



Student Handbook

2025-2026



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Absence Policy

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

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

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

Academic Advising

The Registrar's Office administers academic advising for all students. Students who are pursuing any track other than the standard published tracks must confer with the Registrar's Office to ensure all requirements are met. Students who are not making satisfactory academic progress are required to meet with an academic advisor.

The Registrar's Office and Dean of Students are responsible for advising students on the following:

- Academic probation (meet with all students on academic probation)
- Changing tracks (four- to five-year, etc.)
- Academic aspects of leaves of absence (regular or medical)
- Questions regarding concurrent track options
- Assistance with grade appeals process
- General questions regarding academic progress and success

Academic Freedom

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

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.

- a. 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.
- b. 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.
- c. 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.
- d. Forgery:
 - a. Forgery is the duplicating or counterfeiting signatures, whole or partial documents, or images.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. Misuse of Intellectual Property:
 - a. Using the university's seal, logo, watermark, or other intellectual property without permission. See Section the NUNM Intellectual Property policy.
- k. 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.
- l. 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
- m. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials including essays, or research for fraudulent use.
- n. Misuse of Artificial Intelligence (AI):
 - a. Submitting AI-generated content in any assignment, in whole or in part, without instructor approval.
 - b. Misrepresenting any AI-generated content as one's own original work.
 - c. This includes, but is not limited to, any AI tools such as ChatGPT, other large language models, or any similar tools which utilize AI computer programs to create text, images, videos, or any other content.
 - d. It is NOT considered misconduct to use AI tools which scan your own original writing to fix mistakes or make suggestions for improvement, such as autocorrect features, spell checkers, grammar checkers, or other similar tools. The key difference is that the tool scans your own original writing for possible mistakes, as opposed to using AI that does all the writing for you.
 - e. To avoid the potential for false positive detection of AI-generated content, any final determination of misconduct using AI may not rely on a single detection report. For

example, determination of AI misconduct may be made using a positive detection of AI-generated writing in addition to evidence that the writing is also substantially different from the student's usual writing style. This evidence of stylistic differences may be provided using technology tools which analyze changes in student writing over time, across multiple assignments or multiple courses.

- f. The intention of this AI policy is to ensure that students gain the full educational benefit of all instructional activities by engaging in their own critical thinking and submitting their own original work.
- g. Students who choose to utilize AI tools for grammar checking or writing revisions are required to retain a copy of their original, pre-revised work. If a submission is flagged with a high AI-generated content score, faculty may request the original document to evaluate the student's authorship, knowledge, and understanding of the content. Failure to provide the original work may result in further review under the institution's academic integrity policies

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.

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

Academic Review and Appeals Committee (ARAC)

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 Registrar's Office 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.

Academic Standing - Doctorate Degrees

Policy

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, the Financial Aid Office and the Dean of Students 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.

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 Registrar's Office 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. Refer to the Financial Aid section of the course catalog for eligibility criteria. 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.

Academic Standing - Master Degrees

Policy

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.

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. Refer to the Financial Aid section of the course catalog for eligibility criteria. 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.

Add/Drop Policy for Academic Courses

Policy

Students are registered for all core courses and may not deviate from the established curriculum unless they have submitted and received approval via a "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 half-time must meet with the Director of Financial Aid.

- Week 1– Students may add/drop/change sections/change to audit and receive a 100 percent (100%) refund. Change to Audit requires instructor signature.
- Week 2– Students may add/drop/change sections/change to audit with instructor signature required. Students may drop/change sections. A refund will be administered at 100 percent (100%)
- Weeks 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%.

- Weeks 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 percent (25%)
- Weeks 5-12– Course can not 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.

Administrative Withdrawal Policy

This policy is designed to outline the circumstances under which a student may be administratively withdrawn from their enrolled courses or program(s). A student may be administratively withdrawn for reasons including but not limited to:

- Failure to meet attendance requirements at the start of the term or maintain adequate attendance throughout the term may result in an administrative withdrawal from the institution. This applies to both on-ground courses, where attendance is measured, and online courses, where participation is necessary. Specifically, students may be administratively withdrawn after two consecutive weeks of not engaging in their courses.
- Failure to enroll in courses or maintain active status in their program without an approved leave of absence.
- Failure to return after a voluntary leave of absence within 1 year (see Voluntary Leave of Absence Policy). The student 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.
- Failure to complete all prerequisite courses listed in their admissions application and submit their official transcripts. If these requirements are not met by the end of the fall term (or winter term for winter term admits) , students will be administratively withdrawn from the program before the winter term (spring term for winter term admits). Additionally, students who fail to submit official transcripts for the completed prerequisite courses will also be administratively withdrawn.
- Failure to provide required enrollment items, including:
 - Immunizations

- TB Testing
- Drug Testing
- Background Checks

If a student fails to meet any of the requirements mentioned above, they should be reported to the Dean of Students and the academic dean. The Dean of Students and/or the academic dean will attempt to contact the student three times, using various methods (including phone call or text), before processing an official administrative withdrawal.

Advertising Non-NUNM Products, Services, and Courses

Policy Statement

To protect the interests of NUNM students and maintain alignment with the institution's values, this policy outlines the parameters for advertising any non-NUNM products, services, or courses to the student body. This policy ensures that all advertisements align with NUNM's commitment to transparency, fairness, and the best interests of its student body, fostering an environment that prioritizes the well-being and academic focus of its students.

Purpose

The purpose of this policy is to establish clear and consistent guidelines for advertising non-NUNM products, services, and courses to the student body. This policy is designed to:

1. **Protect Student Interests:** Ensure that students are not unduly influenced or obligated to participate in external offerings that are not officially endorsed by NUNM.
2. **Maintain Transparency:** Provide clear criteria for the approval of advertisements and ensure students are informed about the non-NUNM nature of the advertised offerings.
3. **Support Institutional Values:** Align all advertisements with NUNM's mission, values, and commitment to fostering a supportive and distraction-free academic environment.
4. **Avoid Conflicts of Interest:** Mitigate potential conflicts involving faculty and staff promoting non-NUNM offerings that could undermine the integrity of NUNM's educational mission.

By implementing this policy, NUNM seeks to uphold a professional and ethical standard for all communications with its student body, while allowing for beneficial external opportunities to be shared in a fair and controlled manner.

Scope

This policy applies to all advertisements for non-NUNM products, services, or courses that are intended to be shared with the NUNM student body through official NUNM channels, including but not limited to:

- Email communications.
- Bulletin boards on campus.
- Digital platforms managed by NUNM, such as social media, newsletters, or student portals.

- Printed materials distributed on campus.

This policy **does not apply** to:

- Classified advertisements posted on NUNM's **MyCareer** job board, such as those related to equipment for sale or spaces for rent or sale.
- Internal NUNM communications about official NUNM-sponsored events, courses, or services.
- Research study advertisements approved by the NUNM IRB.

Policy Details

1) Eligibility for Advertisement

- a) **General Criteria:** Advertisements to the student body for non-NUNM products, services and courses may only be approved if they meet one of the following criteria:
 - i) They are directly sponsored by a professional association associated with programs offered at NUNM.
 - ii) They are sponsored by an official NUNM partner or sponsor.
- b) **Discretionary Exceptions:** The Office of Advancement reserves the right to approve advertisements that do not explicitly meet the criteria above if the proposed advertisement is determined to provide significant value or benefit to the NUNM community. Such decisions will be made on a case-by-case basis.

2) Approval Process

All advertisements for non-NUNM products, services, or courses must meet the above criteria in order to be shared with the student body through any medium (electronic or printed).

- Printed flyers must meet the above criteria and be stamped for approval by the Office of Student Life before being posted on campus.
- Electronic dissemination must be pre-approved by the Office of Advancement at advancement@nunm.edu.

3) Conflict of Interest

Faculty members are prohibited from advertising any non-NUNM products, services, or courses that may conflict with their role at the university. Specifically, faculty may not promote courses or services that:

- Are offered outside of NUNM's regular curriculum.
- Have the potential to create conflicts as outlined in the NUNM Conflict of Interest Policy.

4) Boilerplate Language

All approved advertisements for non-NUNM products, services, or courses must include the following disclaimer:

“This product/service/course is not sponsored by NUNM. Students are under no obligation to engage with this product/service/course. Participation will not result in NUNM course credit, nor will it count toward NUNM graduation requirements.”

Exclusions from this Policy

This policy does not apply to classified advertisements approved for posting on NUNM’s **MyCareer** job board, including but not limited to:

- Equipment for sale.
- Space for rent or sale.

Responsibility

The Office of Advancement is responsible for ensuring that all advertisements comply with this policy. Advertisers are responsible for submitting accurate and transparent materials for approval.

Enforcement

Advertisements that are disseminated without prior approval from the Office of Advancement will be subject to removal, and individuals responsible may face further action as deemed appropriate by NUNM administration.

Appeal of Academic Suspension Policy and Procedures

Policy

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 provost (or designee). The student then has seven calendar days to submit the written appeal and supporting documentation to the provost (or designee).

The provost (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 provost (or designee) may request an extension beyond the 10 business days if there is additional information that must be taken under consideration. The provost, will notify the student with an approximate decision date if it appears that the appeal will take longer than 10 business days. An appeal must contain the basis for the appeal limited to one or more of the following issues:

- Failure of the program dean or the Academic Review and Appeals Committee (ARAC) to follow the procedures set forth in the policy on unsatisfactory academic progress.
- The sanction is grossly out of proportion/alignment with the offense.

- Information relevant to the decision that was not available to the committee for consideration at the time of the hearing

The provost (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 provost's (or designee's) decision is final and no further appeals are available.

Appeal Procedure for Honor Code and Code of Conduct Suspension and Expulsion

Filing of Appeal by the Student

Students have the right to appeal a suspension or expulsion from NUNM, this does not apply to clinical suspensions, for Honor Code or Code of Conduct violations. Violations of a lesser nature may not be appealed. No adverse action will be taken against a student for registering an appeal in accordance with these policies. Within three (3) business days from the date disciplinary action was levied against the student by the dean of students, the student must notify the provost (or designee) of intention to appeal. The student will then have seven (7) calendar days to complete and submit to the provost (or designee) a written request for review. The provost (or designee) will respond with a final decision within ten (10) business days, not including weekends and published holidays that the university is closed, based on assessment of the information provided by the dean of students and the investigation of procedure, or refer the appeal to the Student Appeals Committee. In the unforeseen event the provost (or designee) needs additional time in reviewing the evidence; the provost (or designee) will notify the student in writing of the deadline extension. The provost (or designee) may elect to uphold the decision of the dean, reverse the decision, or request a different resolution.

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 provost (or designee) 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.

Policies and Procedures Governing the Student Appeals Committee

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

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

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

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

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

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

Conduct of Hearing

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

1. The chair will open the meeting by introducing the committee members and asking each party if there is any objection to a member. Objections must be reasonably made and based on firsthand experience. The chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the chair if a quorum is not otherwise present to hear the case, and the meeting will be rescheduled if necessary.
2. The chair will then advise the student of the committee's procedures and the student's right to make a statement, call and question witnesses, and have one advisor, of their own choosing, present. The advisor can be a member of the college'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 meeting and/or hearing and confidential deliberations will be made, and individual members and/or the chair may take notes during the hearing. The recording and any notes are prepared by

and for the committee members, and for the Provost, to aid in their review of the hearing and any appeal of the committee's decision. To protect student confidentiality and the integrity of its process, neither the recording nor the notes are available for student review.

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

The official record will include:

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

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

Findings

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

- A finding that the proper procedures have not been followed, and that such failure has prejudiced the student's interests. The committee shall direct the dean of students to recommence procedures provided 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 (5) business days of the appeal hearing. All findings by the provost (or designee) or the Student Appeals Committee shall be in writing, and shall include the following:

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

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

Appearance and Dress on Campus

Policy

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 registers for a clinic shift must abide by the clinic dress code whenever working in the NUNM Health Centers or community clinics. Closed-toe shoes must be worn in all laboratory/clinical settings.

Please, also see the Fragrance-Free Campus policy.

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.

Application for Readmission Policy

Policy

The purpose of this policy is to describe some of NUNM's practices when a student seeks readmission to a program. Not all circumstances are described, and NUNM reserves the right to use its judgment when determining whether to readmit a student who was formerly enrolled.

Undergraduate Programs

Returning after academic suspension: Undergraduate students who have been academically suspended must apply for readmission. Such students may not apply for readmission 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 academic performance, and a plan of action for successful completion of their NUNM degree.

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

- A. Student must meet with the Center for Academic Success to sign and comply with all conditions of an academic contract; and
- B. Student will be 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: Students expelled for any reason are ineligible for readmission to NUNM.

Additional considerations: There is no guarantee of readmission to NUNM. When reviewing an application for readmission, NUNM may take into account any factors and impose any requirements it deems appropriate under the circumstances.

Masters and Doctorate Programs

Returning after academic suspension: Students who have been academically suspended must apply for readmission. Such students may not apply for readmission for a minimum of one calendar year from time of suspension, unless noted differently in the suspension letter.

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

- A. Satisfactory completion of remedial work prior to readmission, including repeating some courses and clinic shifts.
- B. A meeting with the Center for Academic Success to sign and comply with all conditions of an academic contract.
- C. Return on academic probation for a minimum of one academic year or until all previously failed courses have been resolved, whichever is longer.

Expelled students: Students expelled for any reason are ineligible for readmission to NUNM.

Additional considerations: There is no guarantee of readmission to NUNM. When reviewing an application for readmission, NUNM may take into account any factors and impose any requirements it deems appropriate under the circumstances.

Students who have Withdrawn from an NUNM Program

Students who have withdrawn, either administratively or voluntarily, from NUNM or an NUNM program must wait at least one application cycle to apply for readmission. Withdrawn students are required to follow the same process as first-time applicants. In addition, 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:

- A. Satisfactory completion of an entrance exam prior to entering the clinic to assess skill level.
- B. Satisfactory completion of remedial work, which may include repeating some courses and clinic shifts.
- C. A meeting with the Center for Academic Success to sign and comply with all conditions of an academic contract if the student was on academic probation when withdrawn. The student will remain on academic probation until all previously failed courses have been resolved.
- D. Submit and pass an additional drug screening and background check.

Completing these steps does not guarantee readmission to NUNM. NUNM reserves the right to deny admission to any applicant or impose additional requirements.

Questions regarding this policy may be directed to the director of admissions, academic dean(s) or dean of students.

Arrest Policy

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

Regardless of a plea, the dean of students must be notified within 72 hours if a student is arrested for, charged with, or convicted of any offense other than a minor traffic violation. Once notified, the dean of students will schedule an appointment with the student to discuss the incident. Following the inquiry, the dean of students may refer the student to the Honor Council, with possible sanctions as outlined in the student handbook, Section 14. If a student is unable to meet the 72 hour deadline, the student may be placed on an involuntary leave of absence pending a conversation with the dean of students.

A student may be suspended immediately, pending a conduct hearing, when an arrest involves an act of violence, the illegal sale, manufacture or delivery of drugs, or when the continued presence of the student on-campus poses a threat to the safety or the rights, welfare, or property of another. If found in violation, a student

will be subjected to disciplinary sanctions as outlined in Section 14 of the student handbook, up to and including expulsion.

If a matriculating student has been charged with a criminal offense between the time he/she submitted an application and the time he/she arrives at school, he/she 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, he/she may be subject to immediate suspension.

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

Auditing

Policy

Students may audit a lecture course, space allowing, if they have met the prerequisites, obtained consent from the instructor and program dean, 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 second week of the quarter. Audited courses are not eligible for challenge exams. See the Financial Policies in the catalog for fees.

Returning Students for Auditing or Educational Enhancement

1. **Less Than One Year Since Graduation:**

- a. **Account Access:** Students returning for audit, educational enhancement or other affiliated NUNM programs within one year of graduation will be treated as current students (consistent with those returning from an LOA). Full account access will be granted or restored. Timeline for access to be determined by the dean based on the audited material to be covered.

2. **Over One Year Since Graduation:**

- a. **Reapplication:** Students returning for audit, educational enhancement or other affiliated NUNM programs more than one year after graduation must reapply to NUNM through the non-degree seeking program.

3. **Alumni Access to NPLEX Study Materials**

- a. In cases where an alumni is returning to NUNM to specifically access NPLEX study materials housed in Moodle LMS, this student will not need to reapply as a non-degree seeking student even if it has been over a year since graduation. This student will be given temporary account access to their nunm.edu email in order to access required Moodle pages and will be enrolled manually.

Badge Policy-Lair Hill Health Center

Purpose

The purpose of this policy is to establish a system that provides constant and quick identification of staff, students, and faculty to patients, visitors, and other employees within the Lair Hill health Center. In addition, the system provides: An elevated level of security for all individuals in the Health Centers; authorized entry into secured areas; a tool for campus security; employee identification for transacting business on campus (ie: Epic password changes), and participating in institutionally sponsored events and activities held on or off campus.

Scope

All clinical providers, students, and staff are affected by this policy and should follow this procedure in order to be in compliance with the Badge policy.

Responsibility

All clinical faculty, staff, and students shall learn and abide by this policy.

Policy

ID Badges

It is the policy of The National University of Natural Medicine to issue an identification (ID) badge to each student, staff, and faculty member as part of their on-boarding process. Educational appointees, official guests here as observers, and vendors will be issued a visitor's badge for daily entrance into the health center. ID badges must be worn in a highly visible manner while on shift in the health centers or under the control of the institution. ID Badges may not be traded, loaned or shared. The ID Badge is worn only by the person to whom it was issued.

The ID badge is also your electronic key to enter secured areas as needed. If your identification badge is lost or stolen, you must obtain a replacement from the security office. Lost or stolen cards should be reported to Security as soon as possible via phone at (503) 830-3613 to the security guard on duty. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon termination, employees will be required to return ID badges to Human Resources as part of the Exit Interview.

Contractors and Temporary Staff

Contractors and temporary staff will be issued a visitor's badge daily. Access to additional secured areas will be addressed on a case by case basis.

Procedure

The badge is meant to ensure that patients, visitors and other health center staff know the identity and role of the person wearing the badge.

- All visitors must obtain a visitor ID badge through the front desk at the Lair Hill health Center.

- Employees who need an ID badge replacement are to contact their department manager.
- **If you see someone in your work area that you do not recognize and is not wearing an ID badge, you should not hesitate to ask for identification or call security.**
- All persons who wish to go upstairs or through a security door in the Lair Hill Health Center must either be wearing an NUNM badge or be escorted by a person who is.

All members of the NUNM community should be aware and conscientious when in the Health Center and on campus. Report every potential breach of security to security immediately at (503) 830-3613 or x1579 when on campus.

If you suspect criminal activity: a) Call 9-1-1; b) call security at (503) 830-3613 or at x 1579.

Definitions / References

Security contact numbers:

Security cell phone- (503) 830-3613

Biohazardous Waste

Policy

Students are responsible for removing full sharps and biohazard containers from clinic treatment rooms and supervising faculty must oversee this. Other than sharps (needles, broken glass, lancets, scalpel blades, etc.), all biohazardous waste is to be placed in clearly marked biohazard bags and disposed of in biohazard collection boxes located in the NUNM Health Centers storage area and all laboratory classes. Sharps are to be placed in labeled approved sharps containers only, located in all clinic examination rooms, the clinical laboratory, and all laboratory classrooms. Sharps containers and biohazardous materials from community health centers must be brought safely back and placed in the collection boxes in the NUNM Health Centers storage area.

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

Campus Visitor Policy

Definition:

A **visitor** is defined as an individual who is not currently enrolled as a student, faculty member, or staff employee of the National University of Natural Medicine (NUNM). This includes but is not limited to individuals touring the campus, attending events, or engaging in activities unrelated to enrollment.

In contrast, a **prospective student** is an individual considering enrollment at NUNM, either in the process of applying or actively seeking information about programs, courses, or admissions procedures.

Visitor Check-In Procedure:

All visitors, regardless of status, are required to check in with the NUNM Security Office (1st Floor of the Academic Building) upon arrival. The following check-in procedure applies:

- a. **Visitor Badge:** Upon check-in, visitors will be issued a visitor badge that must be visibly displayed at all times while on university premises. This badge helps identify individuals as authorized visitors.
- b. **Parking Pass:** Visitors arriving by vehicle are also required to obtain a parking pass from the Security Office, which should be displayed in their vehicle.

Guidelines for Visitors in the Classroom:

Advanced Notification:

- a. **Prospective Students:** Prospective students seeking to observe a class or engage in classroom-related activities should notify the Admissions Office in advance to coordinate the visit.
- b. **Other Visitors:** Visitors, other than prospective students, must seek approval from the relevant department or faculty member before attending a class. Such requests should be made well in advance.

Classroom Etiquette:

- a. **Quiet Observation:** Visitors are expected to observe classes quietly without causing disruptions to ongoing lectures, discussions, or activities.
- b. **Non-Participation:** Unless explicitly invited by the instructor, visitors are not permitted to actively participate in classroom activities, discussions, or exercises.
- c. **Respect for Privacy:** Visitors should respect the privacy of students and faculty and refrain from taking photographs, recording audio or video, or engaging in any behavior that may compromise the academic environment.

Attendance:

- a. **Class Attendance Record:** The instructor or department may maintain a record of visitors attending the class for security and documentation purposes.

Policy Compliance

- a. **University Rules:** Visitors are welcome on campus but are expected to comply with all University rules and regulations, as well as local, county, and state ordinances, laws, and regulations.

Compliance Enforcement:

- a. **Authority of University Officials:** University officials/staff have the authority to request or order a visitor to leave any part or all of institutionally-owned or controlled premises if the visitor fails or refuses to obey University rules or relevant ordinances, laws, or regulations.
- b. **Legal Consequences:** Any visitor not promptly complying with such requests or orders may face legal consequences, including arrest and potential punishment for trespass and disorderly conduct.

Return Authorization:

- a. **Revocation of Privileges:** In cases where a visitor has been asked to leave, return to institutionally-owned or controlled premises may be prohibited until specific authorization is granted by the designated university official.

Center for Career Development and Alumni Services

The Center for Career Development and Alumni Services (CCD&AS) assists students and alumni with preparation for success in experiential education, practices, industry and other areas of interest, such as CVs/resumes, contract review, business plans, market analysis, networking, public speaking, self-advocacy and other professional development activities. In coordination with NUNM's curricula, CCD&AS coordinates and hosts workshops and small facilitated group meetings, acquires and creates business and professional relationships to develop opportunities, support resources and materials, and offers one-on-one professional guidance and support when needed. Students and alumni are encouraged to stay current with NUNM's MyCareer web portal, Find a Practitioner, and social media to learn about career and business development resources and events. Students are encouraged to actively engage in career development activities throughout their student lifecycle. Students who need assistance are encouraged to visit CCD&AS, located in the Academic Building.

CCD&AS also seeks to increase the knowledge and awareness of NUNM students and graduates, especially in professional areas where students and graduates could seek gainful employment.

CCD&AS hosts recruiters on campus who are looking to fill paid positions, and will help to coordinate interactive opportunities for those representing other business opportunities for students or graduates (such as the annual career fair). CCD&AS plays a role in keeping NUNM community involved and up-to-date on the efforts of professional associations including legislative efforts, best practices and industry standards. CCD&AS helps physicians, businesses, alumni and students with placement and problem solving for jobs, preceptor opportunities, internships, startups, and scaling up.

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. The required courses for the certificate programs will be considered elective credits and be deducted from the student's required elective credits. 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.

Challenge Examinations

Policy

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 Admission for review of prior credit. Admissions will notify the VA Coordinator (located in the registrar office) of any prior credit received.

Change of Track

Policy

Students are admitted to a specific program and on a specific track (i.e., 4-year ND, 5-year MACHM/DACHM). 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 (4-year to 5-year) to any of the standard educational tracks by contacting the Registrar's Office; not all programs have multiple tracks. 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.

Change/Addition of Degree(s)

Policy

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.

Changes in Tuition and Fees

Policy

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

Chart Closure Expectations

Policy Statement:

The chart closure goal for students is 1 day (24 hours) following patient encounters. The goal for faculty is set at 3 days (72 hours) following patient encounters, allowing time for students to complete their charting before the supervisor reviews and signs off. However, it is recognized that holidays, vacation days, and weekends may impact the ability of clinicians to meet these goals.

Performance Evaluation:

To accommodate for these off-days and ensure thorough communication with students, students are required to close all charts within 3 days (72 hours) and faculty will be evaluated based on a 4–7-day chart closure timeframe. This extended timeframe allows for the necessary flexibility while maintaining a commitment to timely and accurate documentation.

Guidelines for complete chart closure:

- 1. Standard Goal:** Faculty are expected to close patient charts within 3 days (72 hours).

2. **Extended Timeframe:** In recognition of non-working days, faculty may take up to 7 days to close charts without negatively impacting their performance evaluation.
3. **Communication:** Faculty should maintain clear communication with students and administrative staff regarding any anticipated delays in chart closure due to time off.
4. **Closure delays:** Faculty will recognize that best-practices in medical charting are 24–48-hour closure rates. Delayed chart closures may negatively impact patient care and the accuracy of medical records while simultaneously creating billing issues.

Compliance:

Adherence to this policy will be monitored, and faculty performance evaluations will reflect the ability to meet the 4-7 day chart closure standard, taking into account the above considerations.

Children on Campus

Policy

Students, staff and faculty 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. Employees are expected to find alternative child care regular work hours and class times.

Class Attendance

Scope

Students and Faculty

Responsibility

This policy is the responsibility of Student Life.

Policy

National University of Natural Medicine expects prompt and regular attendance at classes and clinical rotations. 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 “practical classes” (e.g., tutorials, labs, etc.), attendance, preparation and active participation are imperative and cannot be made up. NUNM expects a minimum attendance of 80% of all courses.

