked to use administrative phones for university calls only. The Student Government Association also provides a fax machine for student use; it is located in the student lounge. There is no cost to students to receive or send faxes. (The fax number students can use to receive faxes is 503.220.1423.) In consideration for this free service, and to help the university control administrative costs, students are asked to limit the number of pages they receive per fax transmission to no more than two pages. Please note that faxes received in the student lounge are in a public area and cannot be guaranteed confidential.

## **SECTION 14: OTHER STUDENT POLICIES**

### **14.1 New Student Orientation**

New student orientation is a required course that provides students with the opportunity to become oriented and familiar with the campus and their peers; meet with essential faculty, staff

and administrators; and learn the rights, responsibilities and expectations of being a student at NUNM.

Any student who is enrolling in NUNM half time or greater is required to attend new student orientation prior to the first term of enrollment. Attending new student orientation is a requirement for graduation from NUNM. A student who matriculates into an additional program during their academic career is exempt from participating in a second new student orientation course.

Students who complete new student orientation will receive a grade of “CMP” for completion. Failure to attend all of new student orientation will result in a grade of “NC” and the student will be required to retake the course the next time it is offered. Students who miss new student orientation will not be refunded the fee.

Students readmitted to NUNM must make an appointment with the Office of Student Life to determine if reorientation is required.

Non-degree seeking students are not required to attend new student orientation, however, they are required to familiarize themselves with NUNM policies and should contact the Office of Student Life with questions.

#### **14.2 Financial Policies, Fees, Financial Aid, and Consumer Information**

Refer to the current NUNM catalog for the most updated financial policies and fees, financial aid, and consumer information.

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

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

However, there are situations when dual relationships within the NUNM community may occur, such as when faculty/staff and students have both a professional and social relationship, also known as a dual relationship. A dual relationship occurs when students and faculty/staff engage in two or more of these situations, including teaching, evaluation, advising, mentoring, program administration, or a privileged therapeutic relationship (doctor/patient or counselor/client). The complexity of these dual relationships is challenging and can obscure perceived or actual objectivity, and create a conflict of interest due to inherent power differentials.

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

**For these reasons, romantic/sexual relationships between faculty/staff and students are strongly discouraged. Any relationships between faculty/staff and students that result in favoritism or discrimination are strictly prohibited.**

In the event that a faculty/staff member and a student are *contemplating* a sexually intimate relationship, the student and employee are required to disclose the potential relationship *prior* to

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

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

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

All cases will be managed on an individual basis.

#### **14.4 Appearance and Dress on Campus**

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

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

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

#### **14.5 Fragrance-Free Campus**

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

#### **14.6 No Smoking Policy**

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

#### **14.7 Animals on Campus**

Animals, except for service animals (i.e., for vision or hearing impaired), are not permitted on NUNM property. A student in violation of this policy will be held financially responsible for property or personal damages caused by the animal on NUNM premises. This policy includes, but is not limited to, animals in parking lots, at food cart stalls, and left unattended in vehicles on university property. NUNM reserves the right to call animal control authorities to enforce this policy. Information regarding requests for academic accommodations, including service animals, can be found in the student handbook.

#### **14.8 Children on Campus**

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

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

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

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

#### **14.9 Remote Rooms**

A remote classroom with audio/video live feeds is only available to student parents who have nursing infants and others with permission from the Office of Student Life. Students are required to submit a request form, including faculty signature, to establish expectations of class participation. Please note that not all classes are available for remote viewing due to the nature of some classes and specific instructor requirements. Babies-in-arms are permitted in remote rooms, but parents must find off-site childcare once babies begin crawling or are over 12 months of age. Due to academic concerns regarding class participation and video education, students are permitted to use the remote classroom for a maximum of two quarters per infant during their NUNM degree program (or concurrent-degree track). Exceptions to the two-term limit may be granted by the Office of Student Life. The remote room policy and privileges do not include exams and quizzes. Students are expected to find alternative childcare during exams. Students who plan to use the remote room for the sole purpose of expressing/pumping milk or nursing need to notify the Office of Student Life. Expressing/pumping and nursing in the remote room is permitted when space is not at six-student capacity during the time needed. If remote room is at capacity, students may use unoccupied study space or a designated lactation room. During clinic rotations, nursing mothers are permitted one 30-minute break per clinic rotation to pump or nurse. Children are not allowed to attend clinic shifts with parents unless they are being seen as a patient and accompanied by a guardian.



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

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

#### **14.11 Commercial Activities**

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

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

#### **14.12 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. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

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

##### Annual Disclosure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **14.13 Marketing and Communications**

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

External and internal communications, print and digital, are coordinated and approved by the Marketing and Communications Office and must adhere to university-approved branding guidelines as outlined in the NUNM Style Guide. These activities include, but are not limited to: media relations (press releases and media contacts); publications; logos; advertising; university-related social media; films and videos; campus flyers; PowerPoint and Prezi presentations; website content; emergency communications; and market research.

#### Media Contact and Public Outreach

To maintain communications and messaging consistency and integrity, students, faculty or staff may not conduct interviews, initiate or respond to media requests without prior approval from Marketing and Communications. The department will assess and review the media opportunity, facilitate all media requests, including interview preparation and coordination with NUNM interviewees.

Examples of external outreach include (but are not limited to) preparing and distributing media press releases; managing and responding to media inquiries; overseeing speaking opportunities about NUNM or the professions of natural medicine; and representing the university with lawmakers, dignitaries, and other celebrated persons, etc. Marketing's mission is to convey a consistent, strong, positive message about NUNM and the profession.

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

The name, seal and logo of National University of Natural Medicine are proprietary. They may only be used by persons and associations both within and outside of NUNM who first obtain permission from the Office of Marketing and Communications. Individual departmental or divisional logos are not permitted without prior approval of the Marketing and Communications Office.

The Marketing and Communications Office must approve all activities and events whenever the NUNM name or seal is used to promote NUNM, and also all written or graphic materials that represent NUNM and/or our health centers for display or distribution outside the campus. Examples of such materials include (but are not limited to) university letterhead, business cards, departmental webpages or blogs, email newsletters or print newsletters, social media postings, posters, brochures, press releases, and advertising of public events.

The Marketing and Communications Office provides a variety of templates to be used by students, faculty and staff to promote small campus events or meetings. The templates promote the NUNM brand by creating and maintaining a consistent and professional public image. All PowerPoint and Prezi presentations created for public use (e.g., to prospective students, for public lectures, professional conferences and symposia) or campus events must be created with NUNM presentation templates to brand the presentation as an NUNM work product.

#### Permissions

All students, staff and faculty are advised that NUNM's Marketing and Communications Office takes photographs and videotapes throughout the year. These photographs and videotapes include students and faculty in classrooms and study areas, in clinic, on campus, and at NUNM-related activities and events. This policy excludes students in clinic who are being seen as patients.

Students grant NUNM the right to use their image, quotes and comments for use in advertising, fundraising and other marketing purposes upon enrollment. NUNM reserves the right to use these photographs and videotapes as a part of its marketing efforts. Marketing and Communications will obtain signed permissions from those outside university community prior to taking photographs or filming. Marketing and Communications will obtain written HIPAA releases from any and all patients prior to using clinic images. Students who do not wish to have their photographs used should contact the Marketing and Communications Office at the beginning of the academic year to share their concerns or to discuss ways to opt-out of having their images used.

#### Social Media Policy and Guidelines

Social media provides NUNM an opportunity to communicate and engage with a variety of audiences to promote the university, programs and events. NUNM social media accounts are only to be used for the purpose of communicating and promoting the university and campus, its programs and health centers, institutes and events—and are under the jurisdiction of the university. As such, they are subject to all university policies. Employees may not use university

accounts as their own personal accounts. Employees' and students' personal social media accounts may not give the appearance of officially representing NUNM.

Students, faculty and staff are hereby advised that NUNM.edu, and NUNM's official social media accounts may elect to post and reproduce university-related social media content generated in the public domain and found on Instagram, and other social media platforms.

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

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

Therefore, students are not to use the following terminology: "degree candidate," "ND3," "ND/MSiMR projected graduation date 2023," or similar as part of their email signatures, on their resumes and/or business cards.

Instead, students are permitted to refer to:

- The program in which they are enrolled, "NUNM Naturopathic Medicine Program, Class of 2022"
- The expected graduation class they are on track to meet, "NUNM College of Classical Chinese Medicine"
- A combination of these two things, "NUNM Master of Science in Integrative Medicine Research, Class of 2023"
- Or, students may refer to themselves as a Naturopathic Medical Student (NMS) or Acupuncture and Oriental Medicine Student (AOMS) in combination with their class year, such as "NMS3" or "AOMS2"

Students who fail to comply with the policy will be counseled appropriately. Failure to comply after initial counseling will result in a referral to the Honor Council.

#### **14.15 Electronic Communications (Email and Moodle)**

The official university communication method to students is through NUNM email. Each student is assigned a student email address upon matriculation. In addition, faculty, staff and the administration use electronic communication via course management software (Moodle) to communicate with students. All students must enroll in various department courses in Moodle to access information. Students are strongly encouraged to check their NUNM email account on a daily basis. Students are responsible for the information contained within email communications.

Students are responsible for any communication sent via email from faculty, staff and administration. For the clinical communications policies, see the Student Clinic section. In short, it is NUNM Health Centers policy NOT to use email to communicate with patients.

Students who are separating from the university due to graduation, leave of absence, suspension or expulsion will have their access to electronic communication discontinue by the following schedule:

- Students who complete graduation requirements from the university: email accounts remain active six months after graduation.

- Students who voluntarily withdraw from NUNM prior to graduation: email account will be disabled 30 days following the last date of enrollment (per Registrar's Office records).
- Students who are SUSPENDED: email account will be disabled within 30 days following the last date of enrollment (per Registrar's Office records).
- Students who are EXPELLED: email account will be disabled immediately upon receipt of notification by the dean of students.
- Students with an approved leave of absence: email account will be disabled one week following the return date of the leave of absence (per Registrar's Office records) if the student has not returned to regular enrollment or otherwise notified the Registrar's Office.

#### 14.16 Technology Requirements and Recommendations

The following computing recommendations are intended to provide minimum specifications for a successful computing experience at NUNM.

##### Hardware

Processor: Intel i5 (equivalent or higher; 5th generation or newer)

Memory (RAM): 4 GB minimum; 8 GB or higher recommended

Peripherals:

- Headset with a microphone, or earbuds with a microphone.
- Webcam for video interaction
- Smartphone for taking photos or recording videos (e.g., online nutrition program)

Chromebooks (Chrome OS), iPads (iOS), Android devices, and iPhones may not meet the minimum requirements for all coursework, and it is not recommended to use any of these as a primary device.

##### Software

| Type                             | Minimum Supported   |
|----------------------------------|---|
| Operating System                 | Windows 8.1 or above<br>MacOS 10.14 or above                  |
| Productivity Tools               | Office 365<br>Office 2019 (Windows and Mac)                   |
| Email and Calendar               | Outlook Online (Office 365)<br>Outlook 2019 (Windows and Mac) |
| Video Conferencing/Collaboration | Microsoft Teams*<br>Zoom                                      |

\*Microsoft has yet to resolve overheating/battery draining issues when using the Microsoft Teams app on Macs. We recommend that Mac users utilize the browser-based version of Teams using the Google Chrome browser.

##### Internet speed

- 2 Mbps minimum download speed
- 1 Mbps minimum upload speed

You can test your internet speed at [speedtest.net](https://www.speedtest.net). For users who engage in frequent web conferencing or large file transfers, **15 Mbps download or higher** and **5 Mbps upload or higher** is recommended.

#### **14.17 Immunization and TB Test Compliance**

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

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

Students in fully online programs are not required to comply with NUNM immunization and health screening requirements.

##### Immunization Requirements:

1. Complete a "Certificate of Immunization" form prior to matriculation.
2. Provide documentation of immunity. Incoming students must provide the following documentation of immunity to the relevant vaccine preventable diseases to NUNM prior to student or resident orientation. For residents starting later in the academic year, paperwork must be submitted no later than one month before the appointment start date. Evidence of immunization may be demonstrated through the following:
  - A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, which must include the following:
    - a. The month and year of each dose of each vaccine received; or
    - b. Documentation of proof of immunity to the disease via titer; or
    - c. Written documentation by a qualified medical professional indicating the month and year the diagnosis of the disease was confirmed.
  - An official record from the Oregon ALERT Immunization Information System.
3. Exemptions: Individual student medical exemptions from specific immunizations will be maintained by the office of the chief medical officer as part of the overall record of the student. Documentation for medical exemption requires a written statement of exemption signed by a qualified medical professional. Medical exemption statements must include the following:
  - Student's name
  - Birth date
  - Medical condition that contraindicates vaccine
  - List of vaccines contraindicated
  - Approximate time until the condition resolves, if applicable

- Healthcare provider's signature
- Healthcare provider's contact information, including the phone number

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

4. Specific vaccines required:

a. Measles, Mumps and Rubella (MMR)

For students and residents born after Dec. 31, 1956, one of the following is required:

- Documentation of two properly administered immunizations
- Immune titers for measles (rubeola), mumps, and rubella
- Healthcare provider documented disease history

Students and residents born before Jan. 1, 1957, must meet one of the following requirements:

- Documentation of one dose (each or as MMR) of live measles, mumps and rubella vaccines given after 12 months of age
- Positive measles and mumps IgG serology
- Students and residents born before Jan. 1, 1957, with the exception of women who can become pregnant, are considered immune to rubella

b. Varicella

Students and residents must meet one of the following requirements:

- Documentation of two doses of live vaccine given after 12 months of age (Recommended interval is 4–8 weeks between doses)
- Varicella titer indicating immunity if the student has previously had the chicken pox

c. Hepatitis B

Students must meet one of the following requirements:

- Documentation of the three-dose vaccine series
- Positive anti-HBs serology

d. Tetanus/Diphtheria/Pertussis

- Documentation of single dose of Tdap vaccine and/or Td booster within the past 10 years. Tdap vaccine can be administered without concern for the length of time since the most recent Td vaccine. If it has been longer than 10 years since the Tdap, a Td or Tdap booster is required.

e. Vaccines recommended, but not required:

- Polio: NUNM follows CDC recommendations. The CDC recommends the polio vaccine for healthcare workers treating patients who could have polio, or having close contact with a person who could be infected with the polio virus.
- Influenza: Currently, Oregon law (ORS 433.407) states that facilities employing healthcare workers must offer the flu vaccine, but may not require employees or students to be immunized unless a state and federal rule requires it.