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

In addition to academic consequences, habitual tardiness or absence should be reported to the Dean of Students for disciplinary action under the Student Conduct Code. Students are authorized to attend only those classes, sections or a clinical rotation for which they have registered. Students may only enroll in Moodle courses for which they are registered. Students who are absent without permission from the program dean (or designee) the first day of class, or the first shift of a clinical rotation, without permission from the program dean (or designee) may be dropped from that course, especially if there is a waiting list.

Students are expected to attend all clinic rotations. More than two (2) absences per clinic rotation will result in a failing grade. These include days missed because of clinic closures due to inclement weather or holidays. Students are not allowed to “guest” on clinic shifts, but must make up all hours missed through substitutions or scheduling extra holiday shifts. Veterans with VA education benefits and students who are attending school with guaranteed student loans must have their attendance verified by a faculty member regardless of individual attendance policies. Attendance forms are given to faculty by the registrar at the beginning of the term. Taking attendance is the responsibility of the faculty member.

If the student has a very specific need to see a particular patient with a certain doctor, the student must get approval from the shift supervisor AND from the Dean of Clinics. Not all requests will be granted.

Class Promptness

Policy

PROMPTNESS

Classes and clinic shifts must start and end on time. Classes and clinic shifts begin on the hour or half hour. Classes end at 20 or 50 minutes after the hour, depending on their length. For example, a one hour class that begins at 8:00 will end at 8:50. A one and a half hour class that begins at 8:00 will end at 9:20. Breaks may be taken, as convenient, for classes that last longer than one hour; two hour classes should have a 10-minute break approximately halfway through the two-hour period. There are no breaks during a clinic shift.

Class/Term Schedule

Policy

CLASS SCHEDULE

The registrar develops, and finalizes by week five, term schedules one quarter prior to when the term begins. Faculty members are asked to complete a form for the registrar to keep on file stating their availability a year in advance. It is the faculty member's responsibility to notify the registrar if or when their availability changes.

The registrar will notify contracted faculty members of their scheduled class times. Problems with the schedule should be discussed directly with the dean of the program. The schedule is always tight due to room space considerations, and track requirements for maintaining multiple programs. Faculty members are asked to be as flexible as possible given their commitments, and to cooperate with the registrar's office in its ongoing efforts to develop and maintain a stable schedule for classes. Full time faculty members are expected to be available M-F 8:00 am to 6:00 pm for teaching and 8:00 am to 8:00 pm for clinic shift. Courses and clinic rotations may be scheduled outside of these hours and on weekends upon approval from faculty member and dean.

Faculty members are notified by email for the upcoming term's schedule. It is the faculty member's responsibility to check the schedules when they come out to ensure that they will be available at the scheduled times.

Student assignments are posted in CORE two weeks prior to term commencing. Faculty are required to notify the registrar if a student does not show up to clinic rotation on the first week of the new quarter, as attendance during the first week is mandatory, unless there is permission from the dean of the program for that student to be absent. Faculty may print a class roster from SONIS. Faculty should report students who do not attend classes to the registrar within the first two weeks of the quarter.

Classroom Behaviors Guidelines & Shared Process for Classroom Improvement

NUNM expects community members to behave in a professional manner while in the classroom. Specifically:

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.

Shared Process for Classroom Improvement

The NUNM faculty is committed to continually improving the quality of your student educational experience through consistent instructional advancement. Part of this improvement comes through shared expectations and dialogue around difficulties, frustrations, or confusion about course material, course practices, or classroom culture during the quarter.

Students are invited to be an active part of the problem-solving process by defining the problem, clarifying the issue, and offering possible solutions. Students are encouraged to work together with their peers and SGA class representatives to directly take the issues and possible solutions to the course instructor to collaboratively find a resolution. Additionally, instructors are encouraged to follow up with students to assess if the proposed solutions have been successfully achieved and have improved the student's course experience.

As a general practice, an appropriate first step is to resolve issues in the classroom community with instructors (see the Student Complaint and Resolution Policy found in section 12 of the student handbook). If a resolution is not achieved at the level of the Course Instructor, the student should consult the Course Director/Chair when departmentally appropriate. If resolution cannot be reached with the Course Director, students are encouraged to communicate with the Dean of the Program.

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.

Parking is available for staff and clinical providers in both the East and West lots of the academic building with permit (see Security office for permit), or in the Min Zidell garden lot just west of the clinic parking lot.

Clinic Attendance and Absence Policies

Policy

For each rotation scheduled during the academic year, students are required to complete 12 individual shifts in order to receive a passing grade (11 during summer term). Up to two (2) absences are allowed during an 11- or 12-week rotation.

If students have more than two (2) absences on a single clinic rotation, they cannot be accurately graded by their faculty supervisor and will receive a failing grade for that rotations. A third absence *may* be approved at the discretion of the faculty supervisor if they feel that they can accurately assess the student at the end of the term.

- 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). Students will be given a grade of incomplete until those absences are made up. Student will be given a failing grade if not completed by the end of week 12 of the term following the absence.
- Students are not allowed to "guest" on clinic shifts, but must make up all hours missed through substitutions or scheduling extra holiday shifts.
- Holidays and unexpected closures due to inclement weather are included in the total number of absences for that rotation . Exceptions may be made by the program dean if there are an unusually high number of unexpected clinic closures..
- NUNM Health Centers are closed on Independence Day, MLK Day, Veteran's Day, June 19th, Labor Day, and Thanksgiving. These scheduled clinic closures count toward the total number of absences during the term, so if a student's clinic rotation falls on one or more of these days, their total number of available vacation days will be reduced. Specific information regarding vacation restrictions will be addressed at registration.
- Students must find substitutes to cover for planned absences by posting on the substitute database on Moodle. Additionally, students must post shifts on the substitute database for unplanned absences. Once a student has signed up as a sub it is their responsibility to cover that shift, and all absence policies apply.
- Students must complete an absence request form and submit it to the Registrar's Office two (2) weeks in advance of the planned absence.

- 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.

Recording Hours

Hours, Patient Contacts, and CPOs must be entered in the CORE Clinic Tracker within 7 days of shift completion. Once per term, the office of the registrar will enter hours on behalf of the student in the event that hours were not submitted within the required 7 days or were not entered correctly. Any additional occurrences will not be entered into CORE and will result in lost hours, patient contacts, and/or CPOs that will need to be made up.

Students with extenuating circumstances may submit a petition to the Petition Committee requesting hours/CPOs be entered by office of the registrar. Students who chronically neglect entering hours within 7 days of shift may be referred to honor council.

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 are anticipated.
- All missed clinical shifts MUST be made-up to pass the clinic rotation by the end of the following term.

Appeals Process for Denied Planned Absences

If a planned absence request has been denied, the student may appeal the decision by completing an "Absence Request Appeal" form and submitting it to the program dean. Appeals must be received at least ten (10) business days prior to the requested date of absence. Students should give themselves a four-week turnaround time on the entire process if they feel as though their absence request may be denied.

- An absence appeal must be requested before the student takes time off from clinic.

- It will be approved or denied based on the following factors: the availability of substitute coverage; makeup hours planned; and at the discretion of the clinical supervisor and based on patient care needs.
- If the request is denied, the student will be expected to attend the shift(s) in question or the absence(s) will be unexcused.

Unplanned Absences

These include illness, family emergencies, or attending a birth (for students obtaining a natural childbirth certificate). In the event of illness or an emergency, students must notify the associate registrar, their faculty supervisor, the resident (if applicable) via phone or email as soon as possible *prior to the beginning* of their shift. They must provide a detailed explanation for their absence and leave a telephone number where they can be reached for any necessary follow-up. In the event of prolonged sickness, a medical leave of absence may be obtained (see Section 6.4 of the Student Handbook). A medical excuse must be provided for shifts missed during the first week of the term.

Due to the short notice that typically occurs with such absences, the student is responsible for the following:

- Contacting the supervising practitioner about the absence. If unable to reach the supervisor directly, the student may leave a voicemail/email message.
- Notifying the associate registrar, resident (if applicable)
- 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.

Student 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 rotation, even if there is no patient, and to utilize the time in clinic constructively.

- Students should arrive at clinic at least five (5) minutes before the rotation begins and be ready for the rotation at the time it is scheduled to begin.

- Students should take transportation and parking into consideration when planning their schedules.
- 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.

Clinic Substitute Database

Students who are looking for a clinic substitute can use the Clinic Substitute Database located on Moodle. The tool is designed to help students find substitutes to cover their clinic shifts. Students can create entries and add their names to shifts already entered into the database. Once a student signs up to substitute on a shift, they are responsible for attending the shift. If, after signing up to substitute on a clinic shift, the student is no longer able to attend the shift, the student is responsible for finding another substitute. 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.

Epic Access and Training Policy

Purpose

The purpose of this policy is to define the steps needed for those needing access for the electronic health record system in the NUNM Health Centers.

Scope

This policy is for students, staff, and clinical faculty that require access to the electronic health record system (EHR).

Responsibility

It is the responsibility of the supervisor to request Epic access and security changes for staff by filling out the Epic Access form on the NUNM intranet. This form is routed to the Epic site specialists who are then responsible for creating, deleting, or modifying security as needed.

Emails from the registrar's office and HR Office are also routed to the Epic Support Team to handle Students going on leave of absence, withdrawals, and terminations of staff.

Policy

The NUNM Health Centers receives access to an electronic health record system known as OCHIN Epic. This system is HIPAA protected and as such we must require access to be limited and security of users to be tracked. The on-line request form for access is our tool for tracking whom is requesting access and what level. Students are required to take a clinic preparation course to ensure HIPAA training and clinic orientation is complete.

Procedure

The supervisor of the staff or clinical faculty member will request EPIC access via the NUNM Intranet. The supervisor will request the security access level for the user on the on-line form. This information will then be directed to the Epic Site Specialist where upon review, a login and Epic training will be issued. The supervisor certifies that the staff member needing EMR/ePHI/PII access has been evaluated and completed HIPAA training and is authorized to access OCHIN Epic secure patient information.

Students will take a clinic preparation course which includes HIPAA training, clinic orientation and Epic training. The course instructor will provide the Epic Trainer with a roster of students in the course. The Epic Support team will create the student access and distribute to the students during the training.

All Students and staff will sign an Epic Security Agreement confirming receipt of their login information and commitment to uphold HIPAA regulations and NUNM best practices for accessing the medical record system. Staff/ Students agree to access health data in accordance with related policies and procedures. Staff member/ student have been trained to exit out of OCHIN and lock a computer when tasks are completed. They understand the putting PHI on a thumb drive and leaving it in a patient room is prohibited.

Student and staff understand they should NOT:

- print PHI on shared or unsecure printer
- download PHI on their desktop
- discuss PHI in a public setting (like the computer lab or hallways)
- text PHI to others via an unsecure phone
- share or post login information on student electronic bulletin boards

Attachments

[Epic Security Agreement - Students](#)

[Epic Security Agreement - Staff/Faculty](#)

Definitions / References

An example of the on-line form is below:

OCHIN Epic Security Access Form

Supervisor's Name

Department

Supervisor's Email

Name of staff member or student needing OCHIN Epic access changed*

Staff member or student email

Staff member with similar security permissions

***If you have a spreadsheet with multiple names, please upload**

Choose One:

ActivateDeactivate

Please change Epic access for term:

FallWinterSpringSummerUnlimited

OCHIN Epic Remote Access

OnOff

LMS/JIRA/WIKI Access

YesNo

OCHIN Epic Training Requested

YesNo

OCHIN Epic Access

I certify that I supervise the staff member or student needing EMR/ePHI/PII access and that the staff member has been evaluated and completed HIPAA training and is authorized to access OCHIN Epic secure patient information. Staff member agrees to access health data in accordance with related policies and procedures.

I have read and agree to the NUNM HIPAA policies.

Click to accept

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. On ND shifts, students are required to research and prepare for the patients assigned to them by the attending physician or resident prior to arriving at shift so that they can present the case orally during case preview.

The clinical supervisor oversees all student clinical activity while the student is on shift, and although the student 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 Tardiness policy).

Clinic Registration

Policy

- Students submit clinic preferences vis CORE- Clinic Tracker by the date specified on the registration time line each term. The registration time-line is emailed to all students approximately 2 weeks prior to beginning of registration. 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 will be assigned spring term for the next academic year.
- Students have the opportunity to trade rotations with classmates after the clinic schedules have been posted, as long as the registration deadline is strictly observed. The deadline to request a change to clinic schedules specified on the registration time line.

Clinic Substitute Procedure

Policy

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 Tardiness policy).

Clinical Remediation

Policy

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

ND Clinical Skills Enhancement

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

OSCE Skills Tutorial

ND students who fail an Objective Structured Clinical Examination (OSCE) twice will be referred to an OSCE skills tutorial for three sessions. If the student passes this course, the student may re-take their exam.

CCM Clinical Skills Remediation

Clinic evaluations of CCM student performance are done during week 6 of the term to provide mid-term feedback and identify areas of weakness, including those that must be remediated before the end of term in order for the student to pass the clinic rotation. The clinical supervisor, in collaboration with the CCM associate

dean of clinical education and the program dean, can assign remediation work, which can include attendance at weekly clinical skills tutorial labs overseen by the clinical supervisor, associate dean of clinical education, and/or the AOM resident.

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.

Code of Conduct

The following actions constitute conduct for which students, staff and faculty may be subject to disciplinary sanctions. If any of the following are found to be true, students will follow procedure through Honor Council; staff and faculty will go through Human Resources for corrective action requirements:

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.

Community Education (ND and CCM)

Policy

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 dean (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 DAcCHM requirements for graduation. Twelve total hours of community education are required to meet MAcCHM and MAc requirements for graduation. Concurrently enrolled (ND/MAcCHM) students must meet the College of Naturopathic Medicine requirements of 24 total hours minimum.

Community Hour

Community hour is time reserved weekly for the purpose of sharing information amongst the NUNM community members. If you are interested in discussing a topic or presenting information, please contact the Office of Student Life.

Confidentiality Agreement Policy

Purpose:

To ensure that Protected Health Information (PHI) is kept confidential so that individuals feel secure to see healthcare providers or disclose sensitive information to National University of Natural Medicine (NUNM) students, prospective students, volunteers, contractors, and employees. To ensure that PHI is protected during its collection, use, disclosure, storage, and destruction within the National University of Natural Medicine. To ensure compliance with HIPAA regulations as a covered entity.

Responsibility:

All NUNM employees, contractors, students, prospective students and volunteers and all persons associated with NUNM are responsible for protecting the security of all PHI (oral and recorded in any

form) that is obtained, handled, learned, heard, or viewed in the course of their work or association with NUNM.

All employees, contractors, students, observing students and volunteers of NUNM, as a condition of employment or association, are required to sign the Confidentiality Agreement Form.

(See the attached form)

Objectives:

Use or disclosure of PHI is acceptable only in the discharge of one's responsibilities and duties (including reported duties imposed by legislation) and based on the need to know. Discussion regarding PHI should not take place in the presence of persons not entitled to such information in public or in public places (hallways, classrooms, lunch rooms, off-premises, etc).

Unauthorized use or disclosure of confidential information will result in a disciplinary response up to and including termination of employment, contract, enrollment, or volunteer status.

Procedure:

All employees, contractors, students, and volunteers of NUNM, as a condition of employment or association, are required to sign Confidentiality Agreement Form.

- Admissions ensures prospective students sign prior to observing a shift
- HR ensures volunteer and employees sign upon hiring
- Supervisor or department liaison ensure vendor, contractor, auditors sign
- Student sign via

Attachment:

[Confidentiality Agreement Form](#)

Linked Policies:

[NUNM Patient Privacy Policy](#)

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 clinic, all information concerning patients, students, staff, employees and physicians should be treated with the same sense of confidentiality. All staff, faculty and students working at the clinics are required to sign a confidentiality statement.

Confidentiality and HIPAA

The Health Information Portability and Accountability Act (HIPAA) was established to protect patients by preventing the inappropriate use or transmission of patient healthcare information. Special consideration was given to the technological advancements developing within healthcare professions, and the level of confidentiality associated with ever-changing methods of communication. Students will receive training about HIPAA and NUNM's confidentiality policies before beginning as clinicians in the NUNM Health Centers. As an additional prerequisite to clinical work, students will be provided with NUNM's confidentiality policy and must agree to uphold the conditions of the policy.

Confidentiality and the Rule of "Need to Know"

In order to provide patient services, clinic employees and clinicians have a need to know some patient health information. Those affiliated with the clinic in providing patient services only access the patient information that they need to know, and only to the extent that they need to know it, for provision of patient services. This information is then maintained in strict confidence and is only shared with others who, like them, have a need to know in order to provide services to the patient. In order to further protect our patients' confidentiality, discussion of patient information must be avoided in public areas.

Please refer to NUNM's confidentiality policy for more information about confidentiality, HIPAA and protected health information.

Breach of confidentiality is an extremely serious violation and may result in immediate termination of a student's educational agreement and/or other sanctions as appropriate.

Medical Records

All individuals engaged in the collection, handling or dissemination of patient health information shall be specifically informed of their responsibility to protect patient data and of the penalty for violation of this trust. Proven violation of confidentiality of patient information shall be cause for immediate termination of access to further data, and immediate termination of any student. This policy shall be made known to all students at the time clinical training begins, and each student shall indicate their understanding and willingness to comply with the policy through a signed statement at the time of clinic orientation. The statement shall be kept with students' clinical record (see "Confidentiality Agreement" form).

NUNM Health Centers use the Epic electronic health record system. This system includes patient management (scheduling and billing) and electronic medical record components. In order to maintain a high standard of protection, clinical faculty, students and clinic employees are the only people with access to this secured system.

Regarding medical records:

- The patient owns their chart information and may access any of its content at any time. NUNM is the custodian of the chart.
- Confidentiality of all patient health information is legally protected.
- Requests for patient charts not accessible in Epic, on paper and electronic archives, are submitted in writing on chart pull-slips to the clinic services representatives and medical records personnel. Chart pull-slips are used with out-cards to track the paper chart's location in the clinic, and the person responsible for the chart, until it is re-filed on medical records shelves.
- Paper charts and any patient documentation are not to be left unattended or in unsecured areas including clinic conference tables.
- Paper charts and any patient documentation must be kept on clinic premises at all times.
- Students may request copies of patient charts to be used for educational purposes, such as case presentations and theses, by submitting a "Student Chart Copy Request" form to medical records.
- All other chart copies require patient authorization for release of information and must be submitted on a HIPAA-compliant "Authorization for Release of Medical Records" form by the patient. Please ask for these forms through the medical records department.
- Unauthorized chart copying is illegal and will be handled through the campus judicial process. Sanction may include suspension from the clinic and/or NUNM.
- In order to further protect the confidentiality of our NUNM community, students must obtain the authorization of their supervising faculty member (on the chart pull-slip) to pull any of the following patient charts: 1) their own chart; 2) another student's chart; or 3) an employee's chart.

Copyright Ownership Policy

Purpose

The creation of copyrighted works is one of the ways National University of Natural Medicine fulfills its mission of contributing to the body of knowledge for the public good. The university encourages the creation of original works and the free expression and exchange of ideas. This policy is intended to embody the spirit of the academic tradition, which provides copyright ownership to faculty for their scholarly and aesthetic works while otherwise being consistent with United States copyright law, which provides an employer with ownership of works created by its employees.

Scope

This policy applies to all members of the NUNM Community. The NUNM Community is defined as NUNM faculty (including instructors and visiting faculty), NUNM students (including undergraduate, graduate, and postdoctoral fellows), NUNM staff, NUNM administrators, and any other individuals using University Resources in the course of creating or developing copyrightable works. The policy

applies to all works of authorship created by members of the NUNM Community. Compliance with this policy is a condition of employment and enrollment at the National University of Natural Medicine.

Responsibility

Faculty

Policy

Copyright is the right of the creator of an original work to control the use of the work. According to the

U.S Copyright Office, Copyright is “a form of protection provided by the laws of the United States for ‘original works of authorship’, including educational, literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations.

‘Copyright’ literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and

listings of contents or ingredients are not subject to copyright.”

Copyrightable Works Owned by the National University of Natural Medicine

Work Made for Hire

"Work Made for Hire" is defined under the Copyright Act as a work (1) created by an employee within the scope of the employee's employment; or (2) where the work is not created by an employee under (1), when specially ordered or commissioned for use in certain prescribed works enumerated in the Copyright Act, if the parties expressly agree in writing that the work will be a Work Made for Hire. Works made for hire include works created by employees in the course and scope of their employment. Also, if the University enters a contract with "Work for Hire" provisions, the copyright in any work product created under the contract would belong to the University. Notwithstanding the general rules about works made for hire, the University will assign the copyright in a scholarly or artistic work made by a faculty member to the faculty member, reserving a non-exclusive, royalty free, worldwide license to use, copy, reproduce, transform, display, assign, and make derivative works from the work for University educational, research, and service purposes. This is how the University will effectuate the "academic tradition" of faculty ownership of scholarly or artistic works.

Where NUNM retains copyright in a Work Made for Hire, NUNM may decide to grant members of the NUNM Community a non-exclusive, royalty free license to use the work for educational, research and service purposes. However, faculty and staff may not use the work for the following:

- They may NOT distribute or sell the work for commercial purposes.
- While employed by NUNM, they may NOT use the work to teach the same course outside of NUNM.

Institutional Works

Institutional Works are those created at the direction of the University for a specific University purpose or for compensation by the University in addition to regular salary. These may include works that have been created or developed over a period of time by multiple members of the NUNM Community, simultaneously or consecutively, where it is not appropriate or not possible to attribute authorship to a defined group, and works created that include holdings or unique data sets that are periodically employed by faculty or students other than the author or authors of the works. The copyright in Institutional Works belongs to the University. NUNM may decide to grant members of the NUNM Community a non-exclusive, royalty free license to use Institutional Works for educational, research, and service purposes. However, faculty and staff may not use Institutional Works to do the following:

- They may NOT distribute or sell institutional works for commercial purposes.
- While employed by NUNM, they may NOT use institutional works to teach the same course outside of NUNM.

A current example of materials for which faculty may be specially compensated by the University beyond their regular salaried appointment include without limitation:

- Conversion of in-person courses to online courses, including digital productions or reproductions of course lectures.

Works Created with Use of Substantial University Resources

Special rules may apply to works created with the use of substantial University Resources. The term “University Resources” includes all assets of the University including, but not limited to: intellectual property, physical equipment (including computers and other electronic equipment), computing resources, Staff, office and classroom space, supplies, tools, vehicles, funding, facilities, specialized services (e.g. IT support), and postage. Substantial use of University Resources means use that is more than de minimis. For example, a faculty member’s use of assigned office space, office supplies, an assigned computer, typical staff support, or University library materials is considered de minimis. However, funding, research equipment, specialized services, and more than typical staff support are considered substantial University Resources.

Copyright in works created by members of the NUNM Community using substantial University Resources will be owned by the University. Whenever there is any ambiguity regarding the ownership of works in which University Resources are being used, a written agreement with the University designating who will own copyright must be entered into before University Resources are accessed, used or otherwise supplied and the works in question are created and/or developed. Any question regarding what constitutes substantial input or substantial resources should be referred to the Office of Institutional Effectiveness.

Examples of course materials created as a result of the use of substantial University Resources include, but are not limited to the following:

- Digital productions, reproductions, or other recordings of courses, or parts thereof, that are made at the University's expense (including use of the University's automated lecture capture system and use of University-employed videographers)
- Multiple hours of assistance from NUNM staff in developing online content

- Extensive use of students in developing the online course or course materials (e.g., videotaping, background research). Interactions between faculty and students such as normally occur in the preparation of scholarly materials do not constitute "extensive use." Graduate teaching assistants specifically assigned to an effort to produce online content for on or off campus teaching does represent substantial use of University Resources.

NUNM may grant a non-exclusive, royalty free license to use works created with the use of substantial University Resources for educational, research and service purposes. However, faculty and staff may not use these works to do the following:

- They may NOT distribute or sell the work for commercial purposes.
- While employed by NUNM, they may NOT use work to teach the same course outside of NUNM while employed at NUNM.

Sponsored Work

Governmental, non-profit, and commercial organizations may sponsor research and educational activities that will result in the creation of copyrightable works. In such a case, copyright ownership shall be as determined in the agreement with the organization. Any agreement which provides for copyright ownership by other than the University generally shall provide the University with a royalty free, nonexclusive, world-wide license to use, copy, reproduce, transform, display, assign and make derivative works from the copyrighted work for education, research, and service purposes.

Commissioned Work

The University may specifically commission the creation of a copyrighted work. When the University does so, copyright shall reside with the University, and copyright ownership shall be specified in a written agreement. To the extent that copyright does not reside with the University, any agreement by which the University commissions the creation of a copyrighted work shall provide the University with a royalty free, nonexclusive, world-wide license to use, copy, reproduce, transform, display, assign and make derivative works from the copyrighted work for education, research, and service purposes.

Contracted Facilities Work

The University will occasionally permit non-university personnel or university personnel acting outside the course and scope of their employment to use university facilities pursuant to a written agreement in order to create copyrightable works. Ownership of the copyright in such works shall be governed by the agreement permitting use of the specified University facilities. To the extent that the agreement provides for copyright ownership by other than the University, the agreement generally shall also provide the University with a royalty free, nonexclusive, world-wide license to use, copy, reproduce, transform, display, assign and make derivative works from the copyrighted work for education, research, and service purposes.