Required Screenings:

1. Tuberculosis Screening

Tuberculosis screening must occur at NUNM during orientation, or prior to student or resident matriculation. Screening consists of Interferon Gamma Release Assay (IGRA). The two IGRAs that have been approved by the U.S. Food and Drug Administration are:

- QuantiFERON®-TB Gold In-Tube test
- T-SPOT® TB test

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

Students with a current or prior positive chest X-ray are required to provide documentation from their healthcare provider, including the following:

- TB test result
- Chest X-ray report
- Determination by the healthcare provider if results are latent TB infection or active TB disease
- Treatment, including what treatment entails, when started, when completed, etc.

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

## 2. 10-Panel Drug Screen

In compliance with ORS 409-030-0100, students and residents must obtain a valid 10-panel urine drug screen and receive a negative result within 30 days of matriculation at NUNM. See the drug testing policy in the student handbook.

### TB Test Compliance

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

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

The TB Spot and QuantiFERON tests are approved by the CDC as reliable alternatives to the traditional skin testing, and have been adopted by NUNM as its preferred surveillance methods. NUNM reserves the right to change its policy in light of public health developments. In certain clinical rotations, annual testing may be required due to increased risk. NUNM recommends that anyone who has spent time in high-risk countries, or extended time with at risk populations, be



retested 8-10 weeks after exposure. A list of both high-risk countries and at-risk populations can be found on the CDC website.

## **SECTION 15: STUDENT ORGANIZATIONS, ACTIVITIES AND TRAVEL**

### **15.1 Student Involvement**

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

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

### **15.2 Student Suggestions**

For any inquiries, complaints or suggestions that would benefit our campus community, please contact the Student Government Association or the Office of Student Life.

### **15.3 Student Government Association**

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

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

### **15.4 Curriculum Approval Committee**

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

### **15.5 Student Publications**

Students have the right and the freedom to organize for the production of student publications as vehicles for free inquiry and free expression in the NUNM community. They are responsible for producing publications that conform to the canons of responsible journalism and the laws respecting publications (i.e., libel, advertising, etc.). Student publications are intended for distribution on campus. Student publications are not to be placed in student mailboxes, as these are reserved for the use of university administrators and faculty, and for student-to-student,

personal communication. Publications cannot carry the endorsement of NUNM or use the NUNM seal without review of the Marketing and Communications Office.

### **15.6 Activities**

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

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

For Clery Act reporting purposes, student clubs and organizations should hold their student meetings on campus. If an event is being held off-campus, the Office of Student Life must be notified.

The Office of Continuing Education must be contacted to discuss renting space on campus for any unsponsored events and/or commercial activities.

### **15.7 Community Hour**

Community hour is held weekly for the purpose of sharing information between students and NUNM administration. Each organization shall have no more than one community hour per term and/or no more than two per academic year. Requests for presentation time can be submitted starting a term in advance, as early as week five. For students who are interested in discussing a topic or presenting information, please contact the Office of Student Life.

### **15.8 Hallway Table Reservation**

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

Student representatives of companies must go through the Office of Advancement for approval. See the Commercial Activities policy in the student handbook.

### **15.9 Room Reservation**

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

If an event is being held after business hours, the director of security must be notified, with a two-week notice. Failure to provide adequate notice will result in a cancellation of the room due to

inadequate security staffing. The Campus Information Center must be notified promptly of cancellation; failure to do so will affect future reservation status.

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

#### **15.10 Campus Bulletin Boards**

Postings are allowed only on designated bulletin boards that are labeled. Anyone wishing to post public notices on campus is required to submit their notices for approval by the appropriate department, which can be found on bulletin board signage. These will be date-stamped and posted on the appropriate bulletin boards by the student and/or staff member. Notices not appropriately stamped will be removed.

Postings for events sponsored by an NUNM business partner or for NUNM sponsored events charging fees paid to parties outside of the university must be submitted to the Office of Advancement for approval.

Postings are not allowed on lockers (other than the locker belonging to the student posting), mailboxes, exterior or interior doors or windows, wood trimmings, and/or bathroom stalls. All bulletin boards will occasionally be cleared of posted material to make room for new information. Posted materials become the property of NUNM and will be retained or disposed of appropriately.

#### **15.11 Student Travel**

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

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

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

#### **Academic-Related Travel Requirements**

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

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

### Non-Academic Requirements

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

1. Travel should be planned so as not to interfere with academic responsibilities.
2. If travel will interfere with academic responsibilities, the following steps must be taken for approval:
  - a. The student must be in good academic standing;
  - b. The student must discuss the possibility of the absence with the director (or designee) of the program(s) they are enrolled in at least three (3) weeks prior to the trip;
  - c. The student must contact their faculty and make arrangements for written excused absences and make up assignments for missed class time; and
  - d. The student must arrange for substitutes for any missed clinic shifts. (Students who have already missed two (2) clinics shifts during a term are not eligible.)
3. If a student is driving a rented or university-owned vehicle, proof of a valid driver's license and proof of insurance must be provided. Students agree to abide by and follow all federal and state transportation laws.
4. If a student is driving a personal vehicle, the student's insurance policy must be in effect. The university's insurance policy does not cover students driving personal vehicles. In the event a student has an accident while using a personal vehicle for approved travel, the accident should be reported to both the student's insurance carrier and the Office of Student Life.
5. Students are responsible for the purchase of their own fuel and food items unless otherwise approved for reimbursement through the Student Government Association scholarship process.
6. Students must complete and submit the "Student Travel" form and travel itinerary to the Office of Student Life at least seven business days in advance. A copy of the "Student Travel" form must be signed by the Center for Academic Success, school/college director, and/or club advisor prior to submission.
7. If students are requesting reimbursement through the Student Government Association scholarship process, a copy of the "Student Travel" form must accompany the request.

### Traveling to Foreign Countries

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

- Verification of safety of travel in the targeted area (e.g., weather, political stability, disease risk)

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

#### Code of Conduct During NUNM Trips

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

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

- Violating the laws of the host country, or policies of NUNM or the host institution
- Open abuse or disrespect of the customs and values of the host community
- Theft of, malicious damage to, or misuse of others' property
- Illegal use, possession, sharing, purchase, sale or distribution of drugs (prescription or illicit), other controlled substances, or drug paraphernalia
- Intentional or reckless endangerment or abuse of others, including but not limited to, harassment, discrimination, sexual misconduct, bullying, stalking, threatening behavior or assault
- Criminal conduct
- Conduct involving moral turpitude or illegal practice of any of the healing arts
- Failure to comply with the directions of an institutional official or partner official acting in the performance of their duties
- Obstruction or disruption of teaching or other program activities
- Unauthorized absence from organized trip or fieldwork activities
- Exceeding the number of unexcused absences allowed for the program
- Academic misconduct (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty).

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

1. **Warning:** Written warning that the student has violated policies and/or regulations, and that continued or repeated violations may be cause for further disciplinary action. If deemed necessary, a faculty member may restrict the activities of a student if such activities are directly related to the violation.
2. **Loss of Privileges:** Denied specified privileges for a designated period of time.

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

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

#### **15.12 Insurance for all Forms of Educational Travel Experiences**

Students who travel as a part of their program requirements are required to have a personal medical insurance policy that is in effect prior to the date of departure of their trip. NUNM provides emergency medical expense, evacuation and travel assistance coverage for travel courses. In case of emergency, university officials will coordinate a response plan in conjunction

with the insurance provider. This coverage is in effect during NUNM-sponsored trips and fieldwork, and when traveling between the city of origin and the trip destination. Coverage is not provided for personal trips taking place in conjunction with NUNM sponsored trips.

## **SECTION 16: CAMPUS SAFETY AND EMERGENCY PROCEDURES**

### **16.1 Weapons on University Property**

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

### **16.2 Lost or Stolen Items**

NUNM is not responsible for lost or stolen items. It is important for students to be aware of their belongings everywhere on- or off-campus, including any health center. Lost and found for the NUNM campus is located in the Security Office. Lost and found for the NUNM Health Centers–Lair Hill are located upstairs near the central clinic conference rooms.

Please report all thefts to the NUNM Security Office within 24 hours. Incident reports can be filed online through the Incident Report form found on the footer of the NUNM website: “Community Reporting” or at [nunm-advocate.symplcity.com/public\\_report](https://nunm-advocate.symplcity.com/public_report).

### **16.3 Campus Safety and Security**

NUNM is committed to providing a safe and healthy campus. Any unsafe incident, crime or injury-causing accident must be reported immediately to the campus safety officer. Emergency procedures are posted at each entrance to the campus and clinic, and at many other prominent locations. A contracted security service is available 24 hours per day to address unanticipated security or facilities issues. On-site security is available for evening, weekend and special events. Hospital service is available within 10 minutes of all campus locations. The campus director of security is available year-round to assist with personal security issues, crime prevention and general information. Campus and Safety Security may be reached at: 503.830.3613. NUNM also has an emergency pager number for after-hour emergencies: 503.914.1144.

NUNM has an established safety committee composed of staff, management and student representatives. The safety committee reviews policies and procedures, and recommends corrective actions in the areas of hazard assessment and control, safety and health planning, accident/incident investigations, and student and employee training. The committee addresses issues as needed. Student representatives are voted onto the committee each year by student elections.

### **16.4 Student Contact Information**

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

### **16.5 Emergency Contact Information**

Students are required to provide an updated emergency contact in SONIS. This information can be updated by using the “Change of Address” form found on the Registrar’s page of the NUNM website. In the event of an emergency, family and friends may leave messages with the Office of

Student Life at 503.552.1601. Every attempt will be made to locate a student in the classroom. If that attempt fails, a message will be left in the student's mailbox.

### **16.6 Identification and Key Cards**

Students are required to wear their ID cards at all times while on the NUNM campus. The ID card also serves as a keycard to gain access to many areas of the campus, including several main building entrances. ID cards can be obtained during new student orientation and during normal business hours. This card can be used to receive student discounts at movies, museums, etc. ID cards are used to create library accounts, which allow students to access library resources. ID cards must be presented at the clinic for services. There is a \$10 replacement charge for lost ID cards and does not include the replacement charge for TriMet passes.

### **16.7 Student Injury on Campus**

Students participate in several courses that require the student to receive medical treatments. Students participating in these exercises agree to assume the risk of potential injury. Students participating in such exercises may be required to sign a document releasing the university from liability.

In the event of injury, NUNM policy and procedures are as follows:

1. Stay calm. Assess the situation. If the injury is serious or life threatening, or if you are unsure, call 911.
2. If the injury occurs during class time or on a clinic shift, the supervising faculty member should perform any indicated emergency or acute medical responses (e.g., assess the injury, stop bleeding, apply ice, immobilize the injured, etc.).
3. Once the situation is stable, the faculty member should contact the NUNM Security Office and file an incident report. The "Incident Report" form can be found on the footer of the NUNM website: "Community Reporting" or at [nunm-advocate.symplicity.com/public\\_report/](http://nunm-advocate.symplicity.com/public_report/).
4. Should the injured person need further medical treatment, the faculty member and security personnel should assist in finding and getting the person to a care facility or contacting emergency services (EMS) if necessary. If a student is injured on NUNM property, they may be taken to a care facility other than an NUNM Health Center.
5. If the injury occurs outside of a classroom or clinic, but on campus, the injured student should report it to security. Security may assist with first aid and, if requested, may assist in finding and getting the injured person to a care facility.
6. Once the medical situation is over, an incident report must be completed. If the injury occurred during a class or on a clinic shift, the supervising faculty member should complete the form online. If the injury did not occur during a class or clinic shift, the student should complete the incident report and send it to the security chief.
7. Copies of incident reports will be forwarded via the Advocate system to the following depending on the nature of the injury:
  - a. Classroom injuries will go to the academic director.
  - b. Clinic injuries will go to the chief medical officer.
8. If the student misses class or clinic time as a result of needing medical care, a petition for an excused absence, with appropriate documentation, should be completed and submitted to the Center for Academic Success and/or the registrar.

### **16.8 Missing Student Notification**

The safety of NUNM students is critical and if a student is believed to be missing, immediate steps will be taken to locate the student. A student may be considered missing if:



- The student is unreachable by phone, electronic communication (email, text, etc.), or in person for 24 hours or more when the student is otherwise expected to be on campus or at an NUNM related clinic shift/activity; or
- The student has not reached their specified destination for 24 hours or more past their anticipated arrival time; or
- Other factors that lead NUNM staff to believe the student is missing.

If any of these circumstances lead to the belief a student is missing, an immediate investigation will be conducted and efforts will be made to reach the student in question. The following steps will be taken:

- Notification of the emergency contact listed in SONIS.
- Notification of the Portland Police Bureau with a request for a wellness check to the student's residence.

When the missing student is located, the CARE (Crisis Assessment and REsponse) Team will assess the state of health and safety of the student to return to campus. If appropriate, a referral to the Counseling Center may be made.

If you believe a student is missing, please contact the Office of Student Life or Campus Safety and Security immediately.

Students are required to submit a local address and emergency contact during orientation. Students are strongly encouraged to periodically review and update their emergency contact and address information on SONIS. If you have questions on how to update your information, please contact the Registrar's Office.

### **16.9 Crisis Assessment and REsponse Team (CARE Team)**

The purpose of the NUNM Crisis Assessment and REsponse Team (CARE Team) is to help create, educate, promote and maintain a healthy and safe educational and work environment for all students, staff and faculty. The CARE Team is a trained group of staff and administrators who receive and assess reports on students who are displaying varied levels of disruptive, dangerous or distressed behavior; using established criteria, within the NUNM community. Upon review of reports, the CARE Team will assess the behavior(s) and provide support and services to the identified student. Support and services to the student could include, but are not limited to, referral for counseling, referral to the Honor Council or through the student conduct process, connection with advisors, involuntary leave of absences, disability services and referral for psychological evaluation. In some cases, the recommended intervention for non-academic behavior issues may include suspension from NUNM. Students who are separated from the university can appeal the decision by following the procedures outlined in the student handbook. No other outcomes are appealable. The CARE Team works within NUNM and with outside community resources to provide the services needed for a student in need. All reports are handled as confidential. The CARE Team adheres to all FERPA and HIPAA regulations, as well as counselor confidentiality. Questions or concerns regarding the CARE Team should be directed to the dean of students and/or director of academic success and access.