Copyrightable Works Owned by NUNM Community Members Independent Academic Effort

Independent academic effort exists where inquiry, investigation or research is carried out by a faculty, member to advance knowledge or the arts and where the specific choice, content, course and direction

of the effort is determined by the faculty member without direct assignment or supervision by the University. It is the University's policy that the copyright in works created through independent academic effort shall belong to the faculty member. Upon request of the faculty member, the University will take any necessary steps to effectuate ownership of the copyright by the faculty member. The University reserves a non-exclusive, royalty free, worldwide license to use, copy, reproduce, transform, display, assign, and make derivative works from the copyrighted work for education, research, and service purposes.

Internet and Other Online Courses

Copyrightable works created in developing internet, online, and other similar courses, projects, events, or programs are subject to this policy. It is the University's policy that the copyright in such works shall belong to the faculty member. Upon request of the faculty member, the University will take any necessary steps to effectuate ownership of the copyright by the faculty member. The University reserves a non-exclusive, royalty free, worldwide license to use, copy, reproduce, transform, display, assign and make derivative works from the copyrighted work for education, research, and service purposes. Faculty members should be aware that they may not be able to enter into an agreement with a third party for the development or teaching of a course without first disclosing the faculty member's intent to do so to the appropriate Program Dean and obtaining a determination from the Dean that development or teaching of the course is not contrary to the faculty member's obligations under the faculty member's employment contract and University policies on conflict of commitment and conflict of interest.

Although it is the University's policy that copyright in works addressed in this section belongs to the faculty member, the University has adopted the following limitations on the use of the copyrighted works:

- Faculty may NOT distribute or sell course materials or content for commercial purposes.
- While employed by NUNM, Faculty may NOT use course materials or content to teach the same course outside of NUNM.

Examples of permissible, common uses of materials include but are not limited to:

- Distribution of content to peers at other academic institutions for noncommercial academic or personal use outside of NUNM
- Distribution for scholarly publication
- Inclusion in an occasional lecture at another institution while still employed at NUNM
- Teaching or otherwise re-using the materials at other non-profit educational institutions after leaving NUNM

Instructional Materials Developed by Faculty at NUNM

Instructional Materials are the content, assessment, and structure of the course and materials prepared in any form, including but not limited to, lectures, lecture notes, course syllabi, reading lists, exams, supplemental materials, assignments, study guides, bibliographies, visual aids, images (audio and/or visual), diagrams, slides, lab exercises, tools, simulations, multimedia presentations, web pages,

reading lists, or digital media, or any combination thereof. It is the University's policy that, except for the materials created under "Copyrightable Works Owned by NUNM," copyright in Instructional Materials created by a faculty member shall belong to the faculty member. Upon request of the faculty member, the University will take any necessary steps to effectuate ownership of the copyright by the faculty member. The University reserves a non-exclusive, royalty free, worldwide license to use, copy, reproduce, transform, display, assign, and make derivative works from the copyrighted work for education, research, and service purposes. NUNM may do the following with course materials created by faculty, either individually or collectively by a class:

- Re-use, reproduce, adapt, modify, update, exhibit, display, archive, use in compilations or create derivative works (faculty member will be notified if still employed at NUNM)
- License the content to other non-profit institutions without a fee (faculty member will be notified if still employed at NUNM)
- License videos for commercial use or to other non-profits in return for a fee (faculty member will be notified if still employed at NUNM)

Faculty may not distribute or sell Instructional Materials for commercial purposes or use Instructional Materials to teach the same course outside of the University while employed at the University.

Once the faculty member is no longer employed by the University, the faculty member may make use of Instructional Materials created while employed at the University for the faculty member's own scholarly, non-profit, non-competing purposes. Instructional Materials collectively generated by a class are considered Institutional Works, and the copyright belongs to the University.

After any Instructional Materials have been utilized in the delivery of a course at NUNM, the faculty member is prohibited from deleting, removing, or modifying any copies of those Instructional Materials, including but not limited to deleting them from past course pages in the LMS (learning management system, e.g. Moodle). Deletion of Instructional Materials from past course pages in the LMS is a violation of NUNM's limited license to re-use, reproduce, adapt, or modify those materials for use in future courses.

Faculty members should be aware of examples of course materials created by faculty that are likely to contradict NUNM's conflict of interest or conflict of commitment policies include the following:

- Accepting employment outside of NUNM, for the purpose of creating online teaching materials without written approval of the appropriate Dean.
- Creating online teaching materials (for example, course lectures) for a course intended to be taught outside of NUNM that the faculty member might reasonably be expected to teach while at NUNM, without written approval of the appropriate Dean.
- Using course content designed for NUNM courses for personal/professional for-profit use, without written approval of the appropriate Dean.

Instructional Materials Brought to NUNM by Faculty

Faculty members who join the University may bring with them copyrightable works that they wish to use in the course and scope of their NUNM employment. A faculty member represents to NUNM by execution of the teaching contract that the faculty member is authorized to use any copyrighted materials the faculty member will or intends to use in teaching, research, or service at NUNM. Otherwise, faculty members should obtain permission from the copyright holder before using any such materials.

Works Created by Students in the Course of Their Studies

Generally, the copyright in works created by a student in the course of their education shall be owned by the student. Exceptions to this general rule include, but may not be limited to, work created with substantial University Resources, sponsored work, commissioned work, and contracted facilities work. Student-created works posted in a course online forum are owned by the student and may not be reproduced or published by instructors without written permission from the student.

Reservation of University Rights – Instructional Materials

NUNM reserves a non-exclusive, royalty-free, worldwide license to use, distribute, transform, reproduce, display, assign, and make derivative works from, all Instructional Materials developed by members of the NUNM Community for educational, research and service purposes while employed. Such license includes the right to use the content and structure of any course and to revise and update course material for the purpose of continuing to offer the course of instruction or to develop and offer derivative courses of instruction, in both conventional, and non-conventional settings (including any instructional internet or other online distance education class, series, event, course, project or program). The foregoing right does not include a royalty-free license to use or to reproduce a published textbook for classroom or library use. In accordance with academic custom, the University will acknowledge the authors of unless the authors request otherwise. The University retains the right to use course materials^[RG1] for its own educational, research and service purposes, including archiving the materials.

Copyright Agreement and Notification

Prior to any use of a university facility by non-university personnel or by university personnel outside university employment, a signed agreement shall be required that specifies the disposition of copyrighted works. University employees using university facilities for work outside university employment are responsible for bringing this to the university's attention so that an appropriate agreement for use can be negotiated.

Faculty members participating in sponsored projects must execute an agreement that acknowledges: (a) individual and joint responsibility to produce and deliver sponsored works to the sponsor, as required by the terms of the sponsored project agreement, and/or to the university when so requested, and (b) that copyright ownership of sponsored works, unless reserved to the sponsor or otherwise provided for in the sponsored project agreement, shall vest in the university.

Release of University Rights

The university may assign its ownership rights in copyrighted works by a written document, signed by

the President of the university, or their authorized representative, when, as determined by the university: (a) there are no overriding or special obligations to a sponsor or other third party; and (b) the best interests of the university would be so served. Such assignment of ownership rights may be contingent on an agreement that no further effort on, or development of, the work will be made using

university resources and that the university is granted a royalty free, nonexclusive, worldwide, perpetual license to use, copy, distribute, transform, display, reproduce, assign, and make derivative works from the work for education, research, and service purposes.

Copyright Protection

In its sole discretion, the University may choose to register its copyrightable materials with the U.S. Copyright Office. NUNM will not be responsible for assisting members of the NUNM Community with obtaining copyright protection or otherwise protecting their interest in copyrightable materials. Where appropriate, members of the NUNM Community are encouraged to add a copyright notice or symbol to materials they own and to use a Creative Commons license to grant permissions for their use (<https://creativecommons.org/licenses/>) but members of the NUNM Community are advised to consult with their own legal counsel before doing so.

Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Consequences for Violating this Policy

Failure to comply with this and related policies may result a member of the NUNM Community being subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

Frequently Asked Questions:

1) I have a faculty contract with NUNM to teach a course. Is the material I develop and deliver for the course considered a “work for hire”?

Yes, if you develop course material as a part of your faculty contract. However, if you bring in material you created outside of your employment contract with NUNM, this is your material and it is not considered a part of your “work for hire” contract.

2) What is a “Work Made for Hire?”

Section 101 of the Copyright Act (title 17 of the U.S. Code) defines a “work made for hire” as a work prepared by an employee within the scope of his or her employment or a work specially ordered or commissioned. If a work is made for hire, the employer or other person for whom

the work was prepared is the initial owner of the copyright unless both parties involved have signed a written agreement to the contrary.

3) As a faculty member, do I own copyright in my course?

Copyright attaches to individual creative works; courses are made up of multiple different creative works and so “courses” are not independently copyrightable as a general rule. However, because most courses housed at NUNM were developed at NUNM as a result of “Work Made for Hire” by faculty members, NUNM will typically hold the copyright on these courses and the materials housed within them. This copyright is what enables NUNM to import and export course content into new Moodle pages for newly hired faculty members to use, even if the course was originally developed by another faculty member.

Individual course materials (class notes, slides, videos, etc.) of sufficient originality can be copyrightable as academic works, and in most cases, copyright in such materials usually belongs to the faculty member that developed them. However, if these course materials were developed using substantial NUNM resources or these materials were developed via collaboration of other faculty member’s materials (PowerPoint, articles, lecture notes etc.), then these materials would be owned by NUNM, and the university could grant faculty a royalty free license to use these materials outside of the NUNM institution in the future as long as they are not used for commercial purposes.

4) I'm a faculty member and I've independently created online instructional materials without significant or substantial NUNM resources or as a result of “Work Made for Hire”. Who owns these?

The faculty member owns copyright to all their independent academic works done outside of NUNM. If you bring previously developed materials (videos, slide decks, etc.) into your classes, you own intellectual property rights in those materials. However, if a faculty member uploads these materials to the Moodle LMS system to share with their students, faculty are at that point granting NUNM permission to use the materials in the future for that course.

5) What are “substantial resources” related to instructional materials or materials developed under this policy?

Substantial use of university resources means that the university has provided support with resources of a degree or nature not routinely made available to all faculty and includes special support, either in the form of funding, or the use of facilities or staff. For example, the provision of a lab space, studio, extensive equipment dedicated to the use of a faculty member or extended IT support from a staff member involves the substantial use of university resources. However, ordinary use of desktop computers, university libraries and limited secretarial or administrative resources, including routine support from the university’s IT department, and provision of offices, do not constitute substantial use of university resources. In addition, the university’s funding of sabbatical leaves and funding provided through the Faculty Development Committee are not considered substantial use of university resources.

6) Can I copyright my syllabus? Can NUNM change the content without my permission?

Yes and No. NUNM can change the template in which the syllabus is designed. However, you as the faculty member are in charge of establishing student learning objectives. NUNM will not change those without your permission, as doing so would implicate academic freedom issues. However, because NUNM requires faculty to use an NUNM syllabus template that has been designed and created utilizing NUNM resources; faculty would not be able to copyright this syllabus as their own. All syllabi created are considered apart of “Work Made for Hire” and as such, NUNM owns this copyright. In addition, if faculty members have developed a syllabus that was also partially developed by a former faculty member who taught the same course (this syllabus would have been shared with faculty by NUNM), faculty would not be able to copyright this syllabus either. Rather in both cases, the copyright would be owned by NUNM.

7) Can a faculty member who leaves the employment of NUNM continue to use syllabi, teaching notes, photos etc. that have been incorporated in an online course at NUNM?

It depends. If the faculty member created instructional materials as a result of “Work Made for Hire”, then these materials may be used for scholarly, non-profit, and non-competing purposes. However, if the materials were developed by a previous instructor and you modified them to teach the course, then no, faculty members would not have a royalty-free license to continue to use these instructional materials elsewhere (as the copyright for these materials may be housed at NUNM or with the previous faculty member).

If the faculty member developed these materials outside of “Work Made for Hire” (independently or prior to appointment of course instruction) or without the substantial resources of NUNM, then yes, faculty would be able to use these instructional materials in the future and would also hold the copyright to these materials. However, even though faculty may leave NUNM and own the copyright to instructional materials they take with them, NUNM still has a world-wide, non-exclusive, royalty free license to use these same instructional materials developed by faculty when these materials have been uploaded to the Moodle LMS system.

8) Can I use the same course materials outside of NUNM while still a faculty member at the NUNM?

No. Faculty may not use NUNM instructional materials to teach the same course outside of the university while employed at the university.

Additionally, all guidance on copyright ownership and licensing on instructional material according to the Copyright and Intellectual Property Policy would still stand in addition to the guidelines outlined in the Conflict of Interest Policy.

9) Do I need permission from NUNM to teach a course elsewhere in a subject unrelated to the subjects of the courses I teach at NUNM (such as a course in a hobby of mine)?

No. You are not required to obtain permission from the university to teach a course outside the NUNM in a subject unrelated to the subjects of courses you teach at NUNM. Restrictions on courses taught elsewhere,

if any, are covered by the university's conflict of interest policies. The copyright policy is intended to be consistent with all other relevant policies of the university.

10) If a professional/academic staff creates course materials or writes an article for publication in a scholarly journal, who owns the copyright?

To the extent to which non-faculty academic appointments fall within the "faculty like" definition, these individuals would have copyright in the scholarly works they produce. If the work is outside the normal scope of the individual's appointment, the work would also belong to the creator. Works created within the scope of employment by individuals who do not have faculty or faculty-like appointments; copyright would be owned by NUNM.

11) Is software considered academic work under this policy?

Software can implicate both copyright and patent rights. While patent rights in software are retained by NUNM, the copyright in software created as an academic work independently would be owned by the faculty creator(s). However, if this software was created and developed as a result of "Work Made for Hire" or using substantial university resources, then NUNM would own the copyright and patent to the software developed and may/may not grant the faculty creator(s) a license to use the software outside of the institution.

12) If as a faculty member, I am directed to create something by my department chair or dean; does NUNM then own it under the "Work Made for Hire" provision of this policy?

In this scenario, it depends on the work being requested and whether or not this work falls under the faculty member's scope of employment. If it is part of a faculty member's job (duties listed in position description) to create these materials or if there is additional compensation to create the works, then the copyright for these materials would be owned by NUNM and faculty may or may not have a royalty-free license to use them outside of the university, depending on the situation. For example, faculty would likely not have a royalty-free license to use a written policy outside of the institution; however, for instructional materials, NUNM would own the copyright, but faculty would most likely have a royalty-free license to use these materials outside of the university.

However, if a faculty member is asked to develop materials outside of the faculty member's scope of employment and is not compensated in addition to their regular scheduled salary to develop these materials, then the faculty member would own the copyright to these materials with NUNM having a world-wide, non-exclusive, royalty-free license to use these materials in perpetuity.

If faculty members are compensated in addition to their regular scheduled salary to develop these materials, then NUNM would own the copyright to these materials with faculty may/may not being granted a royalty-free license to use the materials outside of the institution.

13) Does “instructional materials” as used in the policy include pre-existing textbooks or scholarly articles that I use as teaching materials in class?

No. “Instructional materials” is not meant to include pre-existing works that are read, discussed, or otherwise used in class.

14) Is a book that grows out of a course that I teach at NUNM considered “instructional materials” for the purposes of the policy?

While “instructional materials” includes works that are created specifically for use in or as part of a course at NUNM, it does not include books and similar works subsequently developed from course content that the faculty member seeks to make available commercially or non-commercially. Furthermore, the policy explicitly recognizes the traditional authorship rights of faculty in books and similar works.

15) Does the policy prohibit my teaching one-day short courses at other academic or commercial institutions?

No, that is not the intent of the policy. University policies on conflict of interest and use of the university’s name do apply in this case and faculty should consult with the appropriate dean before teaching such courses.

16) Is any work created under a grant processed by NUNM considered to have been created with substantial use of university resources beyond the minimum level provided to faculty?

No. Copyright of materials developed would be decided by the terms of the grant. However, if the terms of the grant require that the university hold copyright, NUNM would assert ownership.

17) Don’t all federal grants require that the university hold copyright?

No. In fact, most federal grants do not require that the university hold copyright in works created as a result of the grant. In this regard, copyright differs from patents. Under federal statute, most federal grants do require that patents resulting from inventions arising from work under the grants be held by the university.

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 stressors. NUNM provides professional counseling services free of cost to enrolled students through WellConnect, a third party provider. If students desire to seek professional counseling outside of NUNM, student can visit WellConnectforyou.com and use school code, NUNM, to request an appointment. Coordination of WellConnect is governed by the dean of students. Please direct questions or concerns to rallen@nunm.edu.

Crisis Assessment and Response Team (CARE Team)

The purpose of the NUNM Crisis Assessment and Response Team (CARE Team) is to help create, educate, promote, and maintain a healthy and safe educational and work environment for all students, staff and faculty. The CARE Team is a trained group of staff and administrators who receive and assess reports on students who are displaying varied levels of disruptive, dangerous or distressed behavior; using established criteria, within the NUNM community. Upon review of reports, the CARE Team will assess the behavior(s) and provide support and services to the identified student. Support and services to the student could include, but are not limited to, referral for counseling, referral to the Honor Council or through the student conduct process, connection with advisors, medical withdrawals, and involuntary leave of absences, disability services and referral for psychological evaluation. In some cases, the recommended intervention for non-academic behavior issues may include suspension from NUNM. Students who are separated from the university can appeal the decision by following the procedures outlined in 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.

Curriculum Approval Committee (CAC)

Terms of Reference

The Curriculum Approval Committee (CAC) will consist of eleven (11) members:

Chair: 1 Academic Dean (appointed by the CAO).

Vice-Chair: 1 full-time faculty member from one of the colleges or schools (appointed by the CAO).

Members:

Administrative Representation:

Two academic Deans (appointed by the CAO).

Two full-time faculty members (appointed by the CAO on the advice of the appropriate Dean).

Director of Admissions.

Student Representation: (all appointed by the SGA)

One student representative from each College and School.

Incremental representation: one student representative ND/MSOM concurrent track; one student representative for the first year of each matriculated undergraduate program.

The CAC meets the fourth Friday of every month.

Mandate

The CAC concerns itself with the following curriculum initiatives:

- A. new credit courses which replace existing courses in an already approved, accredited program;

- B. new, elective credit courses which are incremental to an existing program; or
- C. a new program (undergraduate or graduate degree, or a certificate of additional or advanced qualification [CAQ]).

The CAC reviews initiatives which have been vetted by the initiator with his or her supervisor and have benefitted from the pre-development stage of the URAP.

The CAC reviews proposals which are presented using the appropriate "curriculum proposal form" with all necessary appendices.

The CAC returns approved courses or programs to the appropriate Dean for follow-through, using URAP.

The CAC recommends an approved program (degree or CAQ) for follow-through via URAP as appropriate.

Determining Academic Dishonesty

Policy

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 to the Dean of Students 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.

Determining Code of Conduct Violations

Policy

Section A. 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. For cases involving behaviors outlined in the Policy Against Discrimination, Harassment and Retaliation, and Title IX section of the student handbook, a special team of trained Title IX team members will investigate the complaint. See section B below.

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.

Section B. For complaints of behavior outlined in the Policy Against Discrimination, Harassment and Retaliation, and Title IX section of the student handbook that do not meet the criteria for Title IX, the case will be reported to the Dean of Students. The Dean of Students will designate two (2) trained investigators who will investigate the complaint.

Investigation

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

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

The Dean of Students will provide both parties with detailed and written notice of allegations, and each policy that has been alleged to be violated. Students are allowed advocates of their choice to be present during the investigative process. The investigators will use the following determination thresholds for making any determinations of sexual misconduct.

Determination Thresholds

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

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

Credibility

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

The following things do not add to, nor take away from, the credibility standard of the respondent:

- Character witnesses
- Student or employee popularity on campus
- Lack of past determinations of misconduct

- Academic performance

The following things do not add to, nor take away from, the credibility standard of the complainant:

- Clothing choices
- Appearance
- Flirting behavior
- Gender identity
- Sexual orientation

Outcome of Investigation

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

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

The report will be issued at the conclusion of the investigation and will include the following:

- The fact-finding investigation.
- The investigation outcome and determinations, including the reasons and rationale in making the determinations based on the evidence presented on each alleged violation.
- The plan to eliminate, remediate and prevent reoccurrence, including sanctioning.

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

The accused student(s) and the reporting student have the right to appeal the sanctions of the Findings and Determination Report as described below.

Appeal Procedure for Sexual Misconduct

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

1. If the student accepts the findings and determination, then an appeal is unnecessary. All sanctions outlined in the final determination letter will be in place with outlined completion dates.
2. If the student accepts the findings and determinations in part, but disagrees with other parts, the student is entitled to request a formal appeal hearing process to address the contested pieces. Only the contested sanctions of the agreed upon findings and determinations are appealable.
3. If the student rejects the findings and determinations in its entirety, the student is entitled to request a formal appeal hearing process with access to any information that will be sent to the hearing board.

Request for Formal Appeal Hearing

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

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

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

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

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

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

- The sanctions imposed are grossly out of proportion/alignment with the severity of the offense.
 - Information relevant to the decision that was not available to the investigators for consideration during the investigation, including unknown or unavailable information that could substantially impact the original findings or sanctions. A summary of this new evidence and its potential impact should be included in the appeal request. Intentional failure to provide information during the investigation is not grounds for an appeal.
5. Objective of the appeal, i.e., reduction of the sanction, severity, or change in the case decision;
 6. Signature and date.

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

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

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

Deviation

Policy

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

- A. Pre-approved and documented disability accommodation (contact the dean of students for more information)
- B. Leave of absence/withdrawal
- C. Transfer credits
- D. Failure of a required course
- E. Adding a second program
- F. 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 canceled 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). Deviations will not be applied to Orientation/Graduation fees, Community Engagement credits, Preceptorship credits, or other charges that are issued at a standard time in the curriculum.

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 Registrar's Office 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.

Directed Study –Graduate Studies

Policy

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 dean, 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:

- A. The course must meet program outcomes and learning objectives that are consistent with the program to which the course will be credited.
- B. 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.
- C. A student is permitted only one course of directed study per term.
- D. 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.
- E. Full-time faculty are permitted to guide directed study, but adjunct faculty must receive permission from the administrative dean to guide such a course.

Drug Testing

Policy

In compliance with the Oregon Health Authority and Oregon Administrative Rules 409-030-0100, as of July 1, 2015, all incoming students are required to undergo a drug screen prior to matriculation at NUNM.

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

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

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

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

Drug Screening Results for Current Students

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

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

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

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

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

Costs

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

Record Retention

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

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

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

Drug-Free Campus: 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.

Drugs/Intoxicant Violation

Policy

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.

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.

Elective Credits

Policy

Each program has a required number of elective credits required to graduate. The number of elective credits will vary based on the degree program and credits transferred toward the degree.

Master and doctoral students may take elective credit from any NUNM graduate-level degree program as long as they meet the prerequisites. Core classes within a different program may only be taken with approved Course Substitution forms.

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.

Concurrently enrolled students (students enrolled in more than one degree program) may not apply required/core classes to fulfill any elective requirements. Additionally, Title IV funds can only be awarded to the program with the highest elective credits required as these elective credits will fulfill the graduation requirements for both programs (.. students in ND/CCM would have title IV funding for 16 required elective credits).

These policies follow the Department of Education's policies and regulations that mandate that federal financial aid may only be awarded for courses that count toward a student's degree.

Electronic Mail, Social Networking and HIPAA

NUNM's policy on electronic mail is based on HIPAA regulations that govern patient-protected health information (PHI). The current policy is designed to protect the privacy rights of patients and to protect NUNM against litigation. NUNM does not provide a secure electronic mail system to students, staff or faculty.

NUNM uses the OCHIN Epic system for electronic health records. MyChart is the patient portal within Epic and is the approved method to communicate with patients.

- A student or faculty member may not communicate with a patient via electronic mail.
- Students must use their NUNM email account when communicating with faculty *about* patients.

- Students may not communicate with patients on any social network sites (e.g., Facebook, Twitter, Instagram, etc.)
- Students may not give any medical diagnostic or treatment information to any other person on a social website.
- Students may not discuss any patient cases on social media, regardless of patient de-identification.
- Failure to follow these guidelines will result in disciplinary action.

Eligibility to Attend Classes and Clinical Rotations

Policy

Students who do not attend the first day of class or the first shift of a clinical rotation without an excused absence may be dropped from that course, especially if there is a waiting list. Students must not attend a class, a section or a clinical rotation for which they are not registered. Course syllabi will list individual faculty member attendance requirements.

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 out of SMS messaging. 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.

Examinations and Completion of Assignments

Examinations and other evaluations are given at the discretion of the faculty member during the assigned class time. Description of the examination policies for individual classes should be included in the course syllabus distributed to the students at the beginning of each term for each class. Weekly quizzes, midterms and finals may all be given in a particular class. Final exams are given at scheduled class times. Only lab finals and practical finals for classes that are full term may be scheduled prior to finals week during week 11/12.

FAILURE TO FOLLOW EXAMINATION PROCEDURES

It is assumed that NUNM students are honest. However, failure to follow examination policies on an exam should be reported to the program dean and the dean of students. The student will be subject to the sanctions set forth in the Student Conduct Code in the student handbook.

EXAMINATION SCHEDULE CHANGE

Students are required to complete all examinations on schedule. In cases of severe illness, bereavement or family emergency, please see the Absences Policy in the student handbook. Please see the Financial Policies section of the course catalog regarding fees. Deferred exams must be taken within three days of the approved excused absence and must be scheduled through the Center for Academic Success-Testing Center. After one week from the approved excused absence date, make-up exams are no longer available, unless by faculty.

Faculty members must approve all examinations that are taken at other times than the actual scheduled exam time, unless the student has a disability accommodation. An unexcused absence from an examination or major graded exercise will be considered a failure.