### **16.10 Crime Statistics**

In compliance with federal requirements, NUNM submits annual campus crime statistics. These are available at: [ope.ed.gov/security/](https://ope.ed.gov/security/). Information is also available in the Security Office and on the Campus Public Safety and Security portion of the NUNM website.

### **16.11 Emergency Closures**

NUNM reserves the authority to cancel and reschedule classes, clinic shifts and work schedules due to emergencies. Determination of emergency situation status will be made by designated members of the University Planning Team.

The procedure described here is the same for all types of emergency closures. **NUNM does NOT follow other school systems**, but will have its own announcements on local television and radio stations:

TV: Channels 2, 6, 8 and 12  
AM Radio: 620, 750, 860, 910, 1080, 1190, 1230, 1260, 1360, 1410, 1430 and 1490  
FM Radio: 91.5, 92.3, 94.7, 97.1, 98.7, 99.5, 101.9, 103.3, 106.7 and 107.5  
Internet: [oregonlive.com](http://oregonlive.com)

**Decisions on closure of NUNM and clinics will be made early so that the media is notified in time for the information to be on the air by 6:30 a.m.** When possible, the voicemail system message and NUNM website will be updated to reflect closures, but students should use the media listed above to get closure information.

If the NUNM academic buildings, research facility and clinics are closed, the media will be notified to show the closure as including “all.” However, it is possible that only NUNM academic buildings or only the clinics will be closed, so watch the media information carefully. When announcements indicate that the clinic is closed, this includes the NUNM Health Centers and all community clinics.

#### How to Decide What to Do

- If you hear the university or the clinics are closed, you are not required to come to classes and access to the building will be restricted.
- If you hear the university or the clinics are open, **YOU** must make the decision about coming to school.
- If you come to NUNM and find that an instructor was not able to come in, be aware that each employee must make their own decision about travel safety. When possible (in classes that have a student telephone tree or email system) instructors will notify students at the top of the phone tree or by email, but you may still have made it to campus before you are notified. Please be understanding.
- Be safe! Use TriMet if you are not accustomed to driving in the snow or ice. Realize that the parking lots may not be accessible due to ice or heavy snow accumulation.

### **16.12 Emergency Notification System**

NUNM contracts with a third-party business to provide immediate notification to all students, staff and faculty in the event of an emergency. Notifications are sent via student email and home phone numbers listed in the student information system. Students may opt into additional notification processes. All students are required to keep all contact information up-to-date with the Registrar’s Office.

**NUNM uses the emergency notification system to communicate school closures and any emergency situations occurring on campus.**

**16.13 NUNM Emergency Evacuation Plan**

NUNM has in place an emergency evacuation plan in the event of an incident that necessitates the evacuation of the campus. The evacuation plan can be found on the NUNM website. NUNM staff conduct trainings each year in compliance with local safety regulations.

## II. STUDENT CLINIC SECTION

## II. STUDENT CLINIC SECTION

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

### SECTION I: OVERVIEW OF THE NUNM TEACHING PROGRAMS

#### 1.1 Fulfillment of Mission

The mission of the NUNM academic medical clinics is to provide quality health care to the public and quality clinical education to medical students, residents and interns. The mission and the clinical training objectives of all NUNM clinical programs are fundamentally aligned with NUNM's overall mission: *“to educate and train physicians, practitioners and pre-professionals in the art, science and research of natural medicine.”*

#### ND Program

The university provides training that allows graduating students to become well-versed in the underlying principles and philosophy of naturopathic medicine as it applies to supporting the healing process. This training allows students to obtain skills necessary to be able to perform as competent entry-level primary care physicians with sole responsibility for patient care as demonstrated through proficiency in demanding clinical and academic programs. Students are given the opportunity to master entry-level knowledge in differential diagnosis, laboratory and diagnostic imaging interpretation, preventive medicine, botanical medicine, homeopathy, clinical nutrition, physical medicine, musculoskeletal therapies, hydrotherapy, minor surgery, lifestyle counseling, and the use of pharmaceutical medications. Graduating students are given the opportunity to become well prepared for the national licensing exams.

#### CCM Programs

In accordance with the CCM mission, students receive lineage-based training that emphasizes transmission and mentoring as major methods for promoting personal and professional cultivation. They have the opportunity to become well-versed in the principles, philosophy, and practice of classical Chinese medicine. Graduates will have demonstrated proficiency of knowledge and skills in Chinese diagnostic techniques, acupuncture, herbal medicine (DSOM and MSOM only), Asian massage, qigong, Chinese dietetics and lifestyle counseling. Students also receive instruction in biomedical pathophysiology and recognizing clinical red flags. Graduating students have been trained to assume sole responsibility for patient care, and are given the opportunity to become well-prepared for the national licensing exams, as well as collaborate with other medical providers.

#### 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.

### **1.2 Clinical Faculty**

NUNM Health Centers host both adjunct and full-time faculty members. Each has completed a rigorous application and hiring process, and has been selected based on their clinical acumen measured by their level of experience, patient or nutrition client care, expertise and passion for natural medicine, as well as their commitment to NUNM's patients, clients, students and education.

### **1.3 Student Participation in Clinical Training**

Attendance at, or participation in, clinical training is permitted only for those students who are in good standing at NUNM. Any student who is suspended or expelled from NUNM is not permitted to attend clinical training sessions or have contact with NUNM's clinical patients and clients. Any student for whom clinical privileges are suspended is also excluded from attending clinical training sessions or having contact with NUNM's clinical patients and clients.

### **1.4 Stages of Clinical Training — ND Program**

Students assume the role of patient care provider gradually as they progress through well-defined stages with increasing levels of responsibility.

#### Clinical Observation – year one

Clinical observations provide students with observational learning experiences under the mentorship of licensed physicians in practice. During this first-year series, students are assigned to NUNM clinic shifts where they will observe the application of routine clinic policies and procedures, communication between doctors and students and between students and patients, diagnosis and treatment discussions, application of therapeutic modalities, and referral management.

#### Hydrotherapy/Massage Technician – year two

In the second year, students are assigned to the role of hydrotherapy/ massage technician. At this stage of clinical training, students administer hydrotherapy and massage to clinic patients. This stage provides students with their first hands-on experience treating members of the patient population at our academic medical clinics, and provides an important introduction to certain aspects of responsibility for patient care. Students continue in this role while a vigorous academic schedule prepares them for the next formal stage of clinical training, that of the secondary.

#### Secondary – year three

Students become secondaries at the beginning of their third year after passing their OSCE 1 exam. A secondary functions as an integral member of a patient's treatment team, formed when the attending doctor, and the primary and secondary students join the patient in the healing process. The secondary's main responsibility is to observe and learn about all aspects of patient

care, under the direction and supervision of the physician and in cooperation with the primary, who leads the student team. Secondary duties include, but are not limited to, scrubbing charts for health maintenance; reviewing medications, allergies and problem lists with the patient; enrolling the patient in MyChart; assisting the primary intern during patient visits; contributing to discussions regarding patient assessment and management; and taking vital signs.

#### Primary – year four

The final formal stage of clinical training begins after the third year when the student assumes the role of primary, after passing the OSCE 2 exam. With a fourth-year course load focused on clinical readiness, students are able to devote much of their time to providing naturopathic medical care to patients in the NUNM Health Centers. Primary duties include taking a patient history; performing an appropriate physical examination and diagnostic evaluation; developing differential diagnoses and a working diagnosis; and composing an individualized treatment and management plan that includes appropriate preventive recommendations and anticipatory guidance (in conjunction with the clinical supervisor and secondary). Students receive expert guidance from a diverse group of skilled naturopathic physicians during their primary rotations. Although patient care is coordinated and organized by the primary, the attending physician oversees each case. As fourth year progresses, students are expected to develop greater clinical skills, to act with more confidence and, in keeping with the clinic's mission, begin to assume a role of responsibility with regard to the delivery of naturopathic health care. ***At no time does the primary act independently without formal authorization from a supervising licensed naturopathic physician.***

#### ND Preceptorships/Experiential Learning – all years

ND preceptorship rotations afford students the opportunity to follow healthcare providers in practice, providing students with additional exposure to naturopathic medicine, conventional medicine and allied health fields in the surrounding community. Students meeting preceptorship program requirements are eligible to begin their rotations in their first year. Requirements for the ND preceptorship component of clinical education are reviewed annually.

#### Entrance into and Advancement through Clinical Training

In order for ND students to advance through clinical training, they must meet the following requirements:

- A. To enter the clinic as a clinical observation student, students must:
  - Pass the urinary drug screen (completed upon matriculation)
  - Have all required immunizations as outlined in the Oregon Revised Statutes.
  - Maintain annual HIPAA certification
  - Maintain current CPR/BLS certification
- B. To become a hydrotherapy technician, students must:
  - Maintain current CPR/BLS certification
  - Maintain annual HIPAA certification
  - Pass Clinical Observation I and II
  - Pass Therapeutic Modalities I
  - Complete Epic training for hydrotherapy technicians
  - Students on academic probation must have passed the above requirements and have completed a valid academic contract
- C. To become a secondary, students must:
  - Maintain current CPR/BLS certification
  - Maintain annual HIPAA certification
  - Pass all first-year courses

- Pass Introduction to Clinic
  - Complete hydrotherapy clinic hour requirement (48 hours)
  - Complete Epic training for secondaries
  - Complete all mandatory clinic orientation meetings
  - Successfully pass the Clinic Secondary Entrance Exam (OSCE 1) within 6 months of starting secondary rotations
  - Students on academic probation must have passed the above requirements and have completed a valid academic contract
- D. To become a primary, students must:
- Maintain annual HIPAA certification
  - Maintain current CPR/BLS certification
  - Complete musculoskeletal, cardiology, gastroenterology and urology system blocks
  - Complete all secondary clinical hours
  - Complete mandatory primary orientation
  - Successfully pass the Clinic Primary Entrance Exam (OSCE 2) within 3 months of starting primary rotations
  - Students on academic probation must have passed the above requirements and have completed a valid academic contract

### Proficiency Examinations

ND students are required to pass an Objective Structured Clinical Examination (OSCE) before moving forward in each stage of clinical training. The OSCE 1 examination (clinic entrance examination) is taken and passed no more than six months before the student may be allowed to begin secondary rotations. The OSCE 2 examination (primary status examination) must be passed no more than three months before a student is allowed to begin primary rotations, and successful completion of the OSCE 3 examination (exit examination) is required to graduate from the program. A student is eligible to take the OSCE 3 exam after successful completion of eight primary clinic rotations if they matriculated prior to fall 2015, or after successful completion of six primary clinic rotations if they matriculated in fall 2015 or after.

### **1.5 Stages of Clinical Training — DSOM and MSOM Programs**

The goal of CCM clinical training is for students to transform into competent practitioners through the following components of the clinical program. The timing described below assumes that the student is on the four-year track. Clinical observation starts in the third year of the five-year track.

#### Introduction to Clinic – year one

In the spring quarter of their first year, students are introduced to the fundamentals of working in the CCM clinics. Topics include HIPAA compliance, clinic policies and procedures, hygienic standards including Clean Needle Technique, charting protocols, patient confidentiality and multicultural awareness. Students learn how to create a patient timeline as preparation for writing patient case reports.

#### Observation – year two

In clinical observation five students per rotation learn as they watch seasoned faculty supervisors treat clinic patients. Over the course of the year, students become more familiar with clinic policies and procedures, practice the diagnostic skills learned in the first year of the program, and relate their classroom learning to the clinical situation. Through their observation of patient-practitioner interactions and their involvement in discussions regarding patient diagnosis and treatment, students build their clinical knowledge, skills and attitudes, and become familiar with



the different styles and interests of the clinic faculty. At the discretion of the faculty supervisor, students may participate in the delivery of certain aspects of patient treatment, including moxibustion, massage, cupping and/or needle removal. Students create at least one patient timeline on each of their observation rotations.

#### Clinical Mentoring – year three

In the third year of the program, students continue to gain clinical experience and become more familiar with the different lineage styles of the clinical faculty. Participating in two clinical mentoring rotations per quarter, students become more involved in the process of diagnosing and treating patients under the direction and supervision of the clinician. Students write case reports on patient cases they have followed in the clinic.

#### Pre-Internship – year three

In spring quarter of the third year, students begin the pre-internship rotation, where they learn the role and responsibilities of the intern by shadowing the current interns.

#### Clinical Case Presentation I-III – year three

Students apply their didactic learning to clinical scenarios through case-based discussion and presentation.

#### Internship – year four

In the final year of the program, students become interns and assume a gradually increasing level of responsibility for direct patient care. They continue to refine their clinical skills and understanding, and build their confidence as proficient practitioners. They become more fully involved in the diagnosis of increasingly complicated cases, and in the creation and delivery of integrated treatment protocols that typically include needle insertion and the prescription of herbal formulas. Students receive training and guidance from a diverse group of skilled practitioners of classical Chinese medicine and are encouraged to choose a clinical mentor, with whom they do at least one rotation per quarter during the fall, winter and spring quarters. ***At no time does the intern act independently without formal authorization from a supervising licensed practitioner.*** By the end of the year, each student will have created a case report on one of their patient cases.

#### Internship Case Presentation I-III – year four

Students present their clinic cases to fellow interns and a faculty supervisor for discussion and feedback.

#### Entrance into and Advancement through Clinical Training

In order for DSOM and MSOM students to advance through clinical training, they must meet the following requirements:

- A. To advance as a clinical observer (Clinical Observation I-III), students must:
  - Pass the urinary drug screen (completed upon matriculation)
  - Complete annual HIPAA training, mandatory reporting, and blood borne pathogen training
  - Achieve CPR certification for healthcare professionals and attain the Certificate of Completion for the CCAOM Clean Needle Technique course
  - Have completed Palpation and Perception I-II, Chinese Diagnostic Techniques I-II, Acu-Moxa Points and Techniques I-III, Herbs I-II, Evidence-Informed Practice, and Introduction to Clinic (including EPIC training)

- Make satisfactory academic progress as a second-year student, and be enrolled in/complete Chinese Pathology I-III, Acu-Moxa Points and Techniques IV-VI, Herbs IV-VI, Biomedicine I-III, and Practitioner Cultivation I
  - Students on academic probation must have passed the above requirements and have completed a valid academic action contract
- B. To advance as a clinical mentoring rotation student, (Clinical Mentoring Rotation I-VI), students must:
- Maintain annual HIPAA certification
  - Maintain current CPR/BLS certification
  - Complete 144 hours of clinical observation
  - Maintain satisfactory academic progress as a third-year student and enroll in/complete Biomedicine IV-V, Clinical Medicine I-III, Clinical Case Presentation I-III, and Clinical and Physical Diagnosis
  - Students on academic probation must have passed the above requirements and have completed valid academic action contract
- C. To advance to pre-internship status, students must:
- Maintain annual HIPAA certification
  - Maintain current CPR/BLS certification
  - Complete at least two Clinical Mentoring rotations, Biomedicine IV, Clinical Medicine I, and Clinical Case Presentation I
  - Students on academic probation must have passed the above requirements and have completed a valid academic contract
- D. To advance as an intern, students must:
- Maintain annual HIPAA certification
  - Maintain current CPR/BLS certification
  - Complete 288 hours of clinical mentoring
  - Complete one pre-internship rotation
  - Complete Biomedicine VI, Clinical Medicine III, Clinical Case Presentation III, and Clinical and Physical Diagnosis
  - Pass all portions of the clinic entrance examination
  - Complete all mandatory clinic orientation meetings
  - Students on academic probation must have passed the above requirements and have completed a valid academic contract

### **1.6 Stages of Clinical Training – MScN**

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

## **SECTION 2: NUNM HEALTH CENTERS**

### **2.1 NUNM Health Centers and Patient/Client Services**

NUNM is a small, urban academic medical center, recognized as a Tier 4 Patient-Centered Primary Care Home by the Oregon Health Authority, serving over 4,500 individual patients and clients, and providing over 35,000 visits annually throughout the tri-county area. With a main health center located on campus in the Lair Hill neighborhood and numerous affiliated locations in Washington, Multnomah and Clackamas counties, the NUNM Health Centers provide the environment for the practice of outpatient clinical medicine and clinical nutrition. They offer a full range of services and therapeutic modalities, including but not limited to: primary care medicine, diet and lifestyle counseling, homeopathy, acupuncture, botanical medicine, Chinese

herbal medicine, hydrotherapy, physical medicine, Shiatsu massage, minor surgery, immunizations, parenteral therapy, and integrative mental health.

#### NUNM Health Centers – Lair Hill Medicinary Services

The NUNM Health Centers–Lair Hill medicinary has a large selection of the highest quality Western and Eastern natural medicines available. Its naturopathic products represent an extensive collection of superior products specifically formulated for a wide spectrum of health concerns. Included are a full range of bulk herbs, herbal tinctures, topical medicines, homeopathics, nutritional supplements and nutraceuticals. The medicinary has over 300 single Chinese herbs in two forms: crude bulk herbs and granules.

#### NUNM Health Centers – Lair Hill Laboratory Services

The NUNM Health Centers–Lair Hill maintains an on-site, outpatient laboratory, licensed in compliance with state and federal safety regulations, to serve the needs of patients and clients seen in the clinic, as well as those referred by outside doctors. It is also a training site where student interns learn laboratory-related knowledge and techniques. Qualified lab personnel, who are well-versed in biochemical laboratory testing and who work in compliance with state and federal safety regulations, provide excellent health care, student education, and biochemical laboratory reference resources.

#### Teaching Rotations

NUNM Health Centers are designed to meet the needs of patients and clients using student-practitioner treatment teams who work directly with patients and clients to provide quality health care. The team-based visits provide the core of clinical training and are the forum in which students learn to diagnose, treat and provide both acute and long-term management of care, as well as preventive screenings.

### **2.2 NUNM and Community Health Collaborative**

In addition to the NUNM Health Center–Lair Hill location, NUNM provides health services in partnership with more than a dozen community clinics throughout the greater Portland area. By working with diverse communities, students gain an appreciation of different practice settings and become skilled at meeting the needs of various patient populations. The network of collaborative clinics gives students the opportunity to help medically underserved and diverse patient populations that require treatment for a wide range of health concerns.

In conjunction with other agencies and as a member of the Coalition of Community Health Clinics, NUNM offers low-cost medical care at sites that serve homeless youth, seniors and LGBTQ. NUNM Health Centers and community clinics also treat patients with drug and alcohol addictions, HIV and immunocompromised systems, and numerous other conditions.

Please refer to the NUNM website ([nunm.edu](http://nunm.edu)) for a current list of our community health centers and affiliate partners.

### **2.3 Clinic Hours and Access**

In order to provide greater access to and continuity of care for patients and clients, and to accommodate students' required academic schedules, NUNM Health Centers are open Monday–Saturday, with the exception of designated holiday closures. Hours vary on different days. A licensed physician or acupuncturist is always on-site throughout every patient visit. A registered dietitian is on-site for client visits as per the nutrition rotation schedule, and is available for telemedicine. Additionally, due to the primary care aspect of naturopathic medicine, a licensed naturopathic physician is always available through a 24-hour on-call service.

## 2.4 Health Center Personnel

The following is an introduction to the many people who provide and support the clinical training process. For assistance, please contact the health center front-desk personnel or the Campus Information Center.

- **Executive administrator:** oversees the financial affairs of the NUNM Health Centers, and commercial and marketing relationships with business associates
- **Director of naturopathic medicine:** responsible for the oversight of the academic, clinical, personnel and fiscal portions of the College of Naturopathic Medicine, and oversees clinical assessment and curriculum for the College of Naturopathic Medicine
- **Director of graduate medical education:** coordinates residents and their responsibilities
- **Director of classical Chinese medicine:** responsible for oversight of the academic, clinical, personnel and fiscal portions of the College of Classical Chinese Medicine, and oversees clinical assessment and curriculum for the College of Classical Chinese Medicine
- **Director of undergraduate and graduate studies, and the nutrition department chair:** responsible for the oversight of academic, clinical, personnel and fiscal portions of the Schools of Undergraduate and Graduate Studies
- **Dean of health centers:** oversees the financial and administrative affairs of the NUNM Health Centers and community clinics; is responsible for the health centers' relationship with the university as a teaching institution; maintains the university's relationships with outside clinical organizations
- **Chief medical officer (CMO):** oversees and ensures the quality and safety of patient and client care at NUNM Health Centers; establishes clinical guidelines; and serves as the HIPAA compliance officer
- **Assistant to the CMO:** coordinates with the CMO to facilitate trainings and quality control activities
- **Clinical faculty:** supervise teaching shifts; responsible for patient care and clinic education
- **Residents:** are licensed naturopathic physicians and Chinese medicine practitioners employed by the university to assist faculty physicians and students on teaching rotations
- **Director of operations:** responsible for the daily and administrative functions of NUNM Health Centers, including operations, front desk and medical records
- **Health centers operations assistant manager:** responsible for the implementation of health center operations projects, including operations, health information, trainings, and coordination of health center policies
- **Laboratory director:** manages lab operations for NUNM Health Centers
- **Laboratory personnel:** serve patients, students and doctors at the NUNM Health Centers lab
- **Operations coordinators:** order and stock supplies for general clinic operations; responsible for safety issues in the clinics
- **Patient services representatives:** serve patients, students and doctors through the front desk at NUNM Health Centers
- **Medical records coordinators:** oversight of HIPAA regulations, processing all electronic medical records, scanning into the record, and case studies
- **Site specialist and data analyst:** supports clinic staff, faculty and students in the use of the OCHIN Epic electronic health record system
- **Referral coordinator:** manages all clinical referrals

- **Patient outreach coordinator:** provides outreach to clinical patients for health maintenance and quality assurance support
- **Medicinary manager:** manages the NUNM Health Centers–Lair Hill medicinary
- **Medicinary representatives:** serve patients, students and doctors at the NUNM Health Centers–Lair Hill medicinary

These university staff members serve additional clinical needs.

- **Marketing and communications manager:** coordinates clinic promotional and outreach events
- **Community health centers manager:** responsible for the daily and administrative functions of the NUNM community health centers, including staffing, and procedural and reporting requirements
- **Community health centers operations coordinator:** maintains medical and operational supplies for community health center sites and provides general support to the community health center staff, faculty and students
- **Community health centers volunteer and outreach coordinator:** recruits, trains and supervises volunteers to staff front desks at our community health center sites; provides outreach for our community health center sites
- **Patient recruitment and retention coordinator:** provides outreach and works with community organizations to ensure the community is aware of our services and to get them connected to the services provided through our current grants
- **Community health centers medicinary coordinators:** coordinates medicinary services for NUNM community health centers
- **Information Center:** schedules appointments at Lair Hill and several of our community health center sites
- **Registrar:** manages academic schedules and assists the Center for Academic Success with academic advising
- **Associate registrar:** schedules students for clinic rotations and preceptor lottery, tracks clinic attendance and evaluations, processes clinic make-up/holiday shift forms, serves as a liaison to community clinics and NUNM Health Centers
- **Assistant registrar:** processes transcripts and add/drop requests, monitors waitlists, data entry for clinical proficiency objectives (CPOs)

## 2.5 Clinic Billing Policies and Procedures

NUNM Health Centers' staff and faculty strive to offer excellent services that are available to a wide range of patients and clients in order to facilitate the educational process of our students. To meet this need, to support those with limited access to health care and to provide affordable service to extended members of our community, NUNM Health Centers offer services at affordable prices through the Compassionate Care Program. For more information about our fees, please contact a clinic services representative or the Campus Information Center.

### Insurance Billing

NUNM Health Centers are contracted providers with several third-party payers and bill patient insurance for services. Please contact the billing staff at NUNM Health Centers–Lair Hill for questions about eligible services and current insurance billing policies and procedures.

## SECTION 3: CLINICAL EDUCATION REQUIREMENTS

The Registrar's Office records clinic attendance, clinic hours and patient contacts for each student on the basis of the student timesheet, and hour and contact totals from the student's clinical

supervisors. Near the start of each term, students receive individual Student Clinical Status Reports that track the student's progress toward meeting the clinic hourly requirements outlined below. Clinic requirements are reviewed annually.

***Students will track their own clinical hours via the student timesheet provided by the Registrar's Office, which includes an up-to-date summary of patient contacts.*** The student timesheet constitutes the primary evidence regarding how many shifts were attended in a given rotation. The registrar provides clinic status and proficiency objective reports quarterly.

**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.

### 3.1 Summary of Clinical Hour Requirements

***ND hour requirements – Foundational Curriculum (matriculated before fall 2015)***

| Requirement         | Timing   | Hours |
|---------------------|--|-------|
| Intro to Clinic     | 1st year   | 12    |
| Hydro/Massage       | One 48-hour rotation and 24 observation hours  | 72    |
| Clinical Education  | 2nd year spring  | 18    |
| Secondary Rotations | Begins summer before 3rd year, or fall of 3rd year<br>(total of four graded rotations) | 192   |
| Primary Rotations   | Begins spring of the 3rd year<br>(total of 15 graded rotations, plus 24 holiday hours) | 720   |
| Senior Lab Post     | 4th year summer  | 12    |
| Community Education | Any year of attendance   | 24    |
| Preceptorship Hours | Preceptorship rotations can begin 2nd year   | 240   |
| Grand Rounds        | 3rd year   | 60    |
| Grand Rounds        | 4th year   | 60    |

***ND hour requirements – Redesigned Curriculum (matriculated on or after fall 2015)***

| Requirement          | Timing  | Hours |
|----------------------|---|-------|
| Observation I        | 1st year  | 20    |
| Observation II       | 1st year  | 20    |
| Hydrotherapy/Massage | One 48-hour rotation during 2nd year  | 48    |
| Secondary Rotations  | Begins summer or fall of 3rd year<br>(at least three graded rotations)                            | 180   |
| Primary Rotations    | Begins summer before 4th year<br>(at least 13 graded rotations, plus 30 non-graded holiday hours) | 780   |
| Preceptorship Hours  | Can begin winter of 1st year  | 216   |

Note: There are 1,264 required clinical hours involving patient contact, performed in observation, hydrotherapy, secondary, primary and preceptorship roles. Additional clinical coursework is didactic in nature, providing orientation to and assessment of clinical activities, and does not include clinical patient contact. These activities include healthcare provider-level CPR (years 1 and 3), the Clinic Observation (year 1) and Introduction to Clinic (year 2) courses (which include OSHA training), and Grand Rounds (years 3 and 4).

***DSOM and MSOM hour requirements***

| Requirement                           | Timing  | Hours |
|---------------------------------------|---|-------|
| Intro to Clinic                       | 1st year  | 18    |
| Pre-Observation                       | 1st year ( <i>one graded rotation</i> )   | 24    |
| Observation                           | Begins fall of the 2nd year<br>( <i>total of three graded rotations</i> )                       | 144   |
| Clinical Case<br>Presentation I-III   | 3rd year  | 72    |
| Clinical Mentoring                    | 3rd year ( <i>total of six graded rotations</i> )   | 288   |
| Pre-Internship                        | 3rd year ( <i>one graded rotation</i> )   | 24    |
| Internship Case<br>Presentation I-III | 4th year  | 72    |
| Internship                            | 4th year ( <i>total of 9 graded rotations</i> ),<br>plus 24 holiday hours ( <i>non-graded</i> ) | 432   |

There are a total of 1,098 clinical hours, of which 1,074 are required. The 24 holiday requirement hours are designed to maintain continuity of care for patients and may be used as make-up hours. 144 of the total hours are classroom hours spent in the refinement of clinical reasoning skills through the analysis of patient cases from the clinic.

***Concurrent-degree students are required to do a total of 24 community education hours.***

**3.2 Description of Clinical Requirements****ND Requirements**

The required ND Clinical Education curriculum is outlined in Section II, 1.4, with the hour breakdown listed in Section II, 3.1. It should be noted that as part of primary and secondary rotation requirements, ND students must work 180 summer hours and 30 holiday hours. The Registrar's Office reserves the right to alter these requirements in conjunction with the school/college directors to ensure that sufficient student participation is maintained to operate the NUNM Health Centers.

***CPR Requirements***

Prior to beginning clinical rotations, ND students are required to complete healthcare provider-level CPR training, including the hands-on and written components. For ND students, training must be completed by the end of fall term of the first year, prior to beginning clinic observation in winter term.