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

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

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

Exemption Policy for Request for Alcohol at University Events and Receptions

Policy

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.

An event, for which the sponsoring organization or department would like to request an exemption to the no alcohol policy, may petition the appropriate office for exemption by submitting an "NUNM Alcohol Use Permit" form. This applies to all university-sponsored events on- or off-campus.

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

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

All requests for exemption for alcohol require at least three signatures for final approval. In cases of events at which students are present, approval is required by the dean of students or designee; in cases of institutional or departmental events at which staff or faculty are present, approval by the director of human resources is required. If students and employees are present, both the director of human resources and the dean of students or designee must approve the form. In cases of non-NUNM events, approval is by the vice president for finance and administrative affairs 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 Use Permit" form for approval to the approving body no fewer than two (2) weeks prior to the event. Failure to comply with the deadline may result in denial of permit.
12. The event host may not consume alcohol during the event to ensure all policies, procedures, regulations and laws are being followed.
13. No alcohol will be sold on university properties unless the events are catered through food service and have been approved through the NUNM process. NUNM does not hold a liquor license. The food service provider must apply for and receive a Temporary Sales License through the Oregon Liquor Control Commission office (OLCC). Events where donations or tickets are required for alcohol/entry to the event, or if alcohol is being raffled as a prize, an OLCC liquor license will be required.
14. Alcohol on university property will be limited to beer, wine and champagne only. No hard liquor or distilled spirits are allowed.
15. No student activities money shall be used for the purchase of alcohol without the approval of the dean of students (or designee); whether the event is on- or off-campus.
16. No alcohol beverages shall be served at university student recruitment functions.
17. Publicity of events should focus on the entertainment, speeches, presentations and/or other activities and should not focus on alcohol. Advertisements cannot mention alcohol as a means of promotion of the event.
18. Alcohol beverages must be consumed in the designated event area(s) and must not leave the university property.
19. Alternative transportation options must be planned for and, if deemed necessary, provided by the event host to anyone who appears to be intoxicated. Alternative transportation fiscal responsibility is that of the event host.
20. Security may be required at the event, especially if there are minors present for the event. Fiscal responsibility for security may be the responsibility of the event host. Please contact the chief security officer to arrange for security for the event. Final approval for the event will not be granted until after the chief 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 Permit by the event hosts to either the dean of students, director of human resources or vice president for financial and administrative affairs, 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. The form will be kept on file in the Office of the President with copies submitted to the approving bodies.

Exemption Policy for Request for Alcohol at University Events and Receptions

Policy

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.

An event, for which the sponsoring organization or department would like to request an exemption to the no alcohol policy, may petition the appropriate office for exemption by submitting an "NUNM Alcohol Use Permit" form. This applies to all university-sponsored events on- or off-campus.

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

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

All requests for exemption for alcohol require at least three signatures for final approval. In cases of events at which students are present, approval is required by the dean of students or designee; in cases of institutional or departmental events at which staff or faculty are present, approval by the director of human resources is required. If students and employees are present, both the director of human resources and the dean of students or designee must approve the form. In cases of non-NUNM events, approval is by the vice president for finance and administrative affairs 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.

22. 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.
23. 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.
24. No alcohol will be served to persons who appear to be intoxicated.
25. Non-alcohol beverages, in addition to water, must be prominently displayed and available during the event.

26. 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).
27. Alcohol service must be discontinued no later than 30 minutes prior to the end of the scheduled event.
28. 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.
29. 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.
30. Servers will not consume alcohol while working, nor serve more than one alcohol beverage to a single person at one time.
31. NUNM employees shall not consume alcohol unless they have completed their normal work schedule. This is in compliance with the Drug-Free Workplace Act.
32. 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 Use Permit" form for approval to the approving body no fewer than two (2) weeks prior to the event. Failure to comply with the deadline may result in denial of permit.
33. The event host may not consume alcohol during the event to ensure all policies, procedures, regulations and laws are being followed.
34. 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.
35. Alcohol on university property will be limited to beer, wine and champagne only. No hard liquor or distilled spirits are allowed.
36. 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.
37. No alcohol beverages shall be served at university student recruitment functions.
38. 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.

39. Alcohol beverages must be consumed in the designated event area(s) and must not leave the university property.
40. 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.
41. 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 chief security officer to arrange for security for the event. Final approval for the event will not be granted until after the chief of security has given authorization.
42. 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 Permit by the event hosts to either the dean of students, director of human resources or vice president for financial and administrative affairs, 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. The form will be kept on file in the Office of the President with copies submitted to the approving bodies.

Faculty Office Hours/Student Advising

Background

In support of accreditation standards, all NUNM faculty must report and maintain specific office hours for student advising and mentoring.

Policy

All faculty are required to maintain pre-scheduled office hours in order to support student learning and success. During the weeks of active course/clinic instruction, full-time faculty members are required to maintain a minimum of four office hours per week for the purpose of course advising and student conferencing. At least 50% of these hours must be pre-scheduled/set hours that appear on syllabi and can be published in a list of departmental hours. Scheduled office hours can be held online or on campus. These hours must be reported to the faculty support staff for the faculty before each new term begins.

During the weeks of active course/clinic instruction, adjunct faculty members are required to maintain office hours (with at least 50% being at preset times) for the purpose of being available to answer student questions about material in the faculty member's course(s). A minimum of one hour per week is required for instructors teaching one to five classroom hours per week; and a minimum of two hours per week for instructors teaching six or more classroom hours per week. These hours should be posted on the syllabus and course Moodle pages, and they can be held online or on campus.

If office hours are held online, a link to the weekly meeting should be included in the course syllabus and course Moodle page. Faculty are not permitted to post more than 50% of office hours as “by appointment.”

Faculty mentors can offer guidance about options for program completion, stresses of courseload, and a student’s academic and professional progress. Any exception to the standard program must be approved by the dean. Complex academic concerns that may arise for students, especially those not on the standard program, will be referred to the dean.

Federal Loan Exit Interviews

Policy

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

FERPA Policy

The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. This policy explains the rights of students with respect to their educational records, and outlines the University's procedures to comply with the FERPA.

Purpose - The purpose of this policy is to define directory information at NUNM, outline when it is permissible to share such information without student consent and ensure compliance with the Family Educational Rights and Privacy Act (FERPA) principles.

Definition of Directory Information - At NUNM, directory information includes the student’s name, NUNM email address, photograph, major field of study, enrollment status, class level, dates of attendance, degrees and honors received, participation in recognized activities, and the most recent educational institution attended.

Permissible Sharing of Directory Information - Directory information may be disclosed to third parties without the student’s prior written consent under the following conditions:

- The university has provided public notice of the types of information designated as directory information.
- Students have been given the opportunity to request that their directory information not be disclosed without their consent.
- The university must adhere to FERPA guidelines and principles when sharing directory information.

FERPA Compliance and Procedures - To ensure compliance with FERPA, NUNM will follow these procedures:

Annual Notification - NUNM will provide annual notification to students about their rights under FERPA, including the types of information designated as directory information and their right to restrict the disclosure of such information.

Opt-Out Option - Students who wish to restrict the disclosure of their directory information must submit a written request to the Office of the Registrar. This request will remain in effect until the student provides written notice to remove the restriction.

Disclosure Without Consent - The university may disclose directory information without consent to third parties, including but not limited to potential employers, educational institutions, scholarship organizations, and media outlets, unless the student has opted out of such disclosures.

Record-Keeping - The university will maintain records of requests for and disclosures of directory information, as required by FERPA. These records will be kept in the student's education record and will be available for review by the student.

Use of Information - Directory information will only be used for legitimate educational purposes and will not be disclosed for commercial purposes without appropriate safeguards.

Enforcement - The Office of the Registrar is responsible for enforcing this policy and ensuring compliance with FERPA. Any violations of this policy may result in disciplinary action, up to and including termination of employment for staff and faculty.

Contact Information - For questions or concerns regarding this policy or FERPA compliance, please contact: Office of the Registrar at registrar@nunm.edu.

Fragrance-Free Campus

Policy

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.

Full-Time/Part-Time Student Status

Full-time ND/CCM student status requires enrollment of no fewer than 11 credits per quarter. ND/CCM half-time student status requires enrollment of at least 5.5 credits and less than 11 credits per quarter. Full-time MSCR/MScN/MSiGH student status requires enrollment of 7 credits per quarter. MSCR/MScN/MSiGH half-time

student status requires enrollment of 4 credits per quarter. Students who are on financial aid, who reduce their course loads from full-time to part-time status, must meet with the director of financial aid.

Grade Appeals

Policy

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 ."

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:

1. 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.
2. 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 Review and Appeals Committee (ARAC). The ARAC will review the documentation, including a discussion with the faculty member and make a decision. The decision from the ARAC may include upholding the grade as submitted or requiring the student to remediate an exam. The ARAC may not choose passing grade to be substituted in place of a failing grade. . The student and faculty member will be notified in writing of the final decision. The decision is final and may not be appealed to higher authority.

ND OSCE Exam Appeals

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

A failed OSCE exam grade appeal must be submitted to the registrar within seven business days (7) of the posted grade and will be referred to the Clinic Promotions Committee. The Committee will notify the student in writing of the decision within 14 days of receipt of the request.

Grading – Clinic

Policy

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 two shifts on their timesheet. o Any missed shifts are required to be made up by the end of the following the term.
 - o 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.”
 - o 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 (ND remediation) or supervised exercises to address areas in which competence was not achieved (CCM). 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 the allotted two absences on a single clinic rotation, a third absence may be allowed at the clinical supervisor's discretion. Beyond 3 absences will receive a failing grade, as competence may not be accurately assessed in a shorter shift duration. Exceptions may be made in the event of multiple clinic closures beyond the student's control.

Grading

GRADING AND PROMOTION

NUNM maintains high standards of scholarship and at the same time recognizes its responsibility to provide each student the best opportunity to complete the program successfully. At the beginning of each course, the instructor is required to define clearly for the members of that class the objectives of the course, and the standards and methods by which student achievement will be measured.

Students are responsible for checking their grades online in SONIS. Courses that are graded using the P/F grading system are not included in a student's GPA.

For students enrolled in any program : At the end of each course, each student's performance is reported to the registrar using the following letter grading system.

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

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
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
- P (PASS): satisfactory performance
- W (WITHDRAWAL): student withdrew from course
- WF (WITHDRAWAL, FAILING): student withdrew from course while failing
- I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
- T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation

- AU (AUDIT)
 - IP (IN PROGRESS)
 - R (REMEDICATION REQUIRED): marginal performance (temporary grade) – graduate level only
 - RC (REMEDIED C): pass remediation exam – ND and CCM courses only
 - RP (REMEDIED PASS): grade given for a passed medical clinic rotation, but with required skills remediation – ND and CCM only
- For students enrolled in the ND or CCM programs prior to fall 2015: At the end of each course, each student's performance is reported to the registrar using the following pass/fail grading system:
 - H (HONORS): superior performance; equivalent to "A," not available for all courses
 - P (PASS): satisfactory performance; equivalent to "B" or "C"
 - FR (FAIL REMEDIATE): marginal performance (temporary grade)
 - RP (REMEDIED PASS): Equivalent to "C-"
 - F (FAILURE): unsatisfactory performance (permanent grade); equivalent to "F"
 - I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
 - W (WITHDRAWAL): student withdrew from course
 - WF (WITHDRAWAL, FAILING): student withdrew from course while failing
 - AU (AUDIT)
 - CMP (COMPLETE): used for courses that are not graded, but attendance is required and a specified number of hours need to be completed, such as preceptor hours
 - T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation
 - NC (NOT COMPLETED): hour requirement or attendance not met
 - IP (IN PROGRESS)
 - Grade of "R/FR" – ND and CCM Programs 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 listed in Section 5.1 above. "R" grades are converted to either a "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 a "RP" (remediated pass) or "F," not 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."

Grade of "RC/RP" - ND and CCM Programs Only
 - Students who pass a remediation exam will earn a permanent grade of "RC" (remediated "C") /RP (remediated pass). See Clinical Remediation and/or Student Clinic Section II of the Student Handbook. Clinical Rotations and "RP" Grades

ND: A permanent grade of "RP" will be given when an ND student passes a clinical rotation, but is required to attend and pass a clinical skills enhancement course the following term to attain an adequate level of clinical proficiency. A non-passing grade in the clinical skills enhancement course, a permanent grade of "F" will be given.

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

Grade of “F”

When a student receives a failing grade in a required course (including clinical rotation), they must repeat the course 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.

Grade of “I”

When a student cannot complete a course in the term in which it begins, an incomplete (“I”) grade may be considered. The granting of an “I” grade is at the discretion of the faculty member and used in exceptional circumstances; and may be based upon approved excused absences provided by the Center for Academic Success. Faculty may consider the grade of “I” petition when the following criteria have been met:

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

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

To request an incomplete grade, the student is responsible for submitting to the Registrar’s Office an approved “Grade of Incomplete Petition” form, which can be obtained from the Registrar’s Office or the Center for Academic Success. To complete the form, a student must:

- Meet with the faculty member to complete the form and discuss the remaining course assignments to be submitted to change the grade of “I”; and
 - Use the supplemental worksheet attached to the “Grade of Incomplete Petition” form to create a timeline for completion of course requirements; and
 - Return the completed petition form to the Registrar’s Office.
- When the student completes the work required to change the “I” grade, the faculty member will submit the “Grade Change” form to the Registrar’s Office. A grade of incomplete should be completed within the first two (2) weeks of the next term, with an extension of no more than two (2) quarters. Failure to complete the required course work by the timeline on the contract will result in a failing grade.
 - If a grade of “I” extends beyond two (2) quarters due to ongoing circumstances, the student may be required to take a leave of absence and will be allowed to complete the course material upon return from leave. Students who apply for a leave of absence and have not completed 80% of the coursework will receive a grade of “W” for the class, and will need to repeat it upon return from leave. A withdrawal will affect the student’s ability to continue in certain course sequences in subsequent quarters. Multiple “I” grades in one quarter may result in the inability to petition for incomplete grades the subsequent quarter.

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

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

- An incomplete will not be awarded when a student is failing a course for the purpose of giving additional time to complete late assignments. Any student who is failing a course after week eight (8) is not eligible to request an "I."
- Grade of "I" – Graduate-Level Clinical Rotations
A grade of "I" will be given to students who are passing a clinical rotation but have missed up to 2 shifts (8 hours) during an 11- or 12-week term. Students must make up any missed shifts by the end of the following term in order to convert an "I" grade to a "P." If missed shifts are not made up by the deadline, an "I" grade will convert to an "F." See Sections 6 and 7 of the Clinic sections of the student handbook for more detail.
Grade of "CMP"
This grade (complete) is used for courses in which the student is required to attend, but no evaluation is given. Examples of such courses include but are not limited to preceptorship rotations, community education or New Student Orientation, for which the student is required to complete a certain number of hours.

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
- Satisfy thesis or capstone project if required for degree
- Satisfy all financial obligations to NUNM
- If the student is a transfer student, the requirements outlined in the transfer student policy (including length of time or specific credit requirement per accreditation and regulatory standards) has been met.

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.

DACCHM/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 deadlines referenced in the DACCHM/DSOM Capstone Handbook. Students may apply for an alternate completion timeline by

following the steps in the handbook. Students may not refer to themselves as DAcCHM/DSOM Candidates until their application for candidate status is accepted by the CCM Capstone Committee.

The Imaginal and Experiential Inquiries Levels I, II and III (a, b, c, and d) are courses that support the selection and completion of a viable capstone project. In the Doctoral Capstone Mentorship, the chair of the student's capstone committee guides the student in the completion of their capstone project. Information about the DAcCHM/DSOM doctoral capstone project, including the handbook with a timeline of all requirements, is available on the CCM Resources Moodle Page.

Capstone students in their completion year must stay in touch with the CCM Administrative Coordinator and be timely and responsive to emails regarding completion tasks and events.

DAcCHM students also receive an MAcCHM degree, as it is a fully nested program. Students approved for an alternate timeline to complete their DAcCHM Capstone Project may petition the Registrar's office to receive the MAcCHM degree while finishing their DAcCHM capstone work.

MSCR 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. 1

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.

Granting Graduate Credit In Undergraduate Courses

Policy on Granting Graduate Credit in Undergraduate Courses

Undergraduate courses may be cross-listed to provide graduate credit if the following procedures and conditions are met:

1. It can be demonstrated that a substantial increase in the level of content and/or rigor has been added to the undergraduate course for those students seeking graduate credit. (A basic guideline is that the additional content and/or rigor would involve approximately 5 hours of additional work per credit hour.)
2. A *Request for Cross-listing for Graduate Credit* form is completed and signed by the two Deans and then submitted to the Registrar's office demonstrating their approval of the cross-listing.
3. The Registrar assigns an appropriate graduate level (i.e. 500 or higher) number using the undergraduate prefix. (e.g. NS411 would be cross-listed as NS511).

4. If a student fails the cross-listed course at the graduate level, they would not have the option of receiving undergraduate credit for the same course unless they retook the course.
5. Students may not receive both graduate and undergraduate credit for the same course.
6. Students taking cross-listed courses for graduate credit will be charged graduate tuition rates for the course.
7. Both undergraduate and graduate students may be enrolled in the same section of a cross-listed course.

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

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).

Honor Council

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

After reviewing all information, students will meet with the committee to discuss reported problems. The committee makes recommendations to the dean of students. The dean of students makes the final determination and notifies the student, in writing, of the outcome. The dean of students reviews all reports submitted for Honor Council review, and on occasion, may choose to expedite the process and make a determination without submitting the information to the Honor Council for review. If the Honor Council determines that the frequency of reports, or 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 recommendation disciplinary sanctions as outlined in Permissible Disciplinary Sanctions, which include but are not limited to, any of the following, to the dean of students:

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

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

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

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.

Identification and Key Cards

Identification Cards

To register, students must have an NUNM identification card with picture. This can be obtained during new student orientation and during hours posted for producing IDs by the Security Office. This card can be used to receive student discounts at movies, museums, etc. ID cards are used to create library accounts, which allow

students to access library resources. ID cards must be presented at the clinic for services. There is a \$10 replacement charge for lost ID cards and does not include the replacement charge for TriMet passes.

Key Cards

Key cards will be issued to all applicable students and placed in the students' mailboxes at the beginning of the term in which access to a restricted area is required. Currently, the only restricted area requiring key card access is the EPIC computer lab. A one-time \$10 refundable fee will be added to the student's account for that term. In order to further promote sustainability, students will be asked to return their key cards when they are no longer needed. For example, when a student graduates, takes a leave of absence, withdraws, or is no longer enrolled in a course that requires access to the EPIC computer lab. The student will then be refunded the \$10 fee and the key card recycled.

Immunization and Health Screening Policy

Purpose

To comply with by Oregon state law (OAR 409-030-0100 to 409-030-0250) pertaining to immunization and health screening requirements for students in both clinical and non-clinical programs.

Scope

This bulk of this policy applies to all ND & CCM students & residents, as well as any NUNM student who will participate in rotations or work study duties within the NUNM Clinics/Health Centers. Students in programs within the School of Undergraduate and Graduate Studies who do not have clinical rotations within the NUNM Clinics/Health Centers will still be responsible for meeting immunization requirements for OAR 333-050-0130 and for any external clinical rotation site requirements.

Responsibility

The Admissions Department staff are responsible for conveying information about these requirements to newly matriculating students as well as students applying to additional degree programs. They will coordinate their activities with the Office of the Chief Medical Officer and program leads to manage the records that are required to affirm compliance with these rules.

Storage and management of records will be coordinated between the Student Services Office, the Office of Admissions, the Registrar and the Office of the Chief Medical Officer.

Policy

All immunization records are required upon matriculation. Failure to meet this requirement could be grounds for an admissions deferment to the next academic entry point.

As a NUNM health care worker, students and residents must comply with NUNM immunization and health screening requirements which are obligatory by Oregon state law (OAR 409-030-0100 to 409-030-0250).

Students and residents must obtain and provide documentation of appropriate immunizations and TB clearance and/or documents of positive serology, as well as a negative 10 panel urine drug screen prior to matriculation (students) or starting a clinical assignment (residents). See Section 11.7 of the Student Handbook for greater detail on NUNM drug testing policy. Students and residents must maintain compliance with all applicable immunization and health screening requirements throughout their programs. Individual requirements may vary depending on training location. Students in programs within the School of Graduate Studies who do not have clinical rotations within the NUNM Clinics/Health Centers will be responsible for meeting immunization requirements for any external clinical rotation sites.

Students from the School of Undergraduate and Graduate Studies who choose to participate in clinical training at NUNM or external clinical sites must meet the requirements listed below as defined by Oregon state law (OAR 409-030-0100 to 409-030-0250). Documentation should be submitted prior to matriculation and no later than the term prior to their clinical placement. Missing documentation may limit clinical rotations and delay graduation from their program.

Students from the School of Undergraduate and Graduate Studies who will not be working within the NUNM Clinic System and who wish to claim non-medical exemptions must obtain OHA Exemption and Immunity documentation as well as meet with the CMO and Dean of Students for review of requirements. Students will document acknowledgement that by requesting exemptions they may have limited clinical rotations available and the limitations may delay graduation from their program.

Students and residents who do not meet the initial immunization and health screening requirements by their scheduled start date will not be permitted in the clinical environment until all requirements have been met. Students will have a hold placed on their registration. If it is determined that a student or resident does not meet these requirements at any point in time, it is the responsibility of the Chief Medical Officer, with the support of the program Dean, to remove the student or resident from clinical service until they have met all immunization and health screening requirements.

Procedure

Requirements:

I. Immunizations

- A. Completed Immune Status Form upon matriculation.
- B. Documentation of Immunity: Incoming students and residents must provide the following documentation of immunity to the relevant vaccine preventable diseases to NUNM prior to student or resident orientation. The deadline for students starting at the beginning of the academic year is the first day of classes. For residents starting later in the academic year, paperwork must be submitted no later than the official appointment start date.
- C. Evidence of immunization may be demonstrated through the following:

1. 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.
2. An official record from the Oregon ALERT Immunization Information System.

D. 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.

E. Specific vaccines required:

1. Measles, Mumps, and Rubella (MMR)

For students and residents born after December 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 1/1/1957, must meet one of the following requirements:

- Documentation of 1 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 1/1/1957, are considered immune to Rubella.

2. Varicella

Students and residents must meet one of the following requirements:

- History of varicella infection per physician documentation
- Documentation of 2 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.

3. Hepatitis B

Students and residents must meet one of the following requirements:

- Documentation of 3 dose vaccine series.
- Positive anti-HBs serology.

4. 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.
- Titer demonstrating immunity to all three (diphtheria, tetanus and pertussis).

F. Vaccines recommended but not required

1. Polio

NUNM follows CDC recommendations. The CDC recommends polio vaccine for healthcare workers treating patients who could have polio or have close contact with a person who could be infected with poliovirus.

2. 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.

II. Required Screenings

A. Tuberculosis Screening

Tuberculosis screening must occur at NUNM during orientation prior to student or resident matriculation for those students/residents who will be on NUNM campus for any reason during their training. Screening consists of Interferon Gamma Release Assay (IGRA). The two IGRAs that have been approved by the U.S. Food and Drug Administration are:

1. QuantiFERON®-TB Gold In-Tube test
2. 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 test and positive chest x-ray are required to provide documentation from their health care provider including the following:

1. TB test result
2. Chest x-ray report
3. Determination by the health care provider if this is a latent TB infection or active TB disease
4. Treatment; including what it was, 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.

For further information about TB testing and compliance, see section 12.16 of the NUNM Student Handbook.

B. 10 Panel Drug Screen

In compliance with ORS 409-030-0100, clinical students and residents must obtain a valid 10-panel urine drug screen and receive a negative result within 30 days of matriculation at NUNM. See section 11.7 of the Student Handbook for detail.

Incident Reporting

Purpose

To explain the policy and procedure to be followed in the event of an incident in the NUNM Community.

Scope

This SOP is to be followed by all NUNM student and staff. Staff will be trained on this SOP after hire and during initial training period. Students are trained in this policy during clinical orientation classes.

Policy

An incident report needs to be filled out by the individual who was involved in or witnessed the incident whenever possible. (i.e.: More than one witness = more than one incident report). Events that must generate an incident report include: injury causing accidents in the Medicinary, blood-borne pathogen exposures, crimes in

the Medicinary, death in the Medicinary, sexual harassment and any incident of violence in the Medicinary. In addition, many other circumstances may occur where an incident report is the best way to document something out the ordinary like; power outages, conflict issues, and incidents that might need follow-up investigation. The incident report is found in the NUNM Medicinary Log Book and the incident report that is found on the NUNM Intranet also has to be filled out.

Procedure

- a. Below is a list of contact numbers for different types of incidents or emergencies :

Emergencies:

911 – Calls: If a situation is not under control, it is an emergency. All NUNM staff are authorized to call 911 for assistance in an emergency. When you call 911, you will be asked for your full name, your birth date, the facility address and a call back number. This is standard.

NUNM Academic Building – 049 SW Porter Street, Portland, OR 97201	(503) 552-1555
NUNM Clinic - 3025 SW Corbett Ave, Portland, OR 97201	(503) 552-1551
NUNM Admin Building - 2828 SW Naito Parkway, Portland, OR 97201	(503) 552-1555
NUNM Service Building – 0110 SW Porter Street, Portland, OR 97201.	(503) 552-1555
NUNM Annex – 2719 SW Kelly Avenue, Portland, OR 97201	(503) 552-1555
Helfgott Research Institute – 2220 SW First Avenue, Portland, OR 97201	(503) 552-1555

- b.

Fire Extinguishers: Maps are posted at each location that indicate fire extinguisher locations.

Reporting: Document unusual incidents, urgent situations, crimes, injuries, patient complaints and emergencies on the NUNM website through Advocate.

Safety and Security Contacts:	Emergencies- call 911
After Hours Answering Service	(503) 914-1144
Non-Emergency Police	(503) 823-3333

Poison Control Center	(503) 494-8968
Security Cell Phone (M-F 8am-9pm)	(503) 830-3613
First Response Security	(866) 686-1886
Physician on-call	(971) 266-9344
Exposure Control Officer (Regina cell)	(503) 380-7694
TB Control Officer (Regina office)	(503) 552-1966
Chief Medical Officer (Regina office)	(503) 552-1966
Human Resources	(503) 552-2001
Facilities, Safety & Security	(503) 552-1572

c.

If the incident is not an emergency and happened with an NUNM employee it needs to be reported to Human Resources (Kathy Stanford 503-552-2009).

If the incident is a medical incident but not an emergency and happened with a student, customer or patient call the Chief Medical Officer (Regina Dehen 503-552-1966).

If the incident is a security incident contact the Security officer at 503-830-3613.

d. Fill out the "Incident Report Log" which can be found in the NUNM Medicinary Log Book. See line by line instructions below.

- i. Fill our legibly by hand with black ink only or type.
- ii. Type of occurrence: check all that apply, if "other" is checked, write in the nature of the incident.
- iii. Enter date, time and location of the incident if known, if not enter 'unknown'.
- iv. Events/ Activities prior to incident: Describe any events or activities prior to incident that are relevant to the occurrence.
- v. What happened during the incident? Describe the incident as briefly and factually as possible. Opinion and conjectures are not appropriate, however details are important. (for

example, Jack appeared to be uninjured except for a one inch cut on his left hand at the base of his thumb).

- vi. List any staff, faculty, students or others involved in or witnessing incident: List witnesses or others involved. If there were none, write "none". If you don't know, write "unknown".
 - vii. What response was made to the incident? Write down what happened immediately after the incident: who was informed, who did what etc.
 - viii. Additional comments: Add any information that might make the report clearer and easy to understand.
 - ix. Author signature: Whoever has filled out the report needs to sign and date it. Include the position of this person.
 - x. Have supervisor sign report right away. If supervisor is not present have next supervisor in the chain of authority sign the document.
 - xi. Supervisor comments: Space for the supervisor to comment or recommend corrective action.
 - xii. After the form is filled out have a supervisor sign and turn form in to Chief Medical Officer (Regina Dehen) and make a copy and send to Director of Ancillary Services (Nichole Wright).
- e. Fill out the incident report found on the intranet . The link to the intranet incident report is https://ncnm-advocate.symphlicity.com/public_report/index.php/pid582135?

Independent Study

Policy

Occasionally a circumstance may arise when a student is unable to be registered for and/or achieve the course competencies within the normal classroom venue (e.g., a course conflict when a student is concurrently enrolled in two programs or being on an approved deviated track). Students who are seeking an Independent Study must first meet with the Registrar to discuss the extenuating circumstances and explore alternative options.

Independent study is not allowed for:

- Scheduling conflicts with commitments outside of NUNM,
- Scheduling conflicts with Preceptorship or Internships,
- Elective courses
- Courses where participation is essential, (including but not limited to labs, practicums, and/or clinical rotations)

When all other options have been exhausted, including but not limited to postponing a course to another term, permission to overlap, and course substitutions/equivalencies, then an Independent Study may be granted by meeting with the appropriate program dean(s).

Independent Studies must be completed within the term in which they are registered and are subject to all institutional policies i.e., Add/Drop, Grading, Tuition, Refund, etc.

Information Technology Access & Acceptable Use Policy

Purpose

This Policy addresses privacy and acceptable usage of those who access information technology resources as they relate to personal communications. This policy is an extension of NUNM's Information Security Management Policy

Scope

General Principles

- **Personal Use and Privacy:** NUNM recognizes that students, faculty and staff have reasonable expectations of privacy in their uses of information technology resources. However, rights to privacy are constrained in the higher education environment because (1) the University owns and supplies these information technology resources to its faculty, staff and students fundamentally for the purpose of accomplishing its academic and patient care missions, (2) the information technology resources contain many closely shared environments and resources and the rights of other users must be taken into account and (3) legal and ethical restrictions apply. In addition, users of e-mail should be mindful that the Oregon Public Records Law, and its exceptions, may apply to email in the same manner as it applies to other university records.

Scope

- **People to Whom Policy Applies:** This Policy applies to everyone who accesses university information technology resources, whether affiliated with NUNM or not, whether on campus or from remote locations, including but not limited to students, faculty, staff, contractors, consultants, temporary employees, guests, and volunteers. By accessing university information technology resources, the user agrees to comply with this Policy.

Responsibility

Director of IT, VP of Human Resources

Policy

NUNM will not, without user permission, read personal communications sent or received (e.g., email), created or stored on information technology resources, except pursuant to the Access Procedures set forth in this Policy, which permits access when determined reasonable by a senior administrative official. The reasons for which access to personal communications can be granted include, but not are limited to, the following circumstances:

- To investigate or prevent a violation of law or university Policy;

- To protect health or safety in an instance of a credible threat to a person or persons within our outside of the NUNM community, or to provide assurance to the university or to health or other regulators or law enforcement authorities that harm has not occurred to patients, students or others.;
- To minimize or stop computer activity that interferes with the university's network or other computer operations;
- To comply with a subpoena, warrant, court order or similar legal process, including a discovery request or a litigation stay order issued by or investigation undertaken by the Office of Counsel in connection with a potential claim in anticipation of litigation; OR
- When the user is unwilling, unable or unavailable to consent, to access personal communications needed by another University employee in order to fulfill a teaching, research, patient care or other legitimate university function.

"Personal communications" include staff correspondence in emails, faculty and student research, teaching, learning or personal (i.e. non-university related) emails, documents and correspondence.

Users are reminded that resources and systems owned and maintained by the university are intended for use for the university and not for personal or business communications. Individuals who want unconstrained use and privacy should use private or commercial systems located at their residence or elsewhere, not university IT resources. Individuals using university IT resources should recognize that complete privacy is not assured and should refrain from creating or keeping on university IT resources communications that they wish to keep private.

Procedure

Personal Communications

With respect to personal communications, anyone seeking access to electronic files of an employee or student without user consent must first present to a senior university official (President, Vice President of Human Resources, VP of Health Centers & Auxiliary Services, or Chief Finance Officer) reasonable cause for gaining such access. If the initiator of the request is a senior university official, the request must be approved by another senior university official or General Counsel.

Definitions / References

- Definition of information technology resources: Information technology resources for purposes of this Policy include, but are not limited to, university-owned transmission lines, networks, wireless networks, servers, exchanges, internet connections, terminals, applications, and personal computers. Information technology resources include those owned by the university and those used by the university under license or contract, including but not limited to information recorded on all types of electronic media, computer hardware and software, paper, computer networks, and telephone systems. Information technology resources also includes, but is not limited to, personal computers, servers, wireless networks and other devices not owned by the university but intentionally connected to the university-owned information technology resources while so connected.

- “Personal communications” include staff correspondence in emails, faculty and student research, teaching, learning or personal (i.e. non-university related) emails, documents and correspondence.

Insurance for all Forms of Educational Travel Experiences

Policy

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.

Involuntary Leave of Absence

Policy

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, has violated governing laws such as HIPAA, 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 academic dean(s), director of academic success and access, registrar, director of financial aid, administrative dean, and the office of the associate provost. The Registrar's Office will notify course instructors of the student's leave status.

A student who wishes to return from an ILOA must provide to the dean of students (or designee) adequate documentation as outlined in the initial letter. If the reason for the ILOA was health related, they must also provide documentation from a licensed 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.

Learning Management System Policies & Procedures

Purpose

To assist the University in maintaining compliance with applicable policy, procedures, and law, this policy addresses important considerations in the use of a Learning Management System (LMS) at National University of Natural Medicine.

Responsibility

The Office of Instructional Design and Technology administers the LMS to ensure optimal performance, manage user accounts, safeguards user privacy and data, and provide technical support for University faculty and students.

Policy

Use of Moodle

Moodle is the official LMS supported by the University. This policy applies to all faculty, staff, students, and others who use NUNM's instance of Moodle. NUNM does not approve nor allow the use of any independent

websites or other LMS systems to provide official University course delivery. NUNM does not support external tools not managed by the University which instructors might deploy to supplement their courses (e.g., external blogs, wikis, e-packs, etc.). Use of Moodle must be for the purpose of teaching, training, research, coursework, associated administration, or other authorized use.

Each user is responsible for ensuring that their use of Moodle complies with NUNM policies and this document. By using NUNM's Moodle services users agree to be bound by these terms, which shall take effect immediately upon their first use of Moodle. NUNM may revise these terms without notice.

Users accessing Moodle from non-NUNM owned equipment (e.g., cell phones, iPads or personal laptops) and users accessing Moodle from off-campus (e.g., home or workplace) are bound by the same conditions of use.

Students accessing Moodle are permitted and encouraged to download course files or other materials for personal and educational use only. Students are prohibited from sharing course materials with third parties. Faculty members may decide to hide materials from prior courses after giving notice to students, which is described in the "completed courses" section of this policy. For this reason, students are encouraged to download any course files they may wish to retain after the course as soon as possible after accessing them.

Procedure

User IDS and Passwords

The NUNM Moodle system is for use only by the students, staff, faculty and affiliates of National University of Natural Medicine.

The Moodle system's usernames and passwords are integrated with Microsoft Active Directory services. To change your password or reset a forgotten password on Moodle, contact the IT department at ITsupport@nunm.edu. For security and confidentiality the Moodle administrator does not keep a list of Moodle passwords. All passwords are confidential information. Do not share passwords for any reason.

Course Content

Moodle course pages are created by the Office of Instructional Design and Technology and made available to faculty approximately 4–6 weeks before the start of the next term.

Course name formats will be named as follows:

Course Full Name: CRN – Course Title – Instructor Last Name, term/year (format example: BAS 5110 – Structure & Function I - Smith, Fa21)

Course Short Name: CRN_term/year (format example: BAS5110_Fa21)

Term/year codes are formatted as follows, using the first two letters of the season followed by the last two digits of the year:

- Winter: Wi21

- Spring: Sp21
- Summer: Su21
- Fall: Fa22

New courses are automatically created with a "hide" visibility setting. Instructors must manually set their course visibility to "show" when they are ready for students to access the course.

Materials uploaded to Moodle must comply with the guidelines described in the "Copyright Compliance Guidelines for Faculty" policy. Course instructors should not upload any materials that would breach NUNM's acceptable usage policies (e.g., illegal or obscene content) or add links to any webpages that host such material.

Students taking part in online course activities (including assignment submission, quizzes, forums, etc.) are prohibited from transmitting any words or pictures that are libelous, insulting and abusive, or would otherwise contravene NUNM's code of conduct.

All work submitted electronically by students should be their own. Copying others work, cheating, collusion, plagiarism, and attempting to obtain unfair assessment advantages are in violation of NUNM's policies.

Course instructors are responsible for supervising their Moodle courses and ensuring that any violations of NUNM policies are dealt with through appropriate channels. Any violations of policies identified by students should be made known to their course instructor immediately.

Moodle courses may be removed without warning if:

- The faculty or staff member has not accessed the area since it was created
- No resources and/or activities have been added to the course
- The area has no recent access by students

When a course has multiple instructors, arrangements should be made by the instructors to ensure that they work together collaboratively on course materials and activities. NUNM cannot accept any responsibility when an instructor makes changes to files or settings without informing their colleagues.

Moodle contains documents created with a variety of software. Where possible instructors are encouraged to upload resources in commonly used formats (e.g., Word, Excel, PDF) to offer wider compatibility. NUNM cannot support students with problems opening files off campus if they are caused by incompatible software and/or hardware.

Videos on Moodle must be uploaded to Kaltura via the "My Media" interface in Moodle, and then published in the course as a Kaltura video resource or through the course media gallery. Hosting videos through Kaltura ensures that the total size of files stored on the Moodle server is minimized and that all videos are automatically provisioned with subtitles for ADA compliance. Due to the variety of browsers, digital systems and internet access resources, NUNM cannot guarantee quality of performance or be responsible for connection issues when downloading these materials off campus.

Videos hosted through Kaltura will not be made available for download by students unless manually enabled by the faculty member who created the video. Students may stream videos through Kaltura but copies of videos may not be downloaded by default.

Completed Courses

By default, if a student was previously enrolled in a Moodle course from a prior term, and remained enrolled for the duration of the term, the student will retain access to the Moodle course for the duration of their enrollment at NUNM. Faculty members may optionally choose to hide an entire Moodle course page or individual components of a course, as long as the course and the course content remain visible to students for at least 14 days after the start of the next term following the term in which the course was delivered. In order to ensure that students are adequately notified of any Moodle course content or course pages being hidden, and that students have an opportunity to download copies of any course content they may need to retain after the course is hidden, it is the responsibility of the faculty member hiding the course or content to notify students of this before the material is hidden. Faculty members hiding prior material from Moodle must send students a notice by e-mail that the material will be hidden at least 14 days prior to when it is no longer accessible. When possible, it is recommended that faculty members send this notice prior to the end of the term or include it in the course syllabus.

Courses will be maintained on Moodle for a period of at least five academic years, per NUNM's records retention policy.

Copyright and Course Ownership

It is the policy of NUNM to abide by all applicable laws governing computer software use, privacy, copyright, and recognition of intellectual property. Students and faculty must also abide by all NUNM policies governing copyright including terms in the copyright policy, the faculty handbook, and the student handbook.

NUNM reserves the right to archive technology mediated course materials (Moodle courses, for example) and preserve the contributions of NUNM students. To this end, all Moodle course materials shall not be redistributed in any format. 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.

Data Protection

Users of Moodle must agree to:

- Look after their own username and password. They must not share their password with anyone else and must not use the username and password of other users
- Keep physical access to Moodle secure. For example, they must not login to Moodle and then leave their computer unattended
- Not attempt to gain unauthorized access to any part of Moodle
- Not post material that contains viruses or other programs that may disrupt NUNM's systems

- Not upload private, confidential or sensitive material unless authorized by Moodle Administrator.
- Keep their own data up-to-date and secure
- Understand that NUNM will not take responsibility for any loss of information, which has been posted on Moodle, once users cease to be formally associated with NUNM.

Security

Access to course information and resources on Moodle are controlled by user permissions. Users should login to Moodle with their own user account and never allow another user to access Moodle under their account.

If a Moodle course is protected by an enrollment key (a password required to gain access, which is set by the instructor or faculty support staff), students should never disclose the enrollment key to allow access by an unauthorized user.

Activities on Moodle are fully audited. Records are kept of when users access courses and resources along with a log of all communications, such as forum posts, assignment submissions, etc. These records are available to instructors and the Moodle administrator for course use, but may also be used as a point of reference for any matters arising, such as questions about course attendance, assignment submissions and quiz attempts.

Users should not post personal or sensitive information to any part of Moodle, including their profile or any course activities. When faculty support staff and instructors place information onto Moodle they are acknowledging that they are making it available for download, and therefore cannot guarantee that such resources will not be seen by/distributed to third parties. According to section 14.5 of the student handbook, students are prohibited from unauthorized sharing of instructional materials with third parties.

Faculty support staff and instructors will often place links to useful websites on Moodle to help students with their learning. NUNM cannot accept any responsibility for the contents of external sites.

Access to Moodle will be withdrawn when a user is no longer employed/studying at NUNM.

Confidentiality of Files

Pursuant to the Electronic Communications Privacy Act of 1986, 18 U.S.C. §2510 and following, notice is hereby given that there are no facilities provided by NUNM that guarantee the confidentiality of files. The Moodle administrator and faculty support staff have the ability to view all messages and files of any user. However, it is not the routine policy of the administrator to view others' files, and the intention is to keep files private, even though such privacy cannot be guaranteed.

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 five days a week 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 identification 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 and fees may be assessed to encourage prompt return of library materials; these can 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/.

Lost or Stolen Items

Policy

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 community clinics. Lost and found for the NUNM campus is located in the Security Office. Lost and found for the NUNM Teaching Clinic is 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 at the bottom of the NUNM website page – "Incident Reporting Form" or at <https://ncnm-advocate.simplicity.com/publicreport>.

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

Maintaining Cleaning Standards in the Treatment Room

Policy

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 re-use 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.

Makeup Examinations, Remediations, OSCE & Labs Policy and Procedure

Policy

Makeup examinations, labs, remediations and OSCE exams may be offered to students under approved circumstances.

All makeup, remediation examinations, OSCE and labs must be completed by the stipulated deadline or a failing mark will automatically be recorded. Students must adhere to the following procedures for each type of makeup examination and/or lab.

For didactic/academic courses:

- A. Within 24 hours of a missed exam/quiz, students must notify the instructor of the course in writing and discuss options for making up an exam.
- B. If approved, the student will schedule their missed exam with the Testing Center managed by the Academic Support Coordinators and follow steps as outlined on the Testing Center Moodle Page ([Course: Testing Center \(nunm.edu\)](#))
- C. All make-up exams must be scheduled with the Testing Center 3 business days in advance of the scheduled exam administration. Failure to do so will result in a possible scheduling conflict or cancellation of the make-up exam which may or may not be rescheduled upon faculty discretion.
- D. Should a student miss a make-up examination in the Testing Center, this exam may or may not be permissible to reschedule at faculty discretion.
- E. Students seeking an accommodation must speak with the Dean of Students prior to completing the Accommodation request form available through the [Community Report Form](#). An accommodation request must be supported by adequate documentation. The policy on disability and accommodation services can be found here: [Institutional Assessment Policy](#). Any accommodation letter must be presented to the faculty by the student no later than three days prior to the exam to enable the test to be taken in the Testing Center at or around the same the time the exam is given to the rest of the class.

For labs, clinical exams, remediation or OSCE examinations:

- A. Faculty will download the exam form from the Staff & Faculty Intranet, sign the form approving the makeup exam, and email this form to students and academic support staff (for SP scheduling if needed).
- B. If the exam has an associated fee, students will pay the exam fee in the Business Office and ask the Business Office staff to mark paid on the exam form. Students must pay the exam fee 3 business days prior to the scheduled makeup exam. If a fee is required, students cannot take any makeup exam/lab/remediation unless they have paid this fee. Failure to do so will result in a cancellation of the makeup exam which may or may not be rescheduled upon faculty/instructor discretion. Students will bring the form to the scheduled makeup, group remediation or makeup lab for faculty members.

- C. All exams and labs must be completed during the scheduled group remediation or makeup lab/examination period
- D. Students with approved academic accommodations may take their remediation exams with the Testing Center.

The following exams are available for makeup upon faculty approval:

Make-Up Lab Exam with Permission by Faculty Member - Students granted an excused absence may make up lab exams. Instructor may modify the missed exam. Lab exams must be scheduled with the instructor after petition approval.

Remediation Exam or Project (for FR/R grades) - Students may take a remediation exam or complete a remediation project for classes in which they received a grade of FR/R). Group remediation for a given term will be scheduled on Friday of the first week of the subsequent term. Students will be notified of the exact date and time each term. Any grade not remediated by this date will become a permanent F.

Challenge Exam - \$250 fee: Students must have documented coursework in cases where there is a question as to whether or not the previous course covered the same material as NUNM's. No additional tuition will be charged if students pass the exam. If students fail, they will be required to take the course and pay tuition associated with that course.

OSCE 1-3 Retake There is no fee for the first retake (2nd attempt) of OSCE 1,2 or 3. However, if a student fails the first retake, they will then be charged \$250 for any additional OSCE 1 and 2 retakes and \$385 for any additional OSCE 3 retakes.

CCM Entrance Exam/Exit Exam Retake- In accordance with the CCM exam policy, students may retake failed CCM entrance/exit exams once during the same term. In the event that the student fails the Entrance Exam retake, entrance into the clinic as an Intern is delayed one term, during which they are given a third opportunity to pass the exam. In the event the student fails the second Exit Exam, the student's graduation is delayed a term, during which they are given a third opportunity to pass. Each retake will be assessed a fee of \$75.

References

Makeup Exam Request Forms can be found on the staff and faculty intranet under the administrative category: Intranet (nunm.edu)

Mandatory Reporting

Purpose

This policy supports mandatory reporting obligations by assisting staff to recognize, acknowledge, and provide training regarding their responsibility to report suspected abuse or neglect of a protected person pursuant to Federal and State law.

Scope

In accordance with Oregon law, all medical personnel including faculty, staff, and students, are mandatory reporters and are required to report any suspected abuse or neglect.

Responsibility

The Chief Medical Officer is responsible for providing mandatory reporting training to staff, faculty, and students as part of the clinical on-boarding process and on an annual basis.

Policy

- A. Mandatory reporting at National University of Natural Medicine is required by law to protect vulnerable individuals which include children, elders, persons who are mentally ill, the developmentally disabled, and those living in long-term care facilities.
 - 1. Any NUNM employee who has reasonable cause to believe that any protected person with whom the employee comes into contact has suffered abuse or neglect or that any person with whom the employee comes into contact has abused or neglected a protected person shall immediately cause a report to be made in the manner under ORS 419B.005 to 419.050, ORS 124.050 to 124.095, ORS 430.735 to ORS 441.630 to 441.680 and ORS 146.750.
 - 2. As a mandatory reporter, NUNM employees are required to report suspected child abuse or neglect 24 hours a day 7 days a week, whether such reportable instances are observed during working hours or during off-duty hours.
 - 3. Reporting of suspected abuse or neglect of older adults, age 65 or older, persons with physical disabilities, and residents in Aging and People with Disabilities licensed care facilities, nursing facilities and registered residential facilities is required 24 hours a day 7 days a week under OAR Chapter 411, Division 20.

Procedure

- A. All NUNM employees are encouraged to be open, honest, and direct with patients about our professional and legal responsibility to report suspected abuse or neglect of a protected person pursuant to the mandatory reporting requirements under Oregon law.
- B. A report will be made under the following circumstances:
 - 1. There is reasonable cause to believe that any child or other protected person with whom staff comes into contact has suffered abuse or neglect;
 - 2. There is reasonable cause to believe that any person has abused a child or other protected person; or
 - 3. If information concerning abuse is received second-hand and no first-hand knowledge is available, the employee's professional judgment will be used to decide whether to report the information to the appropriate authority. If second-hand information is being passed

from another mandatory reporter who has first-hand knowledge, that person should make the report.

- C. If uncertain whether or not to report child abuse, call the local Department of Human Services (DHS) office to consult with Child Protective Services (CPS)-trained staff.
- D. NUNM employees are required to report child abuse at all times regardless if they are on work time or not.
- E. NUNM employees are required to report any suspected adult abuse at any time when they come in contact with a person 65 years of age and older who has been abused or comes in contact with someone who has abused a person 65 years of age and older.
- F. An oral report must be made immediately by telephone to the local office responsible for the particular protected person to local law enforcement (one or the other, not both):
 - 1. Child Abuse: report to local Child Protective Services by calling 1-855-503-7233 or report to local law enforcement.
 - 2. Elders (not mental health or developmental disabilities): report to local DHS office at 503-899-4450 or after hours at 503-988-3646.
 - 3. Persons over 18 with developmental disabilities: report to local county developmental disabilities program by calling 503-988-4450 or after hours at 503-988-3646.
 - 4. Persons living in long-term care facilities: report to local DHS office at 503-988-4450 or after hours at 503-988-3646.
 - 5. May also call 1-855-503-SAFE (7233) to report any child or adult abuse to the Oregon Department of Human Services.
- G. Content of Report
 - 1. Mandatory reporting requirements apply to all cases of abuse, regardless of whether or not the abused person or the abuser is a client or if the abuser is unknown. The following information should be collected to make a report; however, even if all of this information is not known, the report must still be made:
 - a. Name, age, and address of the person. If the person is a child, include the parents of the child or other persons responsible for care of the child.
 - b. Nature and extent of the abuse, neglect, or injuries, including any evidence of the previous abuse or neglect.
 - c. The explanations given for the abuse.
 - d. Any information, which might be helpful in establishing the cause of the abuse, neglect or injuries (e.g. history of substance abuse, domestic violence, or other stressors).
 - 2. Child abuse reports and any medical data pertinent to a report of suspected child abuse must be provided as requested to DHS Disability Services or to other investigating authorities.

H. Chart Documentation:

1. Document in the patient's medical record that a report for suspected abuse was made.
2. When the report is made, "Suspected Abuse" should be added to the problem list of the alleged victim's chart.

I. Confidentiality of the Report and Reporter's Immunity from Liability (ORS 419B.025):

1. According to Oregon law, a reporter's identity will remain confidential to the full extent allowed by law.
2. Employees participating in good faith in making a report and who have reasonable grounds for making the report will have immunity from any liability, civil or criminal charges that might occur with respect to the making or content of such report.
3. If court action is initiated, the reporting person may be called as a witness, or the court may order that the reporter's name be disclosed.
4. Confidential information may be released to a Court Appointed Special Advisor (CASA) pursuant to ORS 417.640.

J. Follow up with Reporting Agency on Status of Report:

1. Staff may follow up on the progress and disposition of the report by contacting the reporting agency and asking for the caseworker or investigator assigned to the case.
2. Additional reports should be made if abuse, neglect, or injury is repeated. Follow the steps outlined in this procedure.

K. Failure to Report:

1. A mandatory reporter who fails to report is subject to prosecution of a Class A criminal violation of the law, which carries a maximum penalty of \$2000.
2. Any mandatory reporter who fails to report suspected abuse or neglect may be sued for damages in civil court

L. Reporting to Supervisor:

1. If possible, employees should consult with their supervisor before making a report. This is necessary to assure that the breach of confidentiality is warranted. Reporting to a supervisor does not, however, alleviate the employee's duty to also make a report to DHS or to law enforcement.