**CCM Requirements**

The required CCM clinical education curriculum is outlined in Section II, 1.4, with the hour breakdown listed in Section II, 3.1. The Registrar's Office reserves the right to alter these requirements in conjunction with the school/college director to ensure that sufficient student participation is maintained to operate the NUNM Health Centers.

***CPR Requirements***

Students are required to complete healthcare provider-level CPR training, including the hands-on and written components before taking part in any clinical experience at NUNM Health Centers.

***Pre-Observation***

Pre-observation provides early exposure to the clinic experience. To provide clinical context for information learned in the classroom experience, students spend six weeks observing an experienced provider treat patients in the clinical setting.

### *Introduction to Clinic and Clinical Observation I & II*

For CCM students, these courses provide an overview of clinical education requirements. They are designed as an orientation to duties and responsibilities for clinic rotations.

CCM students are introduced to the fundamentals of being an observer in the CCM clinics. Topics include HIPAA compliance, clinic policies and procedures, hygienic standards including Clean Needle Technique, charting protocols, patient confidentiality and multicultural awareness. Students take the Introduction to Clinic course in the fall quarter of the first year of their program.

### *Summer and Holiday Internship*

Each DSOM and MSOM intern is required to work 144 summer hours and 24 holiday hours. The Registrar's Office reserves the right to alter these requirements in conjunction with the school/college director to ensure that sufficient student participation is maintained to operate the NUNM Health Centers.

### *Clinical Case Presentation I-III*

Students apply their didactic learning to clinical scenarios through case-based discussion and presentation.

### *Internship Case Presentation I-III*

Students present their clinic cases to fellow interns and a faculty supervisor for discussion and feedback.

## **3.3 Patient Contact Requirements**

Each ND student must participate in a minimum of 510 patient visits at NUNM Health Centers or at an approved, affiliated community clinic. Of the 510 visits, 225 visits must be those for which the student serves as the primary. The remainder of each student's patient contacts must be obtained at the clinic, at one of NUNM's other approved clinical training programs, or on a preapproved preceptor rotation.

Each DSOM and MSOM student must participate in a minimum of 350 patient visits at NUNM Health Centers or at an approved, affiliated community clinic between intern and clinical mentorship rotations. A maximum of 72 patient contacts can be obtained on clinical mentoring rotations.

## **3.4 Additional Requirements for Graduation – ND**

### Case Analysis Papers

Students will be required to submit six case papers to their supervising physicians based on clinical cases that they have managed during their last year of clinical training at NUNM.

- Students in their final four (4) terms of clinical education will submit one or two case papers per quarter. Cases selected will be from different shifts, and submission will begin in summer or fall quarter of the final year for four-year students. Students on the five-year plan or in the concurrent degree program may spread the requirement for six case papers over the final five quarters of their clinical education.
- Case papers are submitted to the student's clinical supervisor on the shift where the patient was seen. Completed papers must be turned in by **Friday, 5 p.m. of the end of week 9** of the quarter. This allows time for the supervising faculty to evaluate the paper, return it for corrections if necessary, and submit a grade before the end of the quarter. If the paper is not adequate, the supervising physician will return the paper to the student with comments **by the end of week 10**. The student will make the required changes and



resubmit the paper **by the end of week 11**. The supervising physician will evaluate the papers, grade them, and submit the grade forms to the Registrar's Office with their term grading sheets.

- **Late papers will not be accepted.**
- Students will select cases from their clinic shifts. It is preferable to select cases for which the student has had a follow-up visit. In certain instances, students may select patients to write up that they have seen once, but who were not able to return to the clinic to see that student. In these instances, the student will clear the case selection with their supervising physician on the shift before writing the case paper. The physician will determine if the patient is appropriate for the purpose of this educational requirement.

Requests for chart copies must be submitted, on the provided request forms, to NUNM Health Centers' medical records department. Students must allow at least one week for the chart copy request to be fulfilled, so plan accordingly.

#### Clinical Proficiency Objectives (CPOs)

In order to receive credit for clinical proficiency objectives (CPOs), students will submit a completed "Clinical Proficiency Objective" form to the Registrar's Office. Forms are available at NUNM Health Centers–Lair Hill and the Registrar's Office. Students may record more than one completed objective on each form, but each objective must be initialed by the supervising physician, as well as having the supervisor sign at the bottom of the form.

Students may not receive credit for completing CPOs while working with preceptor physicians, unless the preceptor is also a supervising physician at NUNM Health Centers.

The Registrar's Office supplies students with an up-to-date record of completed CPOs at the end of each term. Students are responsible for keeping the yellow copy of the CPO form for their records, and should notify the Registrar's Office of any discrepancies between their records and the clinical proficiency status report.

## **SECTION 4: CONTACT INFORMATION AND COMMUNICATION SYSTEMS**

Effective methods of communication between students, faculty members, patients, clinic administrators, and university employees are vital to the provision of high-quality patient 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.

### **4.1 Personal Contact Information**

Each student's personal contact information (telephone numbers, mailing address and email address) must be accurate and kept up-to-date, *especially once a student enters the clinic*. Any changes in contact information must be submitted to the Registrar's Office, using the "Change of Address" form found on the NUNM website. It is the responsibility of the student to verify that change has occurred.

### **4.2 Campus Mailboxes**

Students are provided with mailboxes in the Academic Building that are routinely used for hard-copy information sent via NUNM's inter-office mail and courier system. Mailboxes must be checked regularly and consistently.

### 4.3 Student Email and Moodle

Student email is NUNM's primary system for communication. Email is used to relay information about university policies, procedures and programs. Students must check their student email regularly.

All academic forms are posted on the registrar's page of the NUNM website. Clinic forms and schedules are available on Moodle under "Clinic Resources." All students are required to maintain a Moodle account, and to check it regularly and consistently.

### 4.4 Voicemail and Patient Communication

NUNM voicemail extensions are assigned to ND primaries and CCM and nutrition interns. These extensions are used for patient, clinic and university communications. Each student is provided with directions for setting up voicemail, and is given a sample message script when assigned a voicemail extension. Each student is responsible for checking their voicemail extension in the following manner:

- Voicemail messages must be checked at least once every 24 hours.
- If desired, the IT department can set any student's voicemail to page personal cell phones whenever a message is received. However, students are still required to check their voicemail regularly, whether a page has been received or not. It is important that no patient call is missed because of phone system inattentiveness.
- To provide proper patient and client care and for institutional liability purposes, **all incoming NUNM patient calls must be routed through the institution. It is against NUNM policy for any student to provide personal cell phone numbers as a means of communicating with patients. NUNM is not responsible for charges incurred for forwarding messages to personal devices.**
- Whenever a student contacts a clinic patient or client, they should have the clinic chart available and know that the supervising faculty member is immediately accessible.
- All patient and client calls must be charted in the electronic medical record at the clinic within one (1) business day and routed to the attending practitioner for review and signature. **Patient and client calls must be returned on the same day if possible, or within 24 hours.** This is true even when the patient's or client's concerns cannot be addressed without further research or discussion with the supervising faculty. In such a case, the patient or client must be informed that the message was received and told how the follow-up will occur.
- When contacting a patient or client via telephone or electronic chart, students may not provide any medical or nutrition advice prior to obtaining permission from the supervising faculty. The student should listen well, ask thorough questions, take good notes, and then contact the supervising faculty member. ***All advice and care must be under the direction of a licensed practitioner.***
- Full confidentiality and HIPAA-compliance practices must be followed at all times, including when patients and clients are called from outside the clinic. \*67 should be used to block outgoing phone numbers. Patient and client phone numbers should be immediately deleted from the student's cell phone after the call is complete.
- The manner in which each clinical supervisor manages calls may vary. When there is doubt about the best way to respond to a patient or client call, the student should be conscientious of the policies listed above and check with the supervising practitioner about personal practices, guidelines and requirements.

#### **4.5 Electronic Mail, Social Networking and HIPAA**

NUNM's policy on electronic mail is based on HIPAA regulations that govern patient-protected health information (PHI). The current policy is designed to protect the privacy rights of patients and clients, and to protect NUNM against litigation. NUNM does not provide a secure electronic mail system to students, staff or faculty.

NUNM uses the OCHIN Epic system for electronic health records. MyChart is the patient and client portal within Epic and is the only approved electronic method to communicate with patients and clients.

- A student or faculty member may not communicate with a patient or client via NUNM or personal email.
- Students must use their NUNM email account when communicating with faculty *about* patients or clients.
- Students may not communicate with patients or clients on any social network sites (e.g., Facebook, Twitter, Instagram, etc.)
- Students may not give any medical diagnostic or treatment information to any other person on a social website.
- Students may not discuss any patient or client cases on social media, regardless of patient de-identification.
- Failure to follow these guidelines will result in disciplinary action.

### **SECTION 5: SCHEDULING OF STUDENTS FOR CLINICAL ROTATIONS**

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.

#### **5.1 Clinic Registration**

- Students register for clinic rotations by submitting a clinic registration form (available on the "Clinic Registration" Moodle page) to the associate registrar during the clinic registration period following academic registration. The registration timeline is announced to all students at the beginning of each quarter. Every attempt will be made to honor students' requests, but this may not be possible. All clinical rotations must have adequate student coverage to ensure quality of patient care.
- Fixed rotations for primaries and interns (see below) will be assigned before the registration period for the upcoming term begins; this helps to ensure that class conflicts are prevented.
- Students have the opportunity to trade rotations with classmates after the clinic schedules have been posted, as long as the deadline is strictly observed. The deadline to request a rotation change is published at the top of all clinic schedules.
- For more information, refer to "clinic schedule adjustment period" under the Add/Drop Policies.

#### **5.2 ND Priority Registration for Primaries**

The associate registrar schedules ND primary clinic rotations according to a priority registration system that allows all students equal access to the faculty and shift times.

- Every student is given first-priority status for one quarter of each academic year. The priority registration process optimizes the likelihood that the student will receive most of their requested rotations. However, due to the limited number of spaces available on each

- rotation, NUNM cannot guarantee that every student will be assigned their first choice of clinic rotation.
- ND students will be required to complete a community clinic rotation in their first-priority term.
  - During another quarter, each student will have second-priority status. Registration requests are scheduled after those of first-priority students. Many students with second-priority status receive requested rotations.
  - During the remaining quarter, the student will have third-priority status. Registration will be scheduled after students having first- and second-priority status.
  - ND students will also be assigned a term in which they will be required to complete a Saturday rotation as a primary.

### **5.3 Add/Drop Policy for Clinic Rotations**

Students have a three- to five-day schedule adjustment period, after the clinic schedules with assignments have been posted, to add or drop rotations without being charged. This provides the opportunity for students to trade clinic rotations. Students must contact the associate registrar to coordinate these schedule changes. After the clinic schedule adjustment period, students must use the following procedure to change their clinic schedule:

- In order to add or drop a clinic rotation, students must contact the associate registrar directly.
- A final deadline for changes is included on the clinic schedules, posted on Moodle under “Clinic Resources.”
- ND primary and CCM interns who wish to add or drop any clinic rotations after the clinic schedule final deadline must complete the “Petition to Deviate from Current Policy or Requirements” form and submit it to the Center for Academic Success. It may then be reviewed by the appropriate academic director(s); a decision will be made, and the student will be notified of the outcome by the associate registrar. While awaiting a decision, students are required to attend all scheduled clinic shifts and adhere to all current clinic policies. All fees concerning clinic rotations will continue to apply.
- A \$50 add/drop fee will be charged for any rotation changes after the deadline.

### **5.4 Scheduling of Holiday Clinic Shifts**

NUNM Health Centers recognize holiday periods that correspond with breaks in the academic schedule. Students have a holiday clinic requirement of 24 hours (CCM) or 30 hours (ND) that is fulfilled during these holiday periods. These hours count toward make-up hours and are not part of the total hour requirement. In order to provide continuity of patient care, students are scheduled consistently with their regular clinic schedule as often as possible.

**Holiday shifts are required for all ND primary and CCM intern students.**

- Students request the weeks that they would prefer to fulfill their holiday requirement in order of preference. Based on this information, the Registrar’s Office schedules students for specific days and times.
- Scheduling is completed in the fall term, in order to allow sufficient time to make holiday travel arrangements.
- Students are required to attend all of their assigned holiday shifts. Trades are allowed as long as they are communicated to the Registrar’s Office at least four weeks prior to the clinic shift.

## 5.5 Scheduling of Special Clinic Opportunities

### Chinese Medicine Fixed Rotation

CCM students have the opportunity to apply to have a fixed rotation with a clinical faculty member of choice. If approved, students are scheduled for one rotation per term with their mentors throughout fall, winter and spring quarters of their internship year. This focused time studying under the tutelage of one faculty supervisor is found to be beneficial by many students. In many cases, students have the opportunity to request to mentor with the same faculty supervisor who teaches their Traditional Mentorship Tutorial classes in the final year of the program.

#### *Fixed Rotation Guidelines*

- The fixed rotation is highly encouraged, but optional.
- The application process for the fixed rotation occurs in the spring term prior to the final year of clinical education.
- If selected, a student is assured a rotation with that faculty member for three sequential terms (fall, winter, spring). In some cases, fixed rotations begin in the “required summer” term.
- Students can apply to do their fixed rotation with a faculty supervisor at any clinic location—NUNM Health Centers or the community clinics. If applying with a faculty member who supervises at multiple locations, the student should provide a location preference.
- To preserve the opportunity for students to work with a variety of practitioners, a minimum of two “non-fixed” slots are maintained for each internship rotation.
- A student may participate only in one fixed rotation.

#### *Fixed Rotation Application Process*

- Fixed rotation applications include a simple paragraph or essay regarding the student’s desire to work more closely with a specific clinical supervisor. They are submitted directly to the clinic supervisor, who communicates their selections to the associate registrar. The associate registrar will notify students of fixed rotation assignments and coordinate scheduling prior to general clinic registration. Students are encouraged to contact faculty directly for more information about their specialties and practices before applying to work with them.
- Students may apply to do a fixed rotation with more than one attending physician or supervising practitioner, but if accepted by more than one faculty member, must choose only one.
- Fixed rotations are scheduled prior to all other clinic scheduling.
- Fixed rotation confirmations are posted by the associate registrar.

### Fixed Primary Care ND Clinic Rotations:

Each student is assigned two, two-term fixed rotations during their year(s) as primary medical intern. Fixed rotations provide increased mentorship to students, they increase the experience of patient management and follow up, and they improve patient continuity and clinic access.