REPORTING OF SEXUAL ABUSE

A. The following guidelines are for staff conducting reproductive health visits for a child or adolescent. Identification of abuse includes:

1. The child/adolescent implicates an individual as an abuser;

2. Someone has observed the child/adolescent being sexually molested and implicates an individual;
3. The abuser confesses to sexually molesting a child/adolescent;
4. Bruises or wounds in various stages of healing are apparent, especially in the area of the perineum.

B. Reproductive Health staff are required to make a mandatory child abuse report to law enforcement or child welfare pursuant to ORS 419B.005-050 anytime that there is a reasonable cause to believe that:

1. A patient under the age of 12 has engaged in or been subjected to sexual intercourse or deviate sexual intercourse;
2. A patient under the age of 18 but older than 12 has engaged in or been subjected to sexual intercourse or deviate sexual intercourse with anyone 3 years of age or older than the patient;
3. A patient under the age of 18 has been subjected to sexual intercourse or deviate sexual intercourse with anyone where forcible compulsion was used or where the patient was incapable of consent due to mental defect, mental incapacity or physical helplessness;
4. A patient under the age of 16 has engaged in or been subjected to sexual intercourse or deviate sexual intercourse with a sibling, parent or step-parent of the patient;
5. A patient discloses having sexual contact with any child under the age of 16 who is related to the patient as a sibling, child or step-child;
6. A client under the age of 12 has disclosed that another person has penetrated the vagina, anus or penis of the client with any object other than the penis or mouth of the actor;
7. A patient under the age of 14 but older than 12 has disclosed that another person who is more than 3 years of age or older than the patient has used his or her hand (or any part thereof) to penetrate the vagina, anus or penis of the patient;
8. A patient of any age has had sexual contact with any child under the age of 18 who is three years of age or younger than the patient, with any child under the age of 18 who is incapable of consent due to mental incapacity or physical helplessness, or any sexual contact in which the patient used forcible compulsion with a child under the age of 18;
9. A patient under the age of 18 has been caused by another person who is 3 years of age or older than the patient, to touch or contact the mouth, anus or sex organs of an animal for the purposes of arousing or gratifying the sexual desire of a person;
10. A patient of any age discloses causing a person under the age of 18, who is at least 3 years of age or younger than the client to touch or contact the mouth, anus or sex organs of an animal for the purpose of arousing or gratifying the sexual desires of a person; or
11. A patient under the age of 18 has disclosed that another person who is 3 years of age or older than the patient has propelled any dangerous substance at the client without the consent of the patient for the purpose of arousing or gratifying the sexual desire of the person.

- C. The mandatory reporting requirement applies whenever reproductive health staff have reasonable cause to believe that abuse occurs. However, proper screening of the service needs of patient should include asking all clients as part of their sexual history:
 - 1. Whether coercion or compulsion occurred in their sexual relationships; and
 - 2. Whether their sexual partner or partners are in a position of authority over them; and in the case of those under age of 18, this definition should include individuals who are significantly older than they are.
 - 3. Patients should be informed in advance that services will be provided whether or not the patient provides responses to questions about the age of the sexual partner.
- D. Reproductive Health Services must be provided regardless of whether or not a child/adolescent reveals sexual abuse (Title X requirement).

MANDATORY NON-ACCIDENTAL INJURY REPORTING

- A. In accordance with revisions made to ORS 146.750, nurses were added to the list of mandatory reporters, which included physicians, interns and residents, to report non-accidental injuries to competent adults. All Registered Nurses are now required to report non-accidental injuries, including reportable domestic violence situations that they discover during the course of their practice. Non-accidental injuries include:
 - 1. Physical injury caused by a knife, gun, pistol or other dangerous or deadly weapon; and
 - 2. Serious physical injury, defined as that which creates a substantial risk of death or which causes serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ.
- B. When a person presents for an examination, care or treatment and non-accidental injuries are apparent, an oral report must be made immediately by telephone or otherwise to a local law enforcement agency. The oral report must be followed as soon as possible by a report in writing (OAR 146.750). It must be documented in the client's medical record that a report for non-accidental injury was made.
- C. Anyone participating in good faith in the making of a report and who has reasonable concerns shall have immunity from any liability, civil or criminal, that may result from making a report. (OAR 146.760)

HUMAN TRAFFICKING REPORTING

- A. Human Trafficking: As defined under U.S. federal law, victims of human trafficking include children involved in the sex trade, adults age 18 or over who are coerced or deceived into commercial sex acts, and anyone forced into different forms of "labor or services," such as domestic workers held in a home, or farm-workers forced to labor against their will. The factors that each of these situations has in common are elements of force, fraud, or coercion that are used to control people. ORS 163.263 to ORS 163.266.
 - 1. If the client presents with any of the following, they may be red flags and indicators of human trafficking:
 - a. Is not free to come and go as they wish;

- b. Is unpaid, paid very little, or paid only through tips;
- c. Works excessively long and/or unusual hours;
- d. Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid;
- e. Avoids eye contact;
- f. Lacks health care;
- g. Appears malnourished;
- h. Show signs of physical and/or sexual abuse, physical restraint, confinement, or torture;
- i. Has few or no personal possessions;
- j. Is not in control of their own money, has no financial records or bank account
- k. Is not allowed or able to speak for themselves (a third party may insist on being present and/or translating;
- l. Claims of “just visiting” and inability to clarify where they are staying/address; or
- m. Has numerous inconsistencies in his/her history.

B. If staff has any concern of possible Human Trafficking:

- 1. Contact the National Human Trafficking Resource Center hotline at 1-**888-373-7888** or text **BeFree** (233733) for specialized victim services referrals or to report the situation. Hotline Call Specialists are available **24 hours a day, 7 days a week, 365 days a year** to take reports from anywhere in the country related to potential trafficking victims, suspicious behaviors, and/or locations where trafficking is suspected to occur.
- 2. If someone is in immediate danger, call 911.
- 3. File a report to local law enforcement upon recognition of any signs of human trafficking.
- 4. Document in the client’s medical record that a report has been made.

AT RISK DRIVER REPORTING

A. The goal of Oregon's At Risk Driver program is to prevent injury or death that may result from impairments affecting a person's ability to drive safely in accordance with OAR 735-074-0060.

- 1. Medical providers are statutorily required to report in the following instances:
 - a. Drivers 14 years of age or older who may no longer be able to drive safely due to "severe and uncontrollable" functional and/or cognitive impairments resulting from a medical condition. Drivers **must** be reported whose impairment(s) is both:
 - i. "Severe"- the impairment substantially limits a person's ability to perform activities of daily living, including driving, because it is not

- controlled or compensated for by medication, therapy, surgery, or adaptive devices in accordance with OAR 735-074-0080(11).
 - ii. "Uncontrollable" - the impairment persists despite efforts to control or compensate for it by medication, therapy, surgery, or adaptive devices in accordance with OAR 735-074-0080(12).
 - b. Medical professionals **may** report a person whose cognitive or functional impairment affects their ability to safely operate a motor vehicle whether or not it is "severe and uncontrollable" if the provider has serious concern about their ability to drive safely.
2. Providers making a report are to complete a Mandatory Impairment Referral and submit it to the Department of Motor Vehicles (DMV) according to the instructions included on the form. For DMV to accept and take action on a referral, the following fields must be completed:
- a. Patient name, address, date of birth, and sex.
 - b. Impairment checkboxes. See Impairment Definitions (OAR 735-074-0130) on the second page of the form if you are unsure.
 - c. A description of how the driver is affected by the impairments. DMV staff are prohibited from taking action on a diagnosis or medication alone.
 - i. Ensure the description is likely to make sense to a lay person such as a DMV staff member or an Administrative Law Judge who would see the referral should a driver exercise their right to a hearing.
 - d. How you qualify as a mandatory reporter.
 - e. Provider's information, including a legible phone number and license number.
 - f. Provider's signature.

TRAINING

- A. All NUNM employees, as mandatory reporters, shall receive training and supervisory consultations that allow staff to understand the mandatory reporting laws and to follow the procedures necessary to make the required reports. Staff and faculty should also recognize and give due regard to the various cultural and social diversity issues that may be associated with the populations we serve.
- B. New employees are required to read the Mandatory Reporting Policy at hire and to ask their supervisors for assistance with any questions that may arise. The goal of this procedure is to ensure that staff can safely and confidently follow the steps necessary to carry out all of the requirements of the mandatory reporting laws.
- C. All NUNM employees will be retrained on the Mandatory Reporting policy annually.

Definitions / References

Child Abuse - “Child” means an unmarried person who is under 18 years of age.

- **Physical Abuse:** Physical abuse constitutes any physical injury, which has been caused by methods other than accidental means, including any injury which appears to be in variance with the explanation given for the injury. Abuse includes reckless or negligent use of drugs during pregnancy, which results in the birth of an infant with addictions or impairment.
- **Sexual Abuse:** Child sexual abuse occurs when a person uses or attempts to use a child for the person’s own sexual gratification. This includes incest, rape, sodomy, sexual penetration, fondling, voyeurism and sexual contact between two parties when one party is under 12 years old. For purposes of mandatory reporting of child sexual abuse, the following statutory definitions apply:
 - **Sexual Intercourse:** Sexual intercourse is defined in ORS 163.305(7) as having its ordinary meaning. It occurs upon any penetration however slight; emission is not required.
 - **Deviate Sexual Intercourse:** Deviate sexual intercourse is defined in ORS 163.305(1) as sexual conduct between persons consisting of contact between the sex organs of one person and the mouth or anus of another.
 - **Sexual Contact:** Sexual contact is defined in ORS 163.305(6) as any touching of the sexual or intimate parts of another person or causing such person to touch the sexual or other intimate parts of the actor for the purpose of arousing or gratifying the sexual desire of either party
- **Sexual Exploitation:** Sexual exploitation is using children in a sexually explicit way for personal gain. For example, to make money, to obtain food stamps or drugs, or to gain status. It also includes using children in prostitution and using children to create pornography.
- **Neglect:** Neglect is failing to provide adequate food, clothing, shelter, supervision or medical care. Chronic neglect is a persistent pattern of family functioning in which the parent or caregiver does not sustain or meet the basic needs of a child. This results in an accumulation of harm that can have long term effects on the child’s overall physical, mental, or emotional development.
- **Abandonment:** Abandonment, a form of abuse, includes desertion or willful forsaking of a child or the withdrawal or neglect of duties and obligations owed to a child by a caregiver or other person.
- **Threat of Harm:** Threat of harm is subjecting a child to a substantial risk of harm to the child’s health or welfare. Substantial harm is defined as immobilizing impairment, life-threatening damage, or significant or acute injury to a child’s physical, sexual, psychological or mental development or functioning.
- **Domestic Violence:** Domestic violence is a pattern of assaultive and/or coercive behaviors including physical, sexual and emotional abuses, as well as economic coercion that adults use against their intimate partners to gain power and control in that relationship. The presence of domestic violence is a risk for children. However, not all situations of domestic violence require a report to the State of Oregon Department of Human Services (DHS) or law enforcement.
- **Child Selling:** Buying, selling, or trading for the legal or physical custody of a child.

- Sexual Abuse of Teens: Sexual abuse of teens aged 12-18 years occurs when one of the following exists:
 - Force, coercion, or lack of consent, which includes the inability to consent because of a mental defect, mental incapacitation, or physical helplessness;
 - A family relationship between the two parties;
 - Drugs or alcohol that affect the ability to make a reasonable choice;
 - An age difference between the two parties of three years or greater; or
 - An object other than a penis, mouth, hand or finger has been used to penetrate the vagina, anus or penis of a child under age 14.

ADULT ABUSE – “Adult” means an older adult (any individual 65 years of age or older), an individual with a physical disability who is 18 years of age or older, or a resident of a licensed residential care facility, assisted living facility, or adult foster home.

- Physical Abuse: Physical abuse constitutes any physical injury, which has been caused by methods other than accidental means, including any injury which appears to be in variance with the explanation given for the injury. Physical abuse is presumed to cause physical injury, including pain, to adults otherwise incapable of expressing pain.
- Neglect: Neglect is an active or passive failure to provide the care, supervision, or services necessary to maintain the physical health, welfare, safety, and emotional well-being of an adult. This includes, but is not limited, to the failure to provide adequate food, clothing, shelter, nurturance, or medical care. Neglect also includes the failure of a caregiver to make a reasonable effort to protect an adult with mental illness or developmental disability from abuse.
- Abandonment: Abandonment including desertion or willful forsaking of an adult for any period of time by an individual who has assumed responsibility for providing care, when that desertion or forsaking results in harm or places the adult at risk of serious harm.
- Verbal Abuse: Verbal abuse means to threaten significant physical or emotional harm to an elderly person or a person with a disability through the use of derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule. Verbal mistreatment also includes harassment, coercion, punishment, threats, humiliation or inappropriate sexual comments, and threats to withhold services.
- Financial Exploitation: Wrongfully taking the assets, funds, or property belonging to or intended for the use of a protected adult. This includes threatening, misappropriating, misusing, or transferring without authorization any money from any account held by a protected person.
- Sexual Abuse of Adults: An act that constitutes a crime such as rape and sexual contact with a non-consenting adult or with an adult considered incapable of consenting to a sexual act. This includes sexual harassment, sexual exploitation, or inappropriate exposure to sexually explicit material or language. Any sexual contact that is achieved through force, trickery, threat, or coercion constitutes sexual abuse, as well as any sexual contact between an adult with a developmental disability and a relative of the person with the disability other than a spouse or partner.
- Involuntary Seclusion and Restriction: For a protected adult this includes secluding for the caregivers’ convenience or to discipline. It may include placing restrictions on an adult’s freedom of movement by

restricting the person to their room or specific area. Restrictions may be permitted on an emergency or short-term basis when an individual's presence would pose a risk to the health or safety of the individual or to others.

- **Wrongful Restraint:** Applies to mentally ill adults and developmentally disabled adults and consists of the wrongful use of physical or chemical restraints.
- **Suspected Abuse of Long-Term Care Facility Residents:** Report of suspected abuse of a resident is required. Any public or private official having reasonable cause to believe that any resident in a long-term care facility has suffered abuse, or that any person with whom the official comes in contact with has abused a resident in a long-term care facility, shall report or cause a report to be made in the manner required in ORS 441-020-0002

Marketing and Communications

Policy

The Marketing and Communications Office is responsible for helping NUNM realize its vision and organizational goals of advancing its reputation as an international leader in natural medicine education, research and patient care. The office oversees marketing and communications brand management for NUNM's markets, a broad cross-section of internal and external constituencies.

Media Contact and Public Outreach

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

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

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

Use of NUNM Name, Logo or Seal

The Office of Marketing & Communications must approve all public activities and events in which the NUNM name or seal is used to promote NUNM, and also all written or graphic materials that represent NUNM or present information about NUNM and/or our Health Centers for public display or distribution. Examples of such materials include (but are not limited to) student or departmental webpages or blogs, email newsletters or print newsletters, flyers, posters, brochures, press releases, marketing letters, and advertising of public events.

Students must demonstrate that they have obtained appropriate university administrator support prior to contacting the Marketing & Communications department for review and approval. The review process is essential to creating and maintaining a consistent, strong public image for NUNM. Prior to using university letterhead, students must obtain approval from their program's administrative office, with some exceptions (e.g., patient transfer letters by graduating students).

National University of Natural Medicine name, seal and logo are proprietary. They may only be used by persons and associations both within and outside of NUNM who first obtain permission from the Office of Marketing and Communications.

NUNM's Right to Use Student Photographic Images

All students are advised that NUNM's Marketing & Communications Office takes photographs and videotapes of students throughout the year. These photographs and videotapes include students in classrooms and study areas, in clinic, on campus, and at NUNM-related activities and events. This policy excludes students in the Health Centers who are being seen as patients. The Marketing & Communications office will obtain written HIPAA releases from any and all patients prior to using clinic images.

NUNM reserves the right to use photographs and videotapes of students, faculty and staff for its publicity and marketing efforts. Student enrollment at NUNM constitutes *consent* for these marketing activities.

Students who enroll at NUNM do so with the understanding that these photographs and videotapes might include their names, pictures, images, voices and likenesses, and that such photographs or videotapes might be included, published or used in NUNM publications, including print, broadcast or electronic media for publicity, commercial or marketing purposes.

Students who do not wish to have their photographs used must contact the Registrar's Office at the beginning of the academic year to prohibit these activities with a FERPA agreement. FERPA agreements remain in effect until a student notifies the Registrar's Office otherwise.

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

Social Media Guidelines

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

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

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

As a member of the NUNM community, students represent the university when using an NUNM recognized social media channel. The purpose of using these communication channels is to support the university's mission, goals and programs, and share university news and information. Be professional and follow these guidelines:

1. *Disclosure: Honestly represent who you are, and that your opinions are your own.*

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

2. *What is an "Officially Recognized Social Media Channel"? Can I create a new social page?*

- Officially recognized social media channels are any profiles on Facebook, Google+, Twitter, etc. that are directly representing NUNM or its institutes. Creating branded NUNM social profiles is not allowed without approval from the Marketing & Communications office.
- Official NUNM pages/accounts already exist; please do not dilute the NUNM brand by creating "rogue" pages representing specific departments or events. Marketing audits major social media channels regularly for "rogue" pages and shuts down those not in compliance.
- The university does support the creation of social media pages for groups, special interests, etc. Example: NUNM Midwifery Club. If you have questions regarding this process, please contact the Marketing & Communications office.
- While NUNM does not monitor personal websites, the Marketing & Communications office will address issues that violate established graphic, logo and social media guidelines.
- NUNM logos, images, photos and/or visual identity cannot be used for personal social media without the college's permission. If you have questions, please contact the Marketing & Communications office.

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

- NUNM students/faculty/staff are personally responsible for the content they publish online. Remember, anything you post lives forever in cyberspace.
- Don't reveal confidential information, cite or reference patients, speculate on internal policies or operations, or discuss other sensitive matters publicly. If you're not sure, then that's a red flag—check with Marketing and Communications.
- Exercise discretion, thoughtfulness and respect for your colleagues, associates and NUNM's supporters/community (social media fans). Anything you publish must be true and not misleading.

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

4. Use Common Sense

- By identifying yourself as an NUNM student or employee you are creating perceptions about your expertise and about NUNM. Make us all proud.
- Try to add value. Make your content interesting and relevant and/or provide worthwhile information and perspective. Build community by posting content that invites responses, then stay engaged. NUNM's brand is best represented by its people; what you publish will reflect on NUNM's brand.
- Keep it pleasant. NUNM is YOUR school—don't let a healthy debate turn into a destructive rant. Monitor discussions and invite differing points of view without inflaming others. Be careful and considerate.
- Respect your audience and be courteous. Refrain from dialogue that could disparage colleagues, community members or critics. Do not engage in any conduct that would not be acceptable on NUNM's campus or health centers. Avoid topics that may be considered objectionable or inflammatory such as politics and religion.
- Should you have a genuine concern about NUNM and/or its operations please take the matter to the appropriate administrator(s) where those issues can be addressed and resolved. Social media is not a forum for airing grievances.
- If you make a mistake, admit it; be upfront and quick with your correction.

5. Moderation of Content Posted by Others

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

Moderation of UGC posts:

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

NUNM encourages students, faculty and staff to use social media, but reminds users that at any time they can be perceived as a spokesperson of the university. If you have any questions about posting content on social media sites, please contact the Office of Marketing & Communications. Due to the evolving nature of social media, these guidelines are subject to revision.

Medical Abbreviations Standards

I. Medical Abbreviations Standards

Standardized abbreviations, acronyms, and symbols to document patient care are a component of State licensing agencies and the Joint Commission on patient safety in healthcare. Ethically and legally, the person who uses an abbreviation is responsible for ensuring its proper interpretation by including a legend with the entry or document containing the abbreviation(s).

II. NUNM List of Approved Abbreviations

All NUNM providers and interns must use the NUNM approved clinical abbreviations, acronyms, and symbols for patient health records.

III. Do Not Use List - See Appendix A

The Joint Commission created its “Do Not Use” List for medication orders or other medication-related documentation. All abbreviations, acronyms, and symbols must comply with the Joint Commission and Institute of Safe Medication Practices (ISMP) standard

IV. Definitions

- a. **Abbreviation:** A shortened form of a word or phrase.
- b. **Acronym:** A word formed from the first (or first few) letters of a series of words.
- c. **Prohibited Abbreviations:** NUNM has adopted the Institute for Safe Medication Practices, List of Error-Prone Abbreviations, Symbols, and Dose Designations as the prohibited abbreviations list for the organization.
- d. **Symbol:** Something that stands for or represents another thing; a written or printed mark, letter, or abbreviation standing for an object, quality, process, or quantity.

V. Procedures

The NUNM approved medical abbreviation list must be updated annually per the Clinical Standards Committee.

List of Approved Abbreviations for the NUNM Health Centers

Abbreviation	Details
a fib	atrial fibrillation
AAs	Amino Acids
Abn	abnormal
ABW	Adjusted Body Weight
AC	acromial clavicular
ACL	anterior cruciate ligament
ACTH	adrenocortical trophic hormone
ADIME	Assessment, Diagnosis, Intervention, Monitor & Evaluation
ADL	activities of daily living
AFAB	assigned female at birth
AI	Adequate Intake
ALP	alkaline phosphatase
ALT	alanine transaminase
AMA	against medical advice
AMDR	Acceptable Macronutrient Distribution Ranges
Amt	amount
AROM	active range of motion
ASAP	as soon as possible
ASI	adrenal stress index
ASIS	anterior superior iliac spine
aSLR	active straight leg raise

AST	aspartate aminotransferase
AVS	After Visit Summary
AWM	Adult Weight Management
B/L	bilateral
BBB	bundle branch block
BCG	Bacillus Calmette=Guérin (Tuberculosis)
BGM	Blood Glucose Monitoring
BIA	Bioelectrical impedance analysis
BID	twice a day
BM	bowel movement
BMI	body mass index
BMP	basic metabolic panel
BMR	basal metabolic rate
BP or Bp	blood pressure
BPH	benign prostatic hyperplasia
BS4Q	bowel sounds in 4 quadrants
BUN	blood urea nitrogen
c & s	culture and sensitivity
C/O	complains of
C/S	Cervical spine
CA	cancer
CAD	coronary artery disease
CBC	complete blood count
CBW	Current Body Weight

CC	chief complaint
CCP	Compassionate Care Program
CE	Care Everywhere
CHF	congestive heart failure
CHO	carbohydrates
Chol	Cholesterol
CKD	Chronic Kidney Disease
cm	centimeter
CMP	comprehensive metabolic panel
CN	Cranial nerve
CMS	Center for Medicare/Medicaid Services
CNS	central nervous system
CO2	carbon dioxide
Combo	US/EMS
COPD	chronic obstructive pulmonary disease
CPK	creatinine phosphokinase
CPR	cardiopulmonary resuscitation
cryo	cryotherapy
CSA	comprehensive stool analysis
CSF	cerebrospinal fluid
CT	Computed tomography
CT/NG screen	STI test for chlamydia and gonorrhea
CV	conception vessel
CVA	cerebrovascular accident/costovertebral angle

CVD	Cardiovascular Disease
CXR	chest x=ray
DASH	Dietary Approaches to Stop Hypertension
DD	Double Diabetes
DDD	degenerative disc disease
def	deficiency
Derm	Dermatology
DFAB	designated female at birth
Diff	differential
DIP, PIP, MCP	proximal and distal interphalangeal metacarpophalangeal
DJD	degenerative joint disease
dL	deciliter
DM	Diabetes mellitus, diastolic murmur
DMAB	designated male at birth
DNR	do not resuscitate
DOB	date of birth
DOE	dyspnea on exertion
DPT	diphtheria, pertussis, tetanus
DRE	digital rectal exam
DRI	Dietary Reference Intakes
DSHE	Dietary Supplement Health and Education Act
DT	Diphtheria & Tetanus
DTaP	Diphtheria,Tetanus & Acellular Pertussis (DAPTACEL ® , Infanrix® ,Tripedia®)
DTaP=HepB=IPV	Diphtheria,Tetanus & Acellular Pertussis, Hepatitis B, Polio (Pediarix®)

DTaP=IPV	Diphtheria,Tetanus & Acellular Pertussis, Inactivated Polio (Kinrix [™])
DTaP=IPV/Hib	Diphtheria,Tetanus & Acellular Pertussis, Haemophilus influenzae type b (Pentacel)
DTR	deep tendon reflex
Dx	diagnosis
EAR	Estimated Average Requirement
EIP	Evidence Informed Practice
ECG or EKG	electrocardiogram
ECM/BCM ratio	The ratio of extracellular mass to body cell mass
EEG	electroencephalogram
EENT	eyes, ears, nose and throat
EER	Estimated Energy Requirement
EMS	Electric Muscle Stimulation
EN	Enteral Nutrition
ENT	ears, nose and throat
EOM	extra ocular movements
ER	extension restriction
ED	emergency dept
ERCP	endoscopic retrograde cholangiopancreatography
ERS	Echoing, Request, Summarizing
ESR	erythrocyte sedimentation rate
ETOH	ethyl alcohol
ext	external
FAME	Food as Medicine Everyday
FAs	Fatty Acids

FBS	fasting blood sugar
Fe	iron
FFT	free T3, free T4, TSH
FHx	family history
FR	flexion restriction
freq	frequency
FSH	follicle stimulating hormone
F/U	follow=up
FUO	fever of unknown origin
FX	fracture
FYI	Pt flags on chart
GAHT	gender affirming hormone therapy
GAMSTs	gender affirming medical and surgical treatments
GB	gallbladder
GC	gonorrhea, gonococcal
GERD	Gastroesophageal Reflux Disease
GH	glenohumeral
GI	gastrointestinal
g	gram
GRAN	granulocyte count
GTT	glucose tolerance test
gtts	drops
GU	genitourinary
GV	governing vessel

GYN	gynecology
hr	hour
H&P	history and physical
H ₂ /CH ₄	hydrogen and methane, refers to SIBO lab test
H ₂ O	water
H ₂ O ₂	hydrogen peroxide
HA	headache
HBAg	hepatitis B antigen
Hct	hematocrit
HE or HT	heart
HEENT	head, eyes, ears, nose and throat
HepA	Hepatitis A virus (Havrix® ,VAQTA ®)
HepA=HepB	Hepatitis A and Hepatitis B (Twinrix ® ,Twinrix Junior®)
HepB	Hepatitis B virus (ENGRIX B ® , RECOMBIVAX ®)
HER	Electronic Health Record
HbA1C	hemoglobin A1C
Hgb	hemoglobin
Hib	Haemophilus influenzae type b (ACTHIB ® , Hiberix ®, PedvaxHIB®, COMVAX ®)
HepB	Hepatitis B
HIV	human immunodeficiency virus
HLA	human leukocyte antigen A (HLA B=27)
HMA	Health Maintenance Alert
HPI	history of present illness
HPV2	Human papillomavirus (bivalent) (Cervarix ®)

HPV4	Human papillomavirus (quadravalent) (Gardasil®)
hs	at bedtime
ht	height
HTN	hypertension
HVLA	high velocity low amplitude
Hx	history
Hz	hertz
I & D	incision and drainage
I & O	intake and output
IASTM	instrument assisted soft tissue mobilization
IB	InBasket - Secure email
IBD	Irritable Bowel Disease
IBS	Irritable Bowel Syndrome
IBW	Ideal Body Weight
IDA	Iron Deficiency Anemia
IFC	Interferential current
iFOB	immunochemical fecal occult blood
IHR	Interactive Health Record
IMM	Immunization
INS	Insurance
IPV	Inactivated Polio (IPOL ®)
IR	Insulin Resistance
ITB	Iliotibial band
IV	intravenous

IVD	intervertebral disc
jt	joint
K+	potassium
KCL	potassium chloride
Kg	kilograms
KI or KD	Kidney
KOH	potassium hydroxide
KUB	kidneys, ureters and bladder
L	left
L/S	Lumbar spine
Lab	laboratory
LAIV	Live, Attenuated Influenza (nasal spray) (FluMist®)
Lat	lateral
LBBB	left bundle branch block
LBP	low back pain
LCL	lateral collateral ligament
LDH	lactic dehydrogenase
LE	lower extremity
LFR	lateral flexion restriction
LFT	liver function tests
LH	luteinizing hormone
LI	Large Intestine
LLE	left lower extremity
LLQ	left lower quadrant

LMP	last menstrual period
LOC	loss of consciousness
LRR	left rotation restriction
LU	Lung
LUE	left upper extremity
LUQ	left upper quadrant
LV	Liver
LYMPH	lymphocyte count
mcg	microgram
MCH	mean corpuscular hemoglobin
MCHC	mean corpuscular hemoglobin concentration MCV
MCL	midclavicular line
MCV4	Meningococcal Conjugate (Menactra™ , Menveo®)
MED	Mediterranean Diet
meds	medications
mEq	milli=equivalent
MET	muscle energy technique
MFTP	Myofascial Trigger Point
mg	milligram
MGM, MGF, PGM, PGM	grandparents
MHx	Medical History
MI	myocardial infarction
min	minute
mL	milliliter

mm	millimeter or muscles (context)
MMP or MP	muscle motor pt , motor point
MMR	Measles, Mumps & Rubella (MMR=II®)
MMRV	Measles, Mumps, Rubella & Varicella (ProQuad®)
MNT	Medical Nutrition Therapy
mo	month
mono	monocytes
MPSV4	Meningococcal Polysaccharide (Menomune™)
MRI	Magnetic resonance imaging
MRN	medical record number
MS	multiple sclerosis
MTP	metatarsal phalangeal
MVA	motor vehicle accident
N	normal
n-3	Omega 3 Fatty Acid
n-6	Omega 6 Fatty Acid
n-9	Monounsaturated Fatty Acid
n/a or NA	not applicable
N/V	Nausea Vomiting
Na	sodium
NAD	no appreciable disease or no acute distress
NCP	Nutrition Care Process
Neg	negative
NFDB	Non First Data Bank - Medication Order Class that goes to our Medicinary

NFDB=I	Non First Data Bank Ingredient - used in compounding for our Medicinary
NFPE	Nutrition Focused Physical Exam
ng	nanogram
NPI	national provider identifier
NRH	Nutrition Related History
NRS	Numeric Rating Scale
NURS	Name, Understand, Respect, Support
O & P	ova and parasite
OA	osteoarthritis
OHA	Oregon Health Authority
OHP	Oregon Health Plan
OHPs	Other Health Problems
OPQRST	Onset, Position, Quality, Related symptoms, Setting, Transforming factors
OTC	over the counter
OV	Office Visit
oz	ounce
PAL	Physical Activity Level
PARQ	Problem, Alternatives, Risk, Questions
PC	pericardium
PCL	posterior cruciate ligament
PCV13	Pneumococcal Conjugate, 13=valent (Prevnar13®)
PCV7	Pneumococcal Conjugate, 7=valent (Prevnar® (discontinued in 2011)
PES	Problem, etiology, Signs and Symptoms
PFS	patellofemoral syndrome

pg	picogram
PIR	post=isometric relaxation
PLT	platelet count
PN	Parenteral Nutrition
PNF	proprioceptive neuromuscular facilitation
PNP	Personalized Nutrition Plan
po	by mouth
PPSV23	Pneumococcal Polysaccharide, 23=valent (Pneumovax®)
PRD or Prod	Live Epic Charting environment
preg	pregnant
PRN	as needed (as often as needed)
PROM	passive range of motion
PSHx	Psychosocial History
PSIS	posterior superior iliac spine
pSLR	passive straight leg raise
PT	Physical Therapy
PTC	Presents to Clinic
PTT	partial thromboplastin time
pv	by vagina
PVC	premature ventricular contraction
QA	quality assurance
QC	quality control
QL	quadratus lumborum
QQ	Quick Question

R	right
R/O	rule out
RA	rheumatoid arthritis
RBBB	right bundle branch block
RBC	red blood corpuscle, red blood cell count
RCT	rotator cuff tear
RDA	Recommended Dietary Allowance
RDW	red cell distribution width
rehab	rehabilitation
REL	Release Environment - upgrade testing
resp	respiration
RICE	rest, ice, compress, elevate
RLE	right lower extremity
RLL	right lower lobe
RLQ	right lower quadrant
RML	right middle lobe
ROI	Release of Information
ROM	range of motion
ROS	review of systems
RROM	resisted range of motion
RRR	right rotation restriction
RT	room temperature
RTC	return to clinic
RUE	right upper extremity

RUL	right upper lobe
RUQ	right upper quadrant
RV1	Rotavirus (Rotarix®)
RV5	Rotavirus (RotaTeq™)
Rx	prescription = treatment
S/P	Status Post
S/S or sxs	Signs and Symptoms
SBAR	Situation, Background, Assessment, Recommendation
SBE	subacute bacterial endocarditis/ Self Breast Exam
sc	subcutaneous
SCM	sternocleidomastoid
SGOT	serum glutamic oxaloacetic transaminase
SGPT	serum glutamic pyruvic transaminase
SI	sacroiliac
SIBO	small intestine bacterial overgrowth
SIG	dosage and manner of the medication to be taken
SIJ	Sacroiliac joint
SITS	Supraspinatus, Infraspinatus, Teres minor, Subscapularis
SJ	san jiao
SJD	Segmental Joint Dysfunction
SLE	systemic lupus erythematosus
SLR	straight leg raises
SOAP	Sub, Obj, Asses, Plan or Procedure
SOB	shortness of breath

SP	Spleen
SpO2	Saturated percent oxygen
SQ	subcutaneous
ST	Stomach
Staph	staphylococcus
stat	immediately
Strep	streptococcus
Sublingual (SL)	under the tongue
SUP	Support Environment
Sx	symptom
T/L	thoracolumbar
T/S	Thoracic spine
T1DM	Type 1 Diabetes Mellitus
T2DM	Type 2 Diabetes Mellitus
tab	tablet
TAP	temporal adrenal profile
TB	tuberculosis
Td	Tetanus & Reduced Diphtheria (TENIVAC™)
Tdap	Tetanus, Reduced Diphtheria & Acellular Pertussis (ADACEL™, BOOSTRIX®)
TE	Telehealth Encounter
Temp	temperature
TES	Epic testing environment - student training
TFL	Tensor Fasciae Latae
TIA	transient ischemic attack

TIBC	total iron=binding capacity
tid	three times a day
TIV	Trivalent (inactivated) Influenza (Afluria® , FluLaval® , Fluvirin® , Fluzone® ,Afluria® , Fluzone Intradermal)
TMD	temporomandibular disorder
TMJ	Temporomandibular joint
TOS	thoracic outlet syndrome
TP	trigger point
Trig/TG	Triglyceride
TRP	trigger pt
TSH	thyroid stimulating hormone
TT	Tetanus Toxoid
TTP	tender to palpation
TW or TH	triple warmer or triple heater
Tx	treatment
UA	urine analysis
UB or BL	urinary bladder
UE	upper extremity
UL	Tolerable Upper Intake Level
UPF	Ultra Processed Food
VAR	Varicella (VARIVAX ®)
VitD 25=OH	25 hydroxy Vitamin D
WBC	white blood cell count
WC	Waist Circumference
WLR	well leg raise

WLS	Weight Loss Surgery
WNL	within normal limits
Wt.	Weight
ZOS	Varicella ZosterVirus (Shingles) (Zostavax®)

Appendix A:

Do Not Use List

ISMP List of Error-Prone Abbreviations, Symbols, and Dose Designations



The abbreviations, symbols, and dose designations in the Table below were reported to ISMP through the ISMP National Medication Errors Reporting Program (ISMP MERP) and have been misinterpreted and involved in harmful or potentially harmful medication errors. These abbreviations, symbols, and dose designations should NEVER be used when communicating medical information verbally, electronically, and/or in handwritten applications. This includes internal communications; verbal, handwritten, or electronic prescriptions; hand-written and computer-generated medication labels; drug storage bin labels; medication administration records; and screens associated with pharmacy and prescriber

computer order entry systems, automated dispensing cabinets, smart infusion pumps, and other medication-related technologies.

In the Table, error-prone abbreviations, symbols, and dose designations that are included on The Joint Commission's "Do Not Use" list (Information Management standard IM.02.02.01) are identified with a double asterisk (**) and must be included on an organization's "Do Not Use" list. Error-prone abbreviations, symbols, and dose designations that are relevant mostly in hand-written communications of medication information are highlighted with a dagger (†).

Table. Error-Prone Abbreviations, Symbols, and Dose Designations

Error-Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
Abbreviations for Doses/Measurement Units			
cc	Cubic centimeters	Mistaken as u (units)	Use mL
IU**	International unit(s)	Mistaken as IV (intravenous) or the number 10	Use unit(s) (International units can be expressed as units alone)
l ml	Liter Milliliter	Lowercase letter l mistaken as the number 1	Use L (UPPERCASE) for liter Use mL (lowercase m, UPPERCASE L) for milliliter
MM or M M or K	Million Thousand	Mistaken as thousand Mistaken as million M has been used to abbreviate both million and thousand (M is the Roman numeral for thousand)	Use million Use thousand
Ng or ng	Nanogram	Mistaken as mg	Use nanogram or nanog

		Mistaken as nasogastric	
U or u**	Unit(s)	<p>Mistaken as zero or the number 4, causing a 10-fold overdose or greater (e.g., 4U seen as 40 or 4u seen as 44)</p> <p>Mistaken as cc, leading to administering volume instead of units (e.g., 4u seen as 4cc)</p>	Use unit(s)
µg	Microgram	Mistaken as mg	Use mcg
Abbreviations for Route of Administration			
AD, AS, AU	Right ear, left ear, each ear	Mistaken as OD, OS, OU (right eye, left eye, each eye)	Use right ear, left ear, or each ear
IN	Intranasal	Mistaken as IM or IV	Use NAS (all UPPERCASE letters) or intranasal

Error=Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
IT	Intrathecal	Mistaken as intratracheal, intratumor, intratympanic, or inhalation therapy	Use intrathecal
OD, OS, OU	Right eye, left eye, each eye	Mistaken as AD, AS, AU (right ear; left ear; each ear)	Use right eye, left eye, or each eye
Per os	By mouth, orally	The os was mistaken as left eye (OS, oculus sinister)	Use PO, by mouth, or orally
SC, SQ, sq, or sub q	Subcutaneous(ly)	SC and sc mistaken as SL or sl (sublingual) SQ mistaken as “5 every” The q in sub q has been mistaken as “every”	Use SUBQ (all UPPERCASE letters, without spaces or periods between letters) or subcutaneous(ly)
Abbreviations for Frequency/Instructions for Use			
HS hs	Half=strength At bedtime, hours of sleep	Mistaken as bedtime Mistaken as half=strength	Use half=strength Use HS (all UPPERCASE letters) for bedtime
o.d. or OD	Once daily	Mistaken as right eye (OD, oculus dexter), leading to oral liquid medications administered in the eye	Use daily
Q.D., QD, q.d., or qd**	Every day	Mistaken as q.i.d., especially if the period after the q or the tail of a handwritten q is misunderstood as the letter i	Use daily
Qhs	Nightly at bedtime	Mistaken as qhr (every hour)	Use nightly or HS for bedtime
Qn	Nightly or at bedtime	Mistaken as qh (every hour)	Use nightly or HS for bedtime
Q.O.D., QOD, q.o.d., or qod**	Every other day	Mistaken as qd (daily) or qid (four times daily), especially if the “o” is poorly written	Use every other day
q1d	Daily	Mistaken as qid (four times daily)	Use daily
q6PM, etc.	Every evening at 6 PM	Mistaken as every 6 hours	Use daily at 6 PM or 6 PM daily

SSRI	Sliding scale regular insulin	Mistaken as selective= serotonin reuptake inhibitor	Use sliding scale (insulin)
SSI	Sliding scale insulin	Mistaken as Strong Solution of Iodine (Lugol's)	
TIW or tiw	3 times a week	Mistaken as 3 times a day or twice in a week	Use 3 times weekly
BIW or biw	2 times a week	Mistaken as 2 times a day	Use 2 times weekly
UD	As directed (ut dictum)	Mistaken as unit dose (e.g., an order for "dilTIAZem infusion UD" was mistakenly administered as a unit [bolus] dose)	Use as directed

** On The Joint Commission's "Do Not Use" list

† Relevant mostly in handwritten medication information

List — continued on page 3 ►

Error-Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
Miscellaneous Abbreviations Associated with Medication Use			
BBA BGB	Baby boy A (twin) Baby girl B (twin)	B in BBA mistaken as twin B rather than gender (boy) Bat end of BGB mistaken as gender (boy) not twin B	When assigning identifiers to newborns, use the mother's last name, the baby's gender (boy or girl), and a distinguishing identifier for all multiples (e.g., Smith girl A, Smith girl B)
D/C	Discharge or discontinue	Premature discontinuation of medications when D/C (intended to mean discharge) on a medication list was misinterpreted as discontinued	Use discharge and discontinue or stop
IJ	Injection	Mistaken as IV or intrajugular	Use injection
OJ	Orange juice	Mistaken as OD or OS (right or left eye); drugs meant to be diluted in orange juice may be given in the eye	Use orange juice
Period following abbreviations (e.g., mg., mL.)†	mg or mL	Unnecessary period mistaken as the number 1, especially if written poorly	Use mg, mL, etc., without a terminal period
Drug Name Abbreviations			
To prevent confusion, avoid abbreviating drug names entirely. Exceptions may be made for multi-ingredient drug formulations, including vitamins, when there are electronic drug name field space constraints; however, drug name abbreviations should NEVER be used for any medications on the <i>ISMP List of High-Alert Medications</i> (in Acute Care Settings [www.ismp.org/node/103], Community/Ambulatory Settings [www.ismp.org/node/129], and Long-Term Care Settings [www.ismp.org/node/130]). Examples of drug name abbreviations involved in serious medication errors include:			
Antiretroviral medications (e.g., DOR, TAF, TDF)	DOR: doravirine TAF: tenofovir alafenamide TDF: tenofovir disoproxil fumarate	DOR: Dovato (dolutegravir and lamivudine) TAF: tenofovir disoproxil fumarate TDF: tenofovir alafenamide	Use complete drug names
APAP	acetaminophen	Not recognized as acetaminophen	Use complete drug name

ARA A	vidarabine	Mistaken as cytarabine ("ARA C")	Use complete drug name
AT II and AT III	AT II: angiotensin II (Giapreza) AT III: antithrombin III (Thrombate III)	AT II (angiotensin II) mistaken as AT III (antithrombin III) AT III (antithrombin III) mistaken as AT II (angiotensin II)	Use complete drug names
AZT	zidovudine (Retrovir)	Mistaken as azithromycin, azathioprine, or aztreonam	Use complete drug name
CPZ	Compazine (prochlorperazine)	Mistaken as chlorpromazine	Use complete drug name
DTO	diluted tincture of opium or deodorized tincture of opium (Paregoric)	Mistaken as tincture of opium	Use complete drug name

** On The Joint Commission's "Do Not Use" list

† Relevant mostly in handwritten medication information

Error=Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
HCT	hydrocortisone	Mistaken as hydroCHLORO-thiazide	Use complete drug name
HCTZ	hydroCHLOROthiazide	Mistaken as hydrocortisone (e.g., seen as HCT250 mg)	Use complete drug name
MgSO ₄ **	magnesium sulfate	Mistaken as morphine sulfate	Use complete drug name
MS, MSO ₄ **	morphine sulfate	Mistaken as magnesium sulfate	Use complete drug name
MTX	methotrexate	Mistaken as mitoXANTRONE	Use complete drug name
Na at the beginning of a drug name (e.g., Na bicarbonate)	Sodium bicarbonate	Mistaken as no bicarbonate	Use complete drug name
NoAC	novel/new oral anticoagulant	Mistaken as no anticoagulant	Use complete drug name
OXY	oxytocin	Mistaken as oxyCODONE, OxyCONTIN	Use complete drug name
PCA	procainamide	Mistaken as patient=controlled analgesia	Use complete drug name
PIT	Pitocin (oxytocin)	Mistaken as Pitressin, a discontinued brand of vasopressin still referred to as PIT	Use complete drug name
PNV	prenatal vitamins	Mistaken as penicillin VK	Use complete drug name
PTU	propylthiouracil	Mistaken as Purinethol (mercaptopurine)	Use complete drug name
T3	Tylenol with codeine No. 3	Mistaken as liothyronine, which is sometimes referred to as T3	Use complete drug name
TAC or tac	triamcinolone or tacrolimus	Mistaken as tetracaine, Adrenalin, and cocaine; or as Taxotere, Adriamycin, and cyclophosphamide	Use complete drug names Avoid drug regimen or protocol acronyms that may have a dual meaning or may be confused with other common acronyms, even if defined in an order set
TNK	TNKase	Mistaken as TPA	Use complete drug name

TPA or tPA	tissue plasminogen activator, Activase (alteplase)	Mistaken as TNK (TNKase, tenecteplase), TXA (tranexamic acid), or less often as another tissue plasminogen activator; Retavase (retaplast)	Use complete drug names
TXA	tranexamic acid	Mistaken as TPA (tissue plasminogen activator)	Use complete drug name
ZnSO ₄	zinc sulfate	Mistaken as morphine sulfate	Use complete drug name
Stemmed/Coined Drug Names			
Nitro drip	nitroglycerin infusion	Mistaken as nitroprusside infusion	Use complete drug name
IV vanc	Intravenous vancomycin	Mistaken as Invanz	Use complete drug name
Levo	levofloxacin	Mistaken as Levophed (norepinephrine)	Use complete drug name

** On The Joint Commission's "Do Not Use" list

Error=Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
Neo	Neo=Synephrine, a well known but discontinued brand of phenylephrine	Mistaken as neostigmine	Use complete drug name
Coined names for compounded products (e.g., magic mouthwash, banana bag, GI cocktail, half and half, pink lady)	Specific ingredients compounded together	Mistaken ingredients	Use complete drug/product names for all ingredients Coined names for compounded products should only be used if the contents are standardized and readily available for reference to prescribers, pharmacists, and nurses
Number embedded in drug name (not part of the official name) (e.g., 5=fluorouracil, 6=mercaptopurine)	fluorouracil mercaptopurine	Embedded number mistaken as the dose or number of tablets/capsules to be administered	Use complete drug names, without an embedded number if the number is not part of the official drug name
Dose Designations and Other Information			
1/2 tablet	Half tablet	1 or 2 tablets	Use text (half tablet) or reduced font-size fractions (½ tablet)
Doses expressed as Roman numerals (e.g., V)	5	Mistaken as the designated letter (e.g., the letter V) or the wrong numeral (e.g., 10 instead of 5)	Use only Arabic numerals (e.g., 1, 2, 3) to express doses
Lack of a leading zero before a decimal point (e.g., .5 mg)**	0.5 mg	Mistaken as 5 mg if the decimal point is not seen	Use a leading zero before a decimal point when the dose is less than one measurement unit
Trailing zero after a decimal point (e.g., 1.0 mg)**	1 mg	Mistaken as 10 mg if the decimal point is not seen	Do not use trailing zeros for doses expressed in whole numbers
Ratio expression of a strength of a single-entity injectable drug product (e.g., EPINEPHrine 1:1,000; 1:10,000; 1:100,000)	1:1,000: contains 1 mg/mL 1:10,000: contains 0.1 mg/mL 1:100,000: contains 0.01 mg/mL	Mistaken as the wrong strength	Express the strength in terms of quantity per total volume (e.g., EPINEPHrine 1 mg per 10 mL) Exception: combination local anesthetics (e.g., lidocaine 1% and EPINEPHrine 1:100,000)

Drug name and dose run together (problematic for drug names that end in the letter l [e.g., propranolol20 mg; TEGretol300 mg])	propranolol 20 mg TEGretol 300 mg	Mistaken as propranolol 120 mg Mistaken as TEGretol 1300 mg	Place adequate space between the drug name, dose, and unit of measure
Numerical dose and unit of measure run together (e.g., 10mg, 10Units)	10 mg 10 mL	The m in mg, or U in Units, has been mistaken as one or two zeros when flush against the dose (e.g., 10mg, 10Units), risking a 10= to 100= fold overdose	Place adequate space between the dose and unit of measure

** On The Joint Commission's "Do Not Use" list

† Relevant mostly in handwritten medication information

Error-Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
Large doses without properly placed commas (e.g., 100000 units; 1000000 units)	100,000 units 1,000,000 units	100000 has been mistaken as 10,000 or 1,000,000 1000000 has been mistaken as 100,000	Use commas for dosing units at or above 1,000 or use words such as 100 thousand or 1 million to improve readability Note: Use commas to separate digits only in the US; commas are used in place of decimal points in some other countries
Symbols			
3 or m _†	Dram Minim	Symbol for dram mistaken as the number 3 Symbol for minim mistaken as mL	Use the metric system
x1	Administer once	Administer for 1 day	Use explicit words (e.g., for 1 dose)
> and <	More than and less than	Mistaken as opposite of intended Mistakenly have used the incorrect symbol < mistaken as the number 4 when handwritten (e.g., <10 misread as 40)	Use more than or less than
↑ and ↓†	Increase and decrease	Mistaken as opposite of intended Mistakenly have used the incorrect symbol ↑ mistaken as the letter T, leading to misinterpretation as the start of a drug name, or mis= taken as the numbers 4 or 7	Use increase and decrease
/ (slash mark)†	Separates two doses or indicates per	Mistaken as the number 1 (e.g., 25 units/10 units misread as 25 units and 110 units)	Use per rather than a slash mark to separate doses
@†	At	Mistaken as the number 2	Use at
&†	And	Mistaken as the number 2	Use and

+†	Plus or and	Mistaken as the number 4	Use plus, and, or in addition to
°	Hour	Mistaken as a zero (e.g., q2° seen as q20)	Use hr, h, or hour
Φ or 0†	Zero, null sign	Mistaken as the numbers 4, 6, 8, and 9	Use 0 or zero, or describe intent using whole words
#	Pound(s)	Mistaken as a number sign	Use the metric system (kg or g) rather than pounds Use lb if referring to pounds

Error=Prone Abbreviations, Symbols, and Dose Designations	Intended Meaning	Misinterpretation	Best Practice
Apothecary or Household Abbreviations			
Explicit apothecary or household measurements may ONLY be safely used to express the directions for mixing dry ingredients to prepare topical products (e.g., dissolve 2 capfuls of granules per gallon of warm water to prepare a magnesium sulfate soaking aid). Otherwise, metric system measurements should be used.			
gr	Grain(s)	Mistaken as gram	Use the metric system (e.g., mcg, g)
dr	Dram(s)	Mistaken as doctor	Use the metric system (e.g., mL)
min	Minim(s)	Mistaken as minutes	Use the metric system (e.g., mL)
oz	Ounce(s)	Mistaken as zero or 0 ₂	Use the metric system (e.g., mL)
tsp	Teaspoon(s)	Mistaken as tablespoon(s)	Use the metric system (e.g., mL)
tbsp or Tbsp	Tablespoon(s)	Mistaken as teaspoon(s)	Use the metric system (e.g., mL)
Common Abbreviations with Contradictory Meanings	Contradictory Meanings		Correction
For additional information and tables from Neil Davis (MedAbbrev.com) containing additional examples of abbreviations with contradictory or ambiguous meanings, please visit: www.ismp.org/ext/638 .			
B	Breast, brain, or bladder		Use breast, brain, or bladder
C	Cerebral, coronary, or carotid		Use cerebral, coronary, or carotid
D or d	Day or dose (e.g., parameter=based dosing formulas using D or d [mg/kg/d] could be interpreted as either day or dose [mg/kg/day or mg/kg/dose]; or x3d could be interpreted as either 3 days or 3 doses)		Use day or dose
H	Hand or hip		Use hand or hip
I	Impaired or improvement		Use impaired or improvement
L	Liver or lung		Use liver or lung
N	No or normal		Use no or normal
P	Pancreas, prostate, preeclampsia, or psychosis		Use pancreas, prostate, preeclampsia, or psychosis
S	Special or standard		Use special or standard

SS or ss	<p>Single strength, sliding scale (insulin), signs and symptoms, or $\frac{1}{2}$ (apothecary)</p> <p>SS has also been mistaken as the number 55</p>	<p>Use single strength, sliding scale, signs and symptoms, or one-half or $\frac{1}{2}$</p>
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** On The Joint Commission's "Do Not Use" list

† Relevant mostly in handwritten medication information

While the abbreviations, symbols, and dose designations in the Table should NEVER be used, not allowing the use of ANY abbreviations is exceedingly unlikely. Therefore, the person who uses an organization-approved abbreviation must take responsibility for making sure that it is properly interpreted. If an uncommon or ambiguous abbreviation is used, and it should be defined by the writer or sender. Where uncertainty exists, clarification with the person who used the abbreviation is required.