#### *Fixed Rotation Guidelines*

- Students will complete two, two-term fixed rotations during their clinical experience, i.e., four out of 13 rotations (15 for students who matriculate prior to fall 2015). Ideally, one fixed rotation will be at NUNM Health Center–Lair Hill and the other rotation will be at one of NUNM’s community health centers. For scheduling purposes this is not always

feasible and students may be assigned two fixed rotations at an NUNM Health Center or two at community clinics.

- Stand-alone ND students will be registered for one fixed rotation for the first half of the final clinical year (Summer/Fall = SF); the other will be the second half (Winter/Spring = WS) of the year.
- Concurrent degree (ND/MSOM) students will complete one fixed rotation during their required summer (continuing through fall) and the second fixed rotation in winter/spring of the final year.
- Final decisions will be made by the registrar and dean's office, which will attempt to accommodate students' top choices.
- Fixed rotation placements on shifts will happen prior to first priority clinic registration—students will automatically be registered for fixed rotations to ensure they do not conflict with required classes. Fixed rotations do not count as a priority term request. Everyone will be registered for fixed rotations and then priority registration will proceed after that.
- As previously mentioned, there are a limited number of fixed slots available per doctor (typically no more than three per rotation) to allow all students the opportunity to work with a variety of physicians.

## **SECTION 6: CLINIC ATTENDANCE AND ABSENCE POLICIES**

For each rotation scheduled during the academic year, students are required to complete 12 individual shifts in order to receive a passing grade (11 during summer term). Up to two absences are allowed during an 11- or 12-week rotation, which must be made up before the end of the following term. Students will be given a grade of incomplete until those absences are made up.

**Holidays and unexpected closures due to inclement weather are included in the total number of absences for that rotation.** Exceptions may be made by the school/college director if there are an unusually high number of unexpected clinic closures.

In the event of a failed rotation, any patient contacts and hours accrued will be recorded and used as makeup hours if needed. In the event of prolonged sickness, a medical leave of absence may be obtained. It is the student's responsibility to keep the associate registrar updated on any planned absences or schedule changes.

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.

### **6.1 Clinic Attendance and Shift Tracking Procedure**

Students track their own clinical hours via the student timesheet provided by the Registrar's Office, which includes an up-to-date list of patient contacts. The student timesheet constitutes the primary evidence regarding how many shifts were attended and patient contacts were accrued in a given rotation.

To track clinical attendance, students must use the following procedure:

- One timesheet is given per rotation. Students should keep a copy for their own records.
- Each week, the student enters the time in and time out for the shift, the total hours, number of patient contacts, and maintains a patient log on the reverse side.
- At the end of each week's shift, the student gives the timesheet to the supervisor (faculty or resident) to verify and initial the hours present and patient log. The supervisor/resident

will continue to record the student attendance hours and patient contacts in the attendance records binder each week.

- If a student misses a week due to a holiday/clinic closure or an absence and makes it up during the same term, those hours are entered at the bottom of the timesheet, and the supervisor from the makeup shift will initial it.
- At the end of the 12-week rotation, the student keeps a copy for their own records and gives the original hard copy to the supervisor.
- At the end of the rotation, the clinical supervisor turns in the student timesheets along with their clinical evaluations to the associate registrar.

**Students who began clinical rotations prior to summer 2017**, and have missed shifts on a rotation for which they have already received a “P” grade, will have until graduation to make up those specific misses. This only applies to those specific missed shifts prior to summer 2017. **Any missed shifts beginning summer 2017 will result in an incomplete grade that must be made up by the end of the following term.**

## **6.2 Clinic Absences**

Students are expected to attend all clinic shifts. More than two absences per clinic rotation will result in a failing grade. These include days missed because of clinic closures due to inclement weather or holidays. Students are not allowed to “guest” on clinic shifts, but must make up all hours missed through substitutions or scheduling extra holiday shifts.

**During the first week of clinic rotations only illness, bereavement and family emergencies will be considered for approved absences through the associate registrar. All absences, whether planned or unplanned, must be made up by the end of week 12 of the term following the absence (or by the end of any holiday weeks that are scheduled immediately following week 12 of a term).**

### Planned Absences

These may include vacations and/or seminars.

- Students must request from their supervisor a planned absence and discuss with them the best way to approach their patients’ care, and follow through with the agreed upon plan, if approved.
- Planned absence notification must be submitted to the associate registrar no less than two (2) weeks in advance using the “Clinic Substitute Request” page on the registrar’s Moodle page (see Section 6.3 below). As long as a clinic substitute is found, the associate registrar will notify the faculty supervisor, resident and clinic staff of the excused absence. If no substitute is found, students are required to submit a clinic absence approval form to the associate registrar with the supervising doctor’s signature.
- If approved, students are responsible for obtaining a substitute unless otherwise approved in writing (via the “Clinic Absence Approval” form or email) by the supervising practitioner. All absence approvals without substitutes must be submitted to the associate registrar, who will notify the clinic front desk staff or community clinic staff.
- The supervising doctor has the authority to approve or deny a planned absence request.
- A request may be denied if there have been prior absences or if clinic closures are anticipated due to holidays or inclement weather.
- All missed clinical shifts **MUST** be made up to pass the clinic rotation by the end of the following term.

### Appeals Process for Denied Planned Absences

If a planned absence request has been denied, the student may appeal the decision by completing an “Absence Request Appeal” form and submitting it to the appropriate academic director.

Appeals must be received at least 10 business days prior to the requested date of absence.

Students should give themselves a four-week turnaround time on the entire process if they feel as though their absence request may be denied.

- An absence appeal must be requested before the student takes time off from clinic.
- It will be approved or denied based on the following factors: the availability of substitute coverage; makeup hours planned; and at the discretion of the clinical supervisor and based on patient care needs.
- If the request is denied, the student will be expected to attend the shift(s) in question or the absence(s) will be unexcused.

### Unplanned Absences

These include illness, family emergencies, or attending a birth (for students obtaining a natural childbirth certificate). In the event of illness or an emergency, students must notify the associate registrar, their faculty supervisor, the resident (if applicable), and the clinic front desk staff (or the community clinic supervisor for a community clinic rotation) via phone or email as soon as possible *prior to the beginning* of their shift. They must provide a detailed explanation for their absence and leave a telephone number where they can be reached for any necessary follow-up. In the event of prolonged sickness, a medical leave of absence may be obtained (see Leave of Absence policy in student handbook). A medical excuse must be provided for shifts missed during the first week of the term.

Due to the short notice that typically occurs with such absences, the student is responsible for the following:

- Contacting the supervising practitioner about the absence. If unable to reach the supervisor directly, the student may leave a voicemail/email message.
- Notifying the associate registrar, resident (if applicable), and the appropriate front desk staff or community clinic representative of the absence.
- Reviewing the patient schedule for that day. The student is responsible for consulting with the rotation’s supervising faculty to determine which, if any, patients should be rescheduled with the student for another time and which, if any, patients should be seen that day with an alternate student. This is an important step in quality patient care and it is the student’s responsibility to ensure that it happens.
- When missing a shift to attend a birth (as part of an educational requirement), the student must provide supporting documentation to the associate registrar.
- If requesting an absence during week 12 (or week 11 during summer term), arrangements must be made with the student’s clinical supervisor to review and sign the final clinical evaluation.

### Unexcused Absences

An unexcused absence is one in which neither the associate registrar nor the clinical supervisor were informed and the below steps regarding the absence were not taken. These are unprofessional and create hardships for patients, faculty, staff and peers. Students will be referred to the Honor Council and may be docked 20 clinic hours for any unexcused absences.

### **6.3 Clinic Substitute Procedure**

Students who will be absent from a clinic shift must enter their absence and request for a substitute on the “Clinic Substitute Request” page, located on Moodle under “Clinic Resources.”



Once a student signs up to substitute on a shift, they are responsible for attending the shift. If a student is unable to attend the shift for which they agreed to substitute, that student is responsible for finding a replacement. In either event, all clinic absence policies apply. Failure to find a substitute for a clinic shift will result in an unexcused absence, including docked clinical hours and referral to the Honor Council (see Section 6.6 below).

#### **6.4 Inclement Weather and Clinic Closure**

On occasion, Portland weather can present dangerous traveling conditions. If this happens, administrators may deem it necessary to close the university and clinic(s) for the day. In some cases, when the weather is expected to improve, the university may be closed and classes cancelled, but the clinics may open during the latter portion of the day. Students are expected to pay careful attention to closure information. Unexpected clinic closures are factored into graded attendance unless there are an unusually high number of them. Students should refer to the emergency closure procedure in the student handbook for more specifics about inclement weather closure notifications.

#### **6.5 Makeup and Holiday Shifts**

Any student needing additional shift hours in order to convert a grade of “incomplete,” or to meet the graduation requirement, can make up the hours by substituting or completing extra holiday shifts. Students can find makeup clinic shift opportunities on the “Clinic Substitute Request” page on Moodle.

All hours completed that are not part of a student’s regular schedule must be documented on the timesheet for their assigned rotation (if making up hours within the same term that they were missed), or on a “Holiday Hours and Makeup Shift” timesheet. Timesheets must be submitted by the end of the term in which the hours were completed or they will not be accepted. See Section 6.1 for further detail.

#### **6.6 Tardiness**

It is both disruptive and disrespectful to supervising faculty, patients and fellow students to arrive late. Students are expected to arrive early and remain through the end of the shift, even if there is no patient, and to utilize the time in clinic constructively.

- Students should arrive at clinic at least five minutes before the shift begins and be ready for the shift at the time it is scheduled to begin.
- Students should take transportation and parking into consideration when planning their schedules.
- If a student is 15-30 minutes late to shift or leaves more than 15 minutes early, it will require one hour of shift time to be made up. Tardiness or leaving early by more than 30 minutes will require the entire shift to be made up.
- A student may fail a rotation or be referred to the Honor Council for repetitive tardiness.

### **SECTION 7: GRADING AND EVALUATION OF CLINIC ROTATIONS**

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.

#### **7.1 Grading**

Students earn graded credit for each of their required clinic rotations. Students are required to complete and pass all of their assigned clinic rotations, even when they have already fulfilled

their patient contact and hourly requirements. Clinical rotations are graded using a pass/fail system.

- Grade of “P” (Pass): The student has met the requirements to pass the rotation on their clinical evaluation and has completed the hour requirements for 12 shifts or more (or 11 shifts during the summer); hours may vary depending on program and length of shift. The student may not have missed more than two shifts on their graded rotation, and any misses must be made up as noted in Section 6.2 above. These hours will change accordingly with any future changes to clinic shift length.
- Grade of “I” (Incomplete): The student has met all requirements for passing the rotation according to their final clinical evaluation, but is missing up to eight hours/two shifts on their timesheet.
  - Any missed shifts are required to be made up by the end of the following the term.
  - Shifts made up the following term are logged in the “Holiday and Makeup Shift” timesheet, initialed by the supervisor for that makeup shift, and submitted to the registrar by the student by the end of week 12 of the term. Once the needed shifts are made up, the registrar will convert the “I” grade to a “P.”
  - If missing shifts are not made up by the end of the term following the receipt of an “I” grade, the “I” will be changed to an “F” (Fail), and the student will be required to complete an additional rotation.
- Grade of “F” (Fail): The student has not met the clinical and/or attendance requirements for passing the rotation.
- Grade of “RP” (ND) or “R” (CCM): The student has been required to complete a clinical skills building course (remediation). This grade may be given even if a student has missed up to two shifts during the term, as outlined in the Grading Policies section of the student handbook.

**If students have more than two absences on a single clinic rotation, they cannot be accurately graded by their faculty supervisor and will receive a failing grade for that rotation. Exceptions may be made in the event of multiple clinic closures beyond the student’s control.**

## 7.2 Clinical Learning Objectives

At the beginning of each term, supervising faculty will provide students with an orientation to the rotation by clearly defining their expectations of students, the objectives of that clinic rotation, and the manner in which they will measure student achievement. This orientation is provided so that students have an understanding of their learning objectives on that shift, and the manner in which they will achieve these objectives and be graded on them.

## 7.3 Evaluation Process

### Naturopathic Medicine Program

#### *Proficiency Examinations*

ND students are required to pass an OSCE before moving forward in each stage of clinical training. The OSCE 1 examination (clinic entrance examination) is taken and passed before the student becomes a secondary intern. The OSCE 2 examination (primary status examination) must be passed before the student becomes a primary intern, and successful completion of the OSCE 3 examination (exit examination) is required to graduate from the program.

### *Midterm Evaluation*

During the sixth week of each term, students meet with their clinical supervisors to discuss their clinical performance. The evaluation covers clinical skills, knowledge, thought processes and professional behavior. The meetings are designed to give students constructive feedback, identify areas of excellence or concern, and assess students' overall progress in an informal, supportive atmosphere. Week six reviews may be provided to students in written form, but are not tracked through the Registrar's Office.

### *Final Evaluation*

Final evaluations of all ND students are conducted during either week 11 or week 12 of each term. Supervising faculty meet with each student individually to discuss their evaluation of the student's performance over the duration of that clinic rotation. Student grades are based on the student's overall clinical performance as reflected in their final evaluations. Grades are submitted on the pass/fail grading system. Students must repeat a failed rotation, and the faculty member must document areas the student will need to further develop during their required skills-building course.

### *Evaluation of Supervisors*

At the end of each quarter, students complete evaluations of their faculty supervisors. The evaluations are reviewed by the director of the College of Naturopathic Medicine with input from the chief medical officer.

## Classical Chinese Medicine Programs

### *Clinic Entrance Examination*

All CCM students take a practical point location examination at the beginning of the winter quarter prior to starting their internship year. Students failing this examination are given the opportunity to remediate this exam later in the same term. If the student fails the remediation exam, they must enroll in the Advanced Point Location course in the spring quarter. CCM students also take a written clinic entrance examination during the first half of the spring term prior to becoming an intern. The written examination covers the foundational course material needed to assume responsibility for direct patient care. Students who fail this examination are given the opportunity to remediate the exam later in the same term. A remediation fee is applied. Should a student fail the written examination for a second time, their entrance into the clinic is delayed for a term, during which the student will have time to address weak areas. Another written exam will be given toward the end of this term.

### *Evaluation of Clinical Rotations*

Faculty evaluate students during week 6 using a form that assesses achievement of level-specific clinical competencies. They discuss their evaluation with students in a one-on-one meeting, during which they identify any "critical non-performance" issues that must be corrected by the end of term for successful completion of the rotation. Final evaluations of students are conducted during either week 11 or 12 of the term. Supervising faculty meet with each student individually to discuss their evaluation of the student's performance over the duration of that clinic rotation. Student grades are based on these evaluations. In addition, students do a self-evaluation prior to meeting with their clinical faculty member. Grades are submitted as pass or fail. Students must repeat a failed shift.

### *Clinic Exit Examination*

During the final quarter of their training, interns perform an intake and examination on an actual patient or a patient-actor, and then determine a diagnosis (with differential) and devise a

treatment approach. Students provide oral and written explanations of their findings and plan. An evaluation rubric is used to grade the student. This practical examination tests whether the student has mastered the level of clinical knowledge, skills and attitudes needed to graduate and become a practitioner with sole responsibility for patient care. Students who do not pass have the opportunity to remediate the exam later in the same quarter. A remediation fee is applied.

#### *Evaluation of Supervisors*

At the end of each quarter, observers and interns complete evaluations of their faculty supervisors. The evaluations are reviewed by the director of the College of Classical Chinese Medicine with input from the chief medical officer.

### **7.4 Clinical Remediation**

Students who require extra support in meeting minimal levels of clinical competency are counseled and referred for additional instruction by their clinical supervisors or the program's director.

#### ND Clinical Skills Enhancement

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

#### OSCE Skills Tutorial

ND students who fail an Objective Structured Clinical Examination (OSCE) twice will be referred to an OSCE skills tutorial for three sessions. If the student passes this course, the student may re-take their exam.

#### CCM Clinical Skills Remediation

Clinic evaluations of CCM student performance are done during week 6 of the term to provide midterm feedback and identify areas of weakness, including those that must be remediated before the end of term in order for the student to pass the clinic rotation. The clinical supervisor, in collaboration with the director of the College of Classical Chinese Medicine, can assign remediation work, which can include attendance at weekly clinical skills tutorial labs overseen by the clinical supervisor, director, and/or the AOM resident.

## **SECTION 8: OTHER CLINIC POLICIES**

### **8.1 Confidentiality and Medical Records**

Each student must hold all information regarding the business of NUNM Health Centers, medical records information, patient interactions and clinical consultations as confidential. In the course of the student's medical education at any NUNM health center, all information concerning patients, students, staff, employees and physicians should be treated with the same sense of confidentiality. All staff, faculty and students working at the clinics are required to sign a confidentiality statement.

### Confidentiality and HIPAA

The Health Information Portability and Accountability Act (HIPAA) was established to protect patients and clients by preventing the inappropriate use or transmission of protected healthcare information. Special consideration was given to the technological advancements developing within healthcare professions, and the level of confidentiality associated with ever-changing methods of communication. Students will receive training about HIPAA and NUNM's confidentiality policies before beginning as interns and residents at NUNM Health Centers. As an additional prerequisite to clinical work, students will be provided with NUNM's confidentiality policy and must agree to uphold the conditions of the policy.

### Confidentiality and the Rule of "Need to Know"

In order to provide patient and client services, clinic employees and practitioners have a need to know some patient and client health information. Those affiliated with the clinic in providing patient and client services only access the patient information that they need to know, and only to the extent that they need to know it, for provision of patient and client services. This information is then maintained in strict confidence and is only shared with others who, like them, have a need to know in order to provide services to the patient or client. In order to further protect our patients' confidentiality, discussion of protected information must be avoided in public areas.

**Please refer to NUNM's confidentiality policy for more information about confidentiality, HIPAA and protected health information.**

**Breach of confidentiality is an extremely serious violation and may result in immediate termination of a student's educational agreement and/or other sanctions as appropriate.**

### Medical Records

All individuals engaged in the collection, handling or dissemination of confidential health information shall be specifically informed of their responsibility to protect patient or client data and of the penalty for violation of this trust. Proven violation of confidentiality of protected information shall be cause for immediate termination of access to further data, and immediate termination of any student. This policy shall be made known to all students at the time clinical training begins, and each student shall indicate their understanding and willingness to comply with the policy through a signed statement at the time of clinic orientation. The statement shall be kept with students' clinical record (see "Confidentiality Agreement" form).

NUNM Health Centers use the Epic electronic health record system. This system includes patient management (scheduling and billing) and electronic medical record components. In order to maintain a high standard of protection, clinical faculty, students and clinic employees are the only people with access to this secured system.

Regarding medical records:

- The patient and/or client owns their chart information and may access any of its content at any time. NUNM is the custodian of the chart.
- Confidentiality of all health information is legally protected.
- Requests for medical records not accessible in Epic, on paper and electronic archives, are submitted in writing on chart pull-slips to the clinic services representatives and medical records personnel. Chart pull-slips are used with out-cards to track the paper chart's location in the clinic, and the person responsible for the chart, until it is refiled on medical records shelves.

- Paper charts and any patient or client documentation are not to be left unattended or in unsecured areas including clinic conference tables.
- Paper charts and any patient or client documentation must be kept on clinic premises at all times.
- Students may request copies of patient or client charts to be used for educational purposes, such as case presentations and theses, by submitting a “Student Chart Copy Request” form to medical records.
- All other chart copies require patient or client authorization for release of information and must be submitted on a HIPAA-compliant “Authorization for Release of Medical Records” form by the patient or client. Please ask for these forms through the medical records department.
- Unauthorized chart copying is illegal and will be handled through the campus judicial process. Sanction may include suspension from the clinic and/or NUNM.
- In order to further protect the confidentiality of our NUNM community, students must obtain the authorization of their supervising faculty member (on the chart pull-slip) to pull any of the following charts: 1) their own chart; 2) another student’s chart; or 3) an employee’s chart.

## **8.2 Professional Attire at NUNM Health Centers**

The intent of NUNM guidelines for attire and hygiene is to present a safe and professional appearance to patients and their families; it is not to inhibit personal freedom or style. Medical and nutrition students have an important and unique role in the clinical encounter, and appearance has an impact on that role.

At NUNM we strive to provide excellent health care. A large part of developing an effective rapport is to make the encounter as comfortable as possible. Many studies have shown the impact the appearance of a practitioner has on a patient and clients. Additionally, adherence to NUNM policy on professional attire is a reflection of respect for the faculty.

A student who is not in compliance with the below listed policies will be asked to leave the shift, and will lose credit hours as appropriate as an unexcused absence from the shift. The student may return to the shift once the violation has been corrected.

### Dress Code Policy

It is the responsibility of all students, faculty and staff to maintain personal dress and cleanliness consistent with health care and OSHA regulations. Enforcement of these regulations is the responsibility of all faculty, staff and students. The following is the established dress code for all NUNM Health Centers:

- An NUNM identification badge in a visible location is required AT ALL TIMES.
- Students must wear clean, neat, unwrinkled, and appropriate professional attire, which includes pressed dress shirt with a tie, dress pants or slacks, dresses, skirts, and close-toed dress shoes.
- Skirts or dresses should touch the top of the knee or longer when seated.
- Shirts and blouses must have sleeves. Tank tops or other sleeveless tops are not allowed unless a white coat is worn over the shirt.
- NUNM has a scent-free (natural and synthetic) policy that must be observed by students (refer to the NUNM university policy for details). Offensive odors, including body odor and strong smelling breath, will be addressed.
- Earrings are limited to no more than two per ear, and must be studs or short dangling earrings. Dangling earrings more than one inch long are not appropriate. Holes in

ears should be limited to 2mm in diameter. A student who has matriculated at NUNM with large ear holes may seek an exception to this rule. Ear piercing and single nose piercings with small studs on a single side are permitted. No other visible body piercing, including, but not limited to, tongue piercing and eyebrow rings/bars are permitted.

- Hair must be clean, well groomed, and worn in a manner that will not interfere with patient care or comfort. Hair past shoulder length should not be able to touch patients. This may mean that it be required to be tied back or kept under a head wrap if necessary. Facial hair must be kept clean and trimmed to no longer than one inch, or put into a clip.
- Hats, with the exception of religious head coverings, are not appropriate.
- Makeup may be worn in moderation.
- Fingernails must be kept short, clean, neatly manicured, and not extend more than one-quarter inch past the fingertips. Artificial nails and nail jewelry are prohibited per health department regulations in any patient care role. Artificial nails are defined as any application of a product to the nail to include, but not limited to, acrylic, overlay and tips of silk wraps (does not refer to nail polish). Chipped nail polish is not permitted.
- Shoes must be closed-toe and non-skid and of low or moderate heel (2 ½ inch maximum). Clean athletic shoes may only be worn with scrub attire.
- Any visible tattoos with nudity or expletives must be covered. Other tattoos, that may be considered offensive by patients, may be requested to be covered.
- Clothing should not expose the chest, abdomen or back.
- Supervising faculty may have additional dress requirements as appropriate to their specific shifts.

#### Naturopathic Medical Students (in addition to the above)

- At NUNM Health Centers, all ND students will wear an NUNM-logo white coat identifying them as part of the provider team.
- Solid blue or green scrubs may be worn by hydrotherapy students.

### **8.3 Probation and Disciplinary Policy**

In the event that a student's conduct in clinic is inappropriate, the clinic supervising faculty may document the incident by submitting an incident report. A copy may be forwarded to the student and other administrators, such as the chief medical officer and/or program director. Clinicians may, at their discretion, report the following issues and behaviors of any students who they believe have violated any NUNM rule or policy including, but not limited to, the following:

- Arrival to shift unprepared for treatment plan/assignment
- Missing/late for patient appointment by more than five minutes
- Missing/late to case preview/review by more than five minutes
- Not following the clinic absence/substitute policy
- Being unavailable while on a scheduled clinic shift
- Acting without the attending physician's permission
- Not following the clinic protocols/standards
- Not following the physician instructions
- Inappropriate dress
- Unprofessional behavior or conduct such as the following:
  - Inappropriate remarks
  - Improper draping

- Breach of patient confidentiality
- Diagnosing/treating a patient without supervising faculty approval
- Not following supervising faculty's recommendations
- Other professional misconduct
- Violation of, or failure to comply with, any other rules or policies of NUNM

**Note: Any incident that may violate NUNM's discrimination and/or harassment policies must be immediately reported, as provided in the Policy Against Discrimination, Harassment and Retaliation, and Title IX section addressed in the student handbook.**

All non-academic reports are reviewed by the dean of students, with a possible referral to the Honor Council as outlined in the student handbook.

#### **8.4 NUNM Campus Clinic Parking Policy**

The parking lot at the clinic is for patients and clients only. NUNM students, staff and faculty may not park in the clinic lot unless they are being seen at the clinic as a patient, client, or as a customer of the lab or medicinary.

#### **8.5 Internal/External Referral Policies and Procedures**

##### Policy (Internal Referrals)

In accordance with its mission to provide outstanding medical and nutrition care to its patients and clients, and because NUNM Health Centers have extraordinary expertise and talent amongst its practitioners, NUNM Health Centers encourages internal referrals of patients for specific treatments.

##### Procedure (Internal Referrals)

If an NUNM Health Centers location uses an electronic health records system, referrals are made electronically. Hard copy referrals are accepted from community clinics that are not on an electronic health record system.

- Clinical supervisors fill out the NUNM referral form, hard copy or electronic, for all patients and clients being referred to other internal departments (e.g., Chinese medicine, IV shifts, physical medicine, homeopathy shifts, clinical nutrition, etc.). Referrals use the SBAR (Situation, Background, Assessment and Reason) format for referral or recommendation. Clinicians use this structure to standardize communication.
- It is required that the treating practitioner communicate findings and treatments to the referring practitioner(s). This is common in private practice and is expected as a basic courtesy by most referring physicians.
- The physician answers any questions the patient or client may have regarding the internal referral process.
- For hard copy referrals, any findings and treatments from the treating practitioner are to be summarized in one or two paragraphs and forwarded back to the referring practitioner and primary on a continuous basis in a timely manner. A copy of this communication is kept in the medical record. For electronic referrals, the treating physician will document directly into the electronic health record.

##### Policy (External Referrals)

If an NUNM Health Center location uses an electronic health records system, referrals are made electronically. Hard copy referrals are accepted from community clinics that are not on an electronic health record system.



Each clinical supervisor will ensure that the appropriate referrals occur for clinic patients and clients as needed.

#### Procedure (External Referrals)

NUNM Health Centers' referral protocol: The clinic practitioner recommends a referral to the patient or client and sends a referral request to the referral coordinator at NUNM Health Centers–Lair Hill. The clinician documents that the referral was recommended and discussed with the patient or client in the medical chart using the SBAR format (Situation, Background, Assessment, and Reason for Referral). An electronic referral, phone call or standard office form is initiated by the Referral Coordinator using the information obtained from the clinician.

- In the event of the need for a referral, it is the responsibility of the clinical supervisor doing the referral to sign any referral letters or orders regarding the recommended care.
- The clinical supervisor will fully explain to the patient or client in person why a referral is needed or advised, and will address any concerns.
- The clinical supervisor will ensure that all documents required from the patient or client is communicated, and that the referral will not be processed without the required documentation.
- For referrals between NUNM Health Centers, the NUNM fee schedule will be discussed with the patient or client.
- In the event that the patient or client refuses the referral, it is the clinic supervisor's responsibility to ensure the refusal of referral is documented in the patient's medical chart.

### **8.6 Referrals for Diagnostic Imaging**

#### Policy

- NUNM has negotiated arrangements with diagnostic imaging companies where uninsured patients and clients can get a discount on certain imaging services when referred by NUNM Health Centers. The amount of the discount is subject to change. Currently, the rate is discounted by 20% at Epic Imaging.
- If a patient or client has insurance, they will be asked to use it for payment and the insurance company's preferred imaging vendor. Most are contracted with Epic Imaging.
- To make a diagnostic imaging referral, follow the guidelines below.

#### Procedure

- Uninsured: Complete the EPIC Imaging referral form completely and give to the medical records department for faxing to EPIC, or give it to the patient or client directly (after making a copy). EPIC referral forms can be found in health center conference rooms and the Lair Hill "handout filing cabinet."
- Insured: Follow the same procedure as above, but confirm with the insurance provider that Epic Imaging is acceptable. If not, make the referral to the appropriate imaging center (e.g., Providence requires their plan members to get imaging services at Providence).

## **SECTION 9: CLINIC ROTATION RESPONSIBILITIES**

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.

### **9.1 Time Requirements**

Most clinic shifts are scheduled in four- or five-hour increments. Care is taken to schedule clinic rotations around required academic courses. Students will need to spend additional time researching patient cases, responding to patient inquiries, and following up with patients outside of the assigned time in clinic.

#### ND Student Clinic Expectations

- Hydrotherapy technicians can expect to fulfill clinic shift requirements in four (4) hours per week.
- Secondaries can expect to fulfill clinic shift requirements in five (5) hours per week.
- Primaries can expect to fulfill clinic shift requirements in five (5) hours per week.
- Other clinic-related activities such as preceptorship, community education, outreach, grand rounds and case reports are not included in these estimates, and should be added to the hourly commitments listed above.

#### CCM Student Clinic Expectations

- Observers can expect to work in the clinic approximately four hours per week.
- Clinical mentoring students can expect to work in the clinic approximately 4–5 hours per week per rotation.
- Pre-internship students can expect to work in the clinic approximately four hours per week per rotation.
- DSOM and MSOM interns can expect to work in the clinic approximately 5–6 hours per week per rotation, for a total of between 2–4 rotations per quarter.

### **9.2 Clinic Preview and Review**

Students report to assigned clinic shifts prior to the shift start time by gathering in a conferencing area where patient assignments for the shift are given. In preparation for the shift, the attending physician, resident or practitioner conducts a case preview session in which cases for the day are briefly discussed. Once case preview is completed, students begin their patient visits under the direct supervision of the clinical faculty member to whom they are assigned.

The clinical supervisor oversees all student clinical activity while the student is on shift, and although the intern has responsibility for patient care, authorization from the clinical supervisor is always necessary before the student proceeds with exams, treatment plans or other integral components of patient care. At the conclusion of each clinic shift, a case review session is held, during which clinical supervisors and students discuss the day's cases.

Students' prompt arrival at clinic shifts is imperative. Tardiness will result in the loss of clinic hours (see Section 6.6 Tardiness).

### **9.3 Student Scope of Authority**

Students are authorized to participate in clinical activities, including care and treatment for patients in NUNM Health Centers and NUNM community clinics, including but not limited to, taking patient's history, performing physical exams, and participating in diagnostic and therapeutic aspects of patient care, which is directed and supervised at all times by an attending physician or practitioner.

#### **9.4 Time Management on Clinic Rotations**

In order to best serve patients during their appointments, it is the responsibility of students and clinical supervisors to be on time with patient appointments. Proper time management reinforces the development of good practice-building skills. It is especially important to be on time with the last appointment of the day to ensure proper and timely clinic-closing procedures.

The clinical supervisor will decide how much and how long the case discussion should occur in front of the patient, and how much should be in the privacy of the clinic conference room. The clinical supervisor ensures that case discussion with each student is as timely as possible, so that the patient is not left unattended for more than 10 minutes.

No patient should wait for any service related to their visit for more than 10 minutes, with the exception of waiting for an herbal formula to be filled.

#### **9.5 Maintaining Safety in the Clinic Setting**

In the event of an emergency, accident or security issue, students are required to contact their clinical supervisor or clinic administrator immediately. The appropriate code as noted in the Acute Care Emergency Manual should be initiated as soon as possible.

##### NUNM Emergency Contact Numbers

- 911 for police, fire or medical emergency
- After-Hours Security Pager – 503.830.3613
- Exposure Control Officer – 503. 380.7694
- Facilities and Safety Supervisor – 503.552.2014
- Evening/Weekend Security Guard – 503.830.3613
- First Response Security: after-hours alarm response and security service – 866.686.1886
- After-Hours Physician On-Call pager – 971.266.9344

Please refer to the “NUNM Acute Care Emergency Manual” book for specific emergency response procedures.

For the safety of all clinic community members, it is vitally important that each student be familiar with the potential health risks of clinical medicine and the proper protocols for lessening those risks.

Any procedure that involves breaking the skin creates an opportunity for exposure to infection. Appropriate precautions must be used whenever there is a potential for exposure to blood, other bodily fluids (e.g., saliva, mucus, weeping lesions) or body tissues.

Due to a possible risk of exposure to body fluids, students, faculty and staff must adhere to the following guidelines in all clinical treatment areas (treatment rooms, laboratory areas and medinary):

- No food or beverages are to be present
- Avoid having to insert contact lenses, apply makeup, brush teeth or do any other personal procedure that unnecessarily exposes mucus membranes to potential infection
- Clinical treatment areas must be equipped with appropriate sharps containers and biohazard containers
- Areas must be fully stocked with gloves and other personal protective equipment at all times
- Closed-toe shoes must be worn at all times by clinicians while seeing patients
- Hand-washing facilities are available either in the room or an immediately adjacent room

Hand-washing is the most important single procedure for preventing infection in a healthcare setting. Hands should be washed according to current standards for medical providers:

- Before and after each patient
- After contact with blood or body fluids, or obvious environmental contaminants
- At the end of a treatment or procedure
- After maintaining personal hygiene

All students should be aware and conscientious when performing any and all clinical procedures—from inserting acupuncture needles or performing an exam, to cleaning and disinfecting the treatment room afterwards. Special care must be taken to avoid accidents. In the event of an accident, the clinical supervisor must be contacted immediately and the blood borne pathogen exposure protocol should be initiated. The protocol is as follows: use the online incident reporting system to record the exposure and the individual involved. Contact the CMO (contact information is available in the online incident reporting system and in the hardcopy needle stick packets). Follow the instructions in the hardcopy needle stick packet, available in every clinical conference room. Needle stick packets are also found behind the clinic front desk and in the clinic hallway near the acupuncture supply cabinets. Needle stick packets can also be found online through the “Exposure and Incident Forms” link at the bottom of every page of the nunm.edu website.

Each health center is equipped with first aid kits, an AED (defibrillator), body fluid spills kit, biohazard bags and containers, and fire extinguishers. The clinics also house OSHA manuals and MSDS manuals for reference. Personal protective equipment (PPE) is provided by the clinic for laboratory, minor surgery and other procedures where the potential for exposure is high.

#### Specific CCM Safety Needs

NUNM classical Chinese medicine safety protocols are based on, and wholly consistent with, the information in the most recent “Clean Needle Technique for Acupuncturists” manual. Please refer to the most recent CNT manual for current information and instruction about the following: care of instruments, pain or trauma upon insertion, pain after insertion, positioning the patient, skin disinfection, depth of needle insertion, safety and electrical stimulation, and moxibustion.

#### Acupuncture Needle Protocols

Some of the most common clinical tasks facing CCM students are the insertion and removal of acupuncture needles. Handling needles may be hazardous; students should work with them slowly, carefully and cautiously.

##### *Insertion of acupuncture needles:*

- Care must be taken to avoid contamination when removing needles from the sterile packaging.
- Needles must not be touched by the bare finger during insertion.
- All opened needles, whether or not they have been used, must be discarded in the sharps container as they are no longer sterile. For this reason, needle packages should be opened only at the time of use.
- Gloves, finger cots and cotton balls should always be available to prevent exposure of the hand that places pressure on the insertion site.

##### *Disposal of used acupuncture needles:*

- Disposable needles must immediately be discarded in sharps containers.

- Needles should not be gathered in small bunches as they are removed; they should be dropped individually into the sharps container directly after they are removed. Alternatively, they may be transported to the sharps container in a kidney basin or other impervious container.
- Used needles should be handled as little as possible in order to minimize the possibility of an accidental needle stick.

*Use of moxibustion:*

- Patients must be thoroughly counseled regarding the procedure, risks and alternatives, and be given time to ask questions prior to the use of moxibustion.
- Extreme care must be taken when lighting and using moxa in the clinic.
- Treatment doors must remain closed during and after moxa treatment.
- Fireproof bowls are provided and must be used when lighting and transporting moxa.
- Moxa sticks and matches must be extinguished and disposed of properly.
- Failure to follow appropriate safety guidelines may result in disciplinary action.

## **9.6 Maintaining Cleaning Standards in the Treatment Room**

After each and every patient visit, the students and clinician(s) who treated the patient are responsible for cleaning the treatment room in accordance with the following protocols. These are institutional protocols that have been set to meet federal and state safety regulations.

### General Cleaning

Treatment rooms should be left clean, tidy and ready for the next patient and clinician.

- Used exam table paper should be removed. Table paper is thrown in the garbage if it has not been contaminated with body fluids. If it has been contaminated with body fluids, it must be discarded in the biohazard container in the treatment room.
- Used linens are removed in accordance with the following instructions:
  - Linens such as towels and sheets that have not been exposed to body fluids are to be placed in a green laundry bag. These bags are located in the linen storage areas on each floor of the clinic.
  - Linens that have come into contact with body fluids or open wounds must be sealed in a biohazard bag and placed into the regular laundry sack for proper processing.
    - Students are advised to use good judgment in these scenarios. Linens that are saturated with a patient's body fluid require this process. Linens with a small drop of blood do not. The faculty supervisor should be consulted if there is any question.
    - Biohazard bags are stocked in each patient treatment room.
- When the green linens bags become full, it is the students' responsibility to transfer the bags from their stations throughout the clinic to the large, green rolling bins in the general storage area on the first floor.
- Be certain that any garbage in the room ends up in the garbage bin, not the biohazard container.
- Be certain that all biohazard waste ends up in the biohazard container.
- Tidy up counter areas, shelving units and cabinets in treatment rooms by returning medical supplies to their original spot.
- Return shared clinic equipment to appropriate storage location, so that the next person can find it.
- Clean surfaces by wiping them with Caviwipes.

### Instruments

- All disposable instruments and materials that have come into contact with body fluids must be properly disposed of in the appropriate biohazard container.
- All non-disposable instruments that need to be cleaned and sterilized for reuse must be placed in the Cidex bucket to be cleaned and autoclaved by the clinic staff.
  - The Cidex bucket is located on the counter in the clinic operations hallway.

### Gloves

Gloves must be worn any time there is a reasonable possibility of hand contact with blood, body fluids or broken skin (exposed tissue). Gloves that have been contaminated with body fluids should be immediately removed and placed in the biohazard can located in the treatment room.

- Care should be taken to avoid touching anything in the treatment room with the gloves.
- When students need assistance with depositing the gloves in the biohazard can they should ask a fellow student, faculty member or clinic staff for assistance in the treatment room. They should not leave the treatment room with the gloves.
- Contaminated gloves are not to be worn outside of the treatment room under any circumstances.

### Use of Caviwipes as Disinfectant

Caviwipes are the disinfectant used to clean and decontaminate treatment rooms and common areas throughout NUNM Health Centers. Students are required to disinfect treatment rooms and surfaces that may have been exposed to contamination. This should include the following times:

- At the beginning of every clinic rotation
- At the end of every clinic rotation
- Any time there is visible body fluid contamination

The following application procedures must be followed completely in order to ensure proper, effective disinfecting; and meet OSHA standards:

- Every surface that may have been exposed to or come into contact with body fluids, including sneezes and coughs, must be disinfected.
- When body fluid contamination is visible, disposable gloves should be worn for the clean-up process. If body fluid contamination is not visible on a surface, it is not necessary to wear gloves while disinfecting.
- When body fluid contamination is visible, that surface should be cleaned with Caviwipes first.
- When an NUNM-approved tuberculocidal disinfectant is not available, a chlorine bleach solution should be used to disinfect as follows:
  - The solution should be 10% chlorine bleach and 90% cold water
  - The solution must be fresh (i.e., made within the past 24 hours)
  - All surfaces should be sprayed with chlorine bleach solution and left wet for five minutes
- All treatment room doorknobs should be treated with Caviwipes at the end of every clinic rotation.
- If there has been any potential for exposure, clipboards used in the treatment room should also be cleaned with Caviwipes.

### Pediatric Area Cleaning

In recognition of the more sensitive nature of our pediatric patients, a hydrogen peroxide antimicrobial disinfectant is used instead of Caviwipes to clean the surfaces in the pediatric-designated clinical areas.

### Body Fluid Spills

Each clinic is equipped with a kit to be used for cleanup of major body fluid spills. The faculty supervisor or a clinic employee can be consulted for information about its location. If further instructions are necessary, an MSDS book is available at NUNM Health Centers.

### Burnt Materials (Moxa)

Stainless steel bowls must be used to hold and extinguish burning materials in the treatment room. Moxa extinguishers should be used for moxa sticks whenever available. Give burnt materials sufficient time to cool thoroughly in the stainless steel bowl before being emptied into the trash.

Cups (for Chinese medicine cupping treatments) Students are to place cups into the Cidex bucket on the counter in the pass-through hallway for cleaning by the clinic operations coordinator.

## **9.7 End of Clinic Shift Checklist**

1. Survey each exam room
  - a. All supply levels should be checked and any urgent needs should be reported to the clinic director or clinic operations coordinator.
  - b. Full sharps containers should be taken to the biohazard bin and replaced with an empty container.
  - c. The room should be left clean for its next use.
2. Laundry
  - a. All dirty laundry must be placed into laundry bags.
  - b. Full bags must be tied off and placed into the large laundry bins.
  - c. Clean, unused linens should be put back on the designated linen shelves.
3. Medical equipment
  - a. Medical equipment should be unplugged when not in use.
  - b. After use, the equipment should be put back into its proper storage place.
4. Patient transactions
  - a. Clinical supervisors must assign diagnostic and CPT codes, and electronically sign and close charts.
  - b. All patient payment transactions must be completed 15 minutes before the end of shift.
  - c. Clinical supervisors will be available to the students throughout the patient check-out process.
5. Patient charts
  - a. Clinical supervisors will review and sign electronic charts.
  - b. Charts must be completed within 24 hours of the patient visit.
6. Clinic conference rooms
  - a. At the end of the shift, students should ensure that the clinic conference rooms are picked up.
    - i. Confidential materials are put in a shredding bin.
    - ii. Books are returned to bookshelves.
    - iii. Loose papers are picked up.
    - iv. All appropriate materials are recycled.

- v. Any confidential patient information that is not being returned to the chart is placed in a locked shredding box.
  - vi. Food containers, plates, silverware, etc., are put away or thrown out.
- b. Lost and found
  - i. Any personal items left in the clinic will be held in lost and found for one month and then donated or discarded.