Medical Leave of Absence

Policy

Students considering a medical leave of absence/withdraw must schedule an appointment with the Center for Academic Success. In the case of a medical leave of absence/withdraw, which may be granted to a student on academic probation, appropriate documentation is required from the attending physician. The physician must indicate the necessity of granting the leave.

A student who is not in good academic standing (i.e., has outstanding grades of incomplete, failed remediate or failure for required courses, or is on academic or disciplinary probation) and who has satisfied all financial obligations to NUNM, may apply for a medical leave of absence/withdraw of up to, and not more than, one academic year (four academic terms), which entitles the student to re-enter NUNM during the predetermined term the following academic year, provided there is space in the class and the student has provided medical documentation stating the student is fit to return to classes. Students taking less than a full academic year off may not be allowed to continue with a full class load due to the sequencing of courses and prerequisites. In such instances, the student may be required to enter a new educational track that must be approved by the Center for Academic Success. The program deans and/or academic advisor can guide students through a new schedule. Students who take a leave of absence/withdraw 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 also the Incomplete policy under Grading.

Concurrently enrolled students may take a leave from their secondary program without taking a leave from their primary program. However, concurrently enrolled students who take a leave of absence or withdraw from their primary degree program must also take a leave of absence or withdraw from their secondary program. See also Concurrent Student Leave of Absence.

Students who are on a medical leave of absence/withdraw cannot participate in any academic activities, including remediating incomplete grades or exams; and/or participating in clinical rotation shifts, including preceptor rotations. A student who wishes to return from a medical leave of absence/withdraw must provide to the Center for Academic Success adequate documentation from the attending physician demonstrating the student's fitness for returning

to the program. After documentation has been reviewed and approved, the registrar will be advised of the student's intention to return to NUNM. The advisement of a student's intention to return must be given within 30 days of intended return, and before the beginning of the quarter for which the student plans to register. The registrar will instruct the student to fill out and submit a "Returning Student Notification" form to the following offices: Registrar, Financial Aid, and Center for Academic Success. The form should be returned to the Registrar's Office when it is completed.

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

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

A student who is not in good academic standing (i.e., has outstanding grades of incomplete, failed remediate or failure for required courses, or is on academic or disciplinary probation) and is serving in the military will be granted a medical leave of absence/withdraw without medical documentation. The student must submit documentation of their time serving from the military branch.

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

Medicinary Work Study Policies and Hiring Procedures

Purpose

- a. To state the requirements and procedures for student work study employment.
- b. To state the policies and expectations of Medicinary work study.
- c. To state manager's responsibilities regarding work study employment.

Responsibility

Managers, Work Study.

Policies

Requirements for work study

- Student must be currently matriculating at NUNM in the CCM, ND or other tracks.
- It is preferable that the student have some customer service experience.

Medicinary work study policies and procedures.

BE ON TIME

- Arrive early so you can get prepared for your shift. You are expected to be ready to work precisely when your shift starts.
- Repeated tardiness will result in an incident report and may jeopardize your position.

DRESS

- Follow dress guidelines according to the Student Handbook.
- Wear your name tag.
- No denim. Wear clean, unwrinkled clothes. Look professional.
- You may wear a Medicinary coat or apron while working and remove it during breaks.
- Due to the standing nature of the job, you may wear clean athletic shoes in good condition. No open toed shoes.

FOLLOW PROTOCOL

- Be familiar with the policies and procedures of the Medicinary. Please ask questions whenever you are not sure about how to do something.
- Most importantly, a supervisor must always be present to do a "herb check" when compounding bulk herbs, granules, tinctures, flower essences and any other bulk or compounded product.
- You may not prescribe or recommend anything to customers.
- All prescriptions, mail orders, special orders and holds are *staff only* duties.
- You will be dealing with confidential patient information which must remain private and secure at all times. When you sign your Hire Form, you agree to adhere to all HIPAA regulations.
- No eating in the Medicinary. Work study students may not use the staff break room.
- No drinking in the Medicinary except in the area to the right of the dishwasher.
- No studying or cell phone use while on shift unless permitted by a supervisor. You have a 15 minute break (if you work a 4 hour shift) when you can make your calls.
- You must check with a supervisor before taking your break or leaving the Medicinary for any reason. When not on break you are expected to remain in the Medicinary.

ABSENCES AND SUBSTITUTIONS

- You are allowed 2 excused absences in a term. Any more absences may jeopardize your position. You are expected to be responsible for organizing your schedule to ensure you do not miss shifts.
- If you know you will be absent for one of your shifts it is up to you to find a substitute from the Medicinary work study substitution/email list. **Please inform a manager who your replacement will be.**
- If you are ill, you are expected to notify the Medicinary manager ASAP by calling 503-552-1999. An absence due to illness is considered an excused absence.

Hiring procedures

- a. Email or otherwise notify Financial aid (FA) to post on the list serve an advertisement for work study openings in the Medicinary.
- b. When an interested student calls or emails the Medicinary set up a 15 minute interview time with them. When interviewing the work study students use the document "Interview questions for work study students".
- c. After the interview if the student is to be hired, give them the Policy and Expectations and the Professional Attire handouts and review the pertinent points.
- d. The student is then instructed to officially apply for the position by going to the NUNM web site (www.nunm.edu) then link to student services, work study listings, NUNM clinics, Medicinary Assistant. Job # NHCF04. The Link is:
- e. Once the student has applied they will receive a Hire form from FA in their student mail folder. The Hire Form must be signed by the student and the Medicinary Manager or Assistant Manager. The form then returns to FA.
- f. Once the Hire form is processed an approval email will be sent to the Medicinary email. Then, the student is able to start their work study position.
- g. Time sheets are tallied on "Timesheet X", signed by the student and the Medicinary Manager around the 25th of each month. See Timesheet X for more details and "Student Employment Home" for due dates. Federal Work Study Student Employment Procedures
- h. Refer to the ***NUNM Federal Work-Study Policies and Procedures*** found in Manager's office for complete list of policies and procedures.

Microsoft Teams Etiquette Policy for NUNM

Introduction:

At NUNM, Microsoft Teams serves as a vital platform for fostering collaboration, communication, file storage and project management among students, staff, and faculty

members. This policy outlines the etiquette, purpose, roles, permissions, and data management practices for Microsoft Teams within our academic community.

Purpose of Microsoft Teams:

Microsoft Teams is a central hub for real-time communication, collaboration, and information sharing among NUNM students, staff, and faculty. It facilitates seamless interaction, project coordination, and academic engagement within teams, departments, and courses.

Policy

Etiquette Guidelines:

1. **Respectful Communication:** Maintain a respectful and professional tone in all communications, discussions, and interactions within Microsoft Teams.
2. **Channel Organization:** Utilize channels effectively to categorize discussions, topics, and projects, making it easier for team members to locate and participate in relevant conversations.
3. **File Sharing Best Practices:** When sharing files or documents, ensure they are relevant to the conversation or project and adhere to NUNM's policies on data security and confidentiality.
4. **Privacy and Confidentiality:** Avoid sharing sensitive or confidential information in public channels and discussions, using private channels or direct messages for confidential communications when necessary.

Roles and Permissions:

1. **Team Owners:** Faculty members, designated administrators or students responsible for creating and managing Teams, adding or removing members, and adjusting team settings and permissions.
 1. Team owners are responsible for periodically reviewing Teams for relevance and effectiveness, archiving or deleting inactive or obsolete Teams to maintain an organized and streamlined collaboration environment.
 2. Maintain the safety of the environment created- Team owners are responsible for ensuring that all etiquette guidelines are being followed and that the Team is a safe.
 3. Responsibility of retiring the Team- steps to retire- removing members and hiding Team from view.
 4. Code of Conduct/ Community Agreement
2. **Team Members:** Active participants in team discussions, meetings, and collaborative projects within Microsoft Teams, with permissions to create channels, chat, and share files within the team.
3. **Guest Users:** External collaborators invited to join specific Teams or channels, with limited access and permissions within the NUNM Teams environment.

Reference

Data Backup, Storage, and Recovery Policy

Shared Files Clean-Up Policy for NUNM Staff

Missing Student Notification

Policy

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.

ND & CCM Rotation Assignments (Clinic Registration)

Rotation Assignment

All CCM & ND Students are assigned clinic rotations according to preferences entered into CORE by an algorithm that allows all students equal access to the faculty and shift times.

- During the registration window, student should preference rotations that do not conflict with their already assigned academic schedule and are encouraged to enter a robust quantity of preferences. If a student enters a preference that conflicts with an academic course and CORE assigns them to this rotation, the registrar will assign a new rotation based on the remaining slots after the algorithm match.
- All clinical rotations must have adequate student coverage to ensure quality of patient care
- Students have the opportunity to trade rotations with classmates after the clinic schedules have been posted, as long as the registration deadline communicated to students is strictly observed.

Saturday Term for ND & CCM

- ND Students are required to complete a Saturday rotation as a primary. This will occur in the term you are assigned 4 primary rotations which will be posted to Moodle by Friday of week 3 Spring Term. Students who desire to swap their Saturday term, must notify the registrar by Friday of week 4 of Spring Term.
- ND/CCM degree students will do a Saturday rotation in the 5th year of the program and will be assigned to either fall, winter or spring.
- Students are required to enter a Saturday rotation among their preferences in the term in which they have been assigned to their Saturday term.
- CCM students are not required to complete a Saturday term for CCM rotations. They might, however, have one assigned to them through the CORE process.

Holiday Weeks for ND & CCM

- NUNM Health Centers recognize holiday periods that correspond with breaks in the academic schedule.
- All CCM students are required to complete 24 holiday hours during their intern year.
- All ND students are required to be assigned 30 holiday hours spread over 2 holiday weeks during their primary year. This builds in time for make-up shifts and the shorter Summer-term so that total hours can be completed. These assigned shifts follow the [clinic attendance policy](#). Students are allowed to get these shifts covered

by another students as long as they can complete their total hours for graduation without working holiday hours.

- All students will submit preferences for holiday week assignments that are due Friday week 2 and will be posted to Moodle by Friday week 3. Students who desire to swap their holiday week, must notify the registrar by Friday of week 4 of Spring Term.

Chinese Medicine Fixed Rotation

CCM students have the opportunity to select a fixed rotation with a clinical faculty member of their choice. If approved, students are scheduled for one rotation per term 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 extremely beneficial by many students. In some cases, students have the opportunity to request to be 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.
- Fixed shift options are sent out by the registrar week 1 of Spring Term. Students can submit preferences for Fixed Shift assignments which are due Friday week 2 and will be posted to Moodle by Friday week 3. Students who desire to swap their fixed rotation, must notify the registrar by Friday of week 4 of Spring Term.
- 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 Primary Care ND Clinic Shifts:

- Each student is assigned two (2), two-term fixed primary care shifts during their year(s) as a primary medical intern, i.e., four (4) out of 13 primary rotations. Fixed shifts provide increased mentorship to students, they increase the experience of patient management and follow up, and they improve patient continuity.

Fixed Rotation Guidelines

- Stand-alone ND students will complete one fixed shift for the first half of the final year (Summer/Fall = SF); the other will be the second half (Winter/Spring = WS) of the year.

- Concurrent degree students will complete one fixed rotation during your required summer/Fall (5th year),the 2nd fixed rotation in winter/spring of your final year (6th year).
- Final decisions will be made by the registrar and dean's office, which will attempt to accommodate students' top choices.
- Fixed rotation placements will happen prior the general clinic rotation preferencing window in CORE.—students will automatically be registered in CORE for fixed shifts to ensure they do not conflict with required classes and rotation assignments. If a fixed shift assignment conflicts with a required class down the line, the registrar will make every attempt to keep students with the same clinician.
- There are a limited number of fixed spots available per doctor (no more than 3 per rotation) to allow all students the opportunity to work with a variety of clinicians.
- Specialty Rotations (Physical Medicine, Minor Surgery, IV Therapy) do not qualify as a primary care fixed rotation.
- Fixed shift options are sent out by the registrar week 1 of Spring Term. All students will submit preferences for Fixed Shift assignments that are due Friday week 2 and will be posted to Moodle by Friday week 3. Students who desire to swap their holiday week, must notify the registrar by Friday of week 4 of Spring Term.

ND Preceptorship Program Prerequisites

ND students must meet the following requirements to earn preceptorship hours beginning the winter term of their first year:

- A. Successfully complete the first term of ND coursework.
- B. Complete ND Preceptorship Program Orientation (offered during Clinic Education II, winter term of the first year).

ND students meeting prerequisite requirements are eligible to earn a maximum of 72 preceptorship hours during the first academic year.

ND Preceptorship Program: Required Hours

The total number of required ND preceptorship hours is 216 for students who matriculate after fall 2015 and before Fall 2024. Of the total hours required, at least 145 hours must be completed with an approved naturopathic physician. Non-ND hours may be completed with any of the following approved physicians or allied healthcare practitioner types in clinical practice:

- MD (Medical Doctor)

- DO (Osteopathic Doctor)
- DC (Chiropractic Doctor)
- DPM (Podiatric Doctor)
- PA (Physician Assistant)
- NP, CNM (Nurse Practitioner, Certified Nurse Midwife)
- PT (Physical Therapist)
- PsyD, PhD, LCSW, LPC, MFT (Clinical Psychologist only)

Students are only allowed a maximum of 20 preceptorship hours to be obtained from a LAc. Both hours and patient contacts obtained from precepting with a LAc cannot be applied to CNME's minimum graduation requirements. In any event in which the total number of preceptorship hours or patient contacts required for graduation are reduced, hours and patient contacts completed with a LAc may not count towards graduation requirements and the student may need to complete additional preceptorship hours and patient contacts to meet graduation requirements.

Non-ND hours may not include registered nurses, or midwives without a medical license. Students holding another medical degree (e.g., MD, DO, DC) are required to complete only 145 ND hours.

Students may earn credit for no more than 75 hours with the same ND program preceptor except as specified herein; this is to encourage diversity in clinical experience and allow a greater number of students to work with each preceptor. Students may receive credit for no more than four (4) rotations of less than eight (8) or fewer hours each. Students wishing to earn credit for more than 75 hours with a single preceptor must submit a Petition to Deviate and receive approval from the Dean of the College of Naturopathic Medicine in advance of exceeding the 75 hour maximum. The Petition to Deviate request will only be considered if the student has worked with a total of at least five (5) different approved preceptors.

Students are registered for ND program preceptorship hours in their required summer (five credits) and in spring of their last year (four credits).

ND program preceptorship hours may not be obtained for the following:

- Working with healthcare providers who are not approved preceptors.
- Working with an NUNM Health Center physician during an NUNM teaching shift
- Viewing or taking cases during NUNM classes.
- Doing a job for which the student is already being paid.

- Working with a healthcare practitioner in a non-clinical capacity (i.e. research, advocacy, etc.), except as outlined below.
- Any other situations that do not meet ND preceptorship program requirements and policies.

Student may obtain a maximum of 20 preceptorship hours from the following non-direct patient care activities*:

- Lab
- Clinic Medicinary
- Clinic front desk

*Students are only allowed a maximum of 20 preceptorship hours to be obtained from completing non-direct patient care activities as outlined above. In any event in which the total number of preceptorship hours required for graduation are reduced, hours already completed from any of the above activities may not count towards the total preceptorship hour requirement and the student may need to complete additional preceptorship hours to meet graduation requirements.

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 part time or greater is required to attend New Student Orientation prior to the first term of enrollment. At that time, students will be assessed the New Student Orientation fee, which is charged to their student account. Attending New Student Orientation is a requirement for graduation from NUNM. A student who matriculates into an additional program during their academic career is exempt from participating in a second New Student Orientation course.

Students who complete New Student Orientation will receive a grade of "CMP" for completion (see Section 5). 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 re-admitted 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.

No Smoking Policy

Policy

In order to protect the health and safety of its employees and students, NUNM has established specific rules regarding smoking on campus, both indoors and outdoors. The following smoking regulations apply to all NUNM facilities (including all health centers, etc.) and to all members of the NUNM community – students, faculty, staff, and visitors.

Smoking is prohibited in all academic, administrative, or health center buildings (including hallways and offices). In addition, smoking is prohibited in all common areas and property, except for the area specified for smoking. Employees should contact their immediate supervisor for information on designated smoking area on campus.

NPLEX I Examination Policy

Policy Statement:

All students who matriculate in the Doctor of Naturopathic Medicine program in the 2024-25 academic year and after must register for and take the NPLEX I examination at the first available opportunity upon becoming eligible. This is generally after the second year of the program on a standard 4-year track, and following the successful completion of the relevant biomedical science coursework.

Objectives:

This policy outlines the requirements for students enrolled in the Doctor of Naturopathic Medicine program at National University of Natural Medicine regarding the Naturopathic Physicians Licensing Examination Part I (NPLEX I). The policy ensures that students are progressing in their academic and professional training in a timely manner by sitting for the NPLEX I examination at the first opportunity they become eligible.

Applicability:

Eligibility to sit for the NPLEX I examination is determined by the North American Board of Naturopathic Examiners (NABNE) and is typically granted after the successful completion of the core biomedical science curriculum, including but not limited to subjects such as Anatomy, Physiology, Biochemistry, Pathology, Microbiology, and Immunology.

Students are required to comply with this policy as part of their academic progression. Failure to register for and take the NPLEX I examination at the first opportunity will result in academic review by the program dean and the director of student success and may result in possible delay in academic progress, clinical placement, or graduation.

Responsibilities:

- **Students** are responsible for understanding the eligibility criteria, registering for the NPLEX I examination, and adhering to this policy.
- **Dean of Naturopathic Medicine and Associate Dean of Basic Sciences** are responsible for monitoring student compliance with this policy.
- **Registrar:** responsible for final confirmation, to NABNE, of student eligibility to register for NPLEX I

Exceptions:

Exceptions to this policy may be granted under extraordinary circumstances, situations that are out of the student's control, such as severe illness, family emergency, or other significant events that impact the student's ability to take the examination. Requests for exceptions must be submitted to the Director of Student Success via a Petition to Deviate. Any petition to not follow policy, as outlined above, must occur during the term prior to when the student would be expected to take the examination or as soon as possible in the case of unexpected emergencies. All requests will be reviewed on a case-by-case basis.

NUNM Health Center Benefits

Policy

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

NUNM Health Centers and Patient 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 providing over 35,000 visits annually throughout the tri-county area. With a main health center located on campus in the Lair Hill neighborhood, with numerous affiliated locations in Multnomah County. The NUNM health centers provide the environment for the practice of outpatient clinical medicine. They offer a full range of services and therapeutic modalities, including but not limited to: primary care, clinical nutrition, lifestyle counseling, homeopathy, acupuncture, botanical medicine, Chinese herbal medicine, hydrotherapy, physical medicine, minor surgery, immunizations and parenteral therapy.

NUNM Health Centers–Lair Hill Medicinary Services

The NUNM Health Centers–Lair Hill medicinary has a large selection of the highest quality Western and Eastern natural medicines available. Its naturopathic products represent an extensive collection of superior products specifically formulated for a wide spectrum of health concerns. Included are a full range of bulk herbs, herbal tinctures, topical medicines, homeopathics and nutraceuticals. The medicinary has over 300 single Chinese herbs in two forms: crude bulk herbs and granules.

NUNM Health Centers–Lair Hill Laboratory Services

The NUNM Health Centers–Lair Hill maintains an on-site, outpatient laboratory, licensed in compliance with state and federal safety regulations, to serve the needs of patients seen in the clinic, as well as those referred by outside doctors. It is also a training site where student interns learn laboratory-related knowledge and techniques. Qualified lab personnel, who are well-versed in naturopathic lab testing and who work in compliance with state and federal safety regulations, provide excellent patient care, student education and naturopathic reference resources.

Teaching Rotations

NUNM Health Centers are designed to meet the needs of patients using student-practitioner treatment teams who work directly with patients to provide quality health care. The team-based visits provide the core of clinical training and are the forum in which students learn to diagnose, treat and provide both acute and long-term management of patient care, as well as preventive screenings.

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 college offices, and other official college 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.

NUNM PATIENT PRIVACY POLICY

Purpose

It is the purpose of this policy to state how The National University of Natural Medicine (NUNM) will meet the Health Insurance Portability and Accountability Act (HIPAA) requirements for the use and disclosure of Protected Health Information (PHI) as well as comply with the 21st Century Cures Act Information Blocking Rule. NUNM is committed to protecting the privacy of its patient information, and NUNM provides protections to individually identifiable health information that NUNM is in possession of.

Scope

This policy applies to NUNM employees, NUNM committee members, the Board of Directors of NUNM, temporary employees, contractors, subcontractors, students, interns, consultants, and others who may have access to NUNM member's patient information of any kind, including information that is used for compliance activities, claims processing, member services, and quality improvement (Workforce Members).

Policy

It is the policy of NUNM to protect the confidentiality, integrity and availability of patient information belonging to member's patients. NUNM will protect that information in a

manner that will comply with State and Federal privacy laws. NUNM will incorporate portions of this policy, consistent with State and Federal laws into any applicable Human Resources policies.

It is also the policy of NUNM to comply with the 21st Century Cures Act Information Blocking Final Rule. All requests to access, exchange or use of Electronic Health Information (EHI) submitted to NUNM will be fulfilled unless Federal, State or Tribal law prohibit disclosure or the request falls within any of the outlined exceptions set forth under the Office of the National Coordinator for Health Information Technology (ONC) Cures Act Final Rule. All requests to access, exchange or use of Electronic Health Information (EHI) will be tracked and documented throughout the entirety of the process by the department responsible for fulfillment of the request and completed in a timely manner. If NUNM is unable to fulfill request, documentation of reason(s) why the request was not fulfilled will be maintained.

Definitions:

- A. Covered Entity: A type of covered entity is a healthcare provider that conducts certain electronic transactions, including billing and eligibility information. Covered entities are also health plans, and healthcare clearing houses.
- B. Business Associate: A business associate means, with respect to a covered entity, a person who:
 - 1. On behalf of such covered entity or of an organized health care arrangement in which the covered entity participates, but other than in the capacity of a member of the workforce of such covered entity or arrangement, creates, receives, maintains, or transmits ePHI for a function or activity regulated by 45 C.F.R. 160, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, patient safety activities listed at 42 C.F.R. 3.20, billing, benefit management, and repricing or;
 - 2. Provides, other than in the capacity of a member of the workforce of such a covered entity, legal, actuarial, accounting, consulting, data aggregation (as defined in 45 C.F.R. 164.501), management, administrative, accreditation, or financial services to or for such covered entity, or to or for an organized health care arrangement in which the covered entity participates, where the provision of the service involves the disclosure of PHI from such covered entity or arrangement, or from another business associate of such covered entity or arrangement, to the person.
 - a. A covered entity may be a business associate of another covered entity.
 - b. Business associate includes:
 - i. A Health Information Organization, E-prescribing Gateway, or other person that provides data transmission services with respect to PHI to a

covered entity and that requires access on a routine basis to such ePHI.

- ii. A person that offers a personal health record to one or more individuals on behalf of a covered entity.
- iii. A subcontractor that creates, receives, maintains, or transmits ePHI on behalf of the business associate.

c. Business associate does not include:

- i. A health care provider, with respect to disclosures by a covered entity to a health care provider concerning the treatment of the individual.
- ii. A plan sponsor, with respect to disclosures by a group health plan (or by a health insurance issuer or HMO with respect to a group health plan) to the plan sponsor, to the extent that the requirements of § 164.504(t) of this subchapter apply and are met.
- iii. A government agency, with respect to determining eligibility for, or enrollment in, a government health plan that provides public benefits and is administered by another government agency, or collecting PHI for such purposes, to the extent such activities are authorized by law.
- iv. A covered entity participating in an organized health care arrangement that performs a function or activity as described in (2)(a) of this section (definitions) for or on behalf of such organized health care arrangement, or that provides a service as described in (2)(b) of this section to or for such organized health care arrangement by virtue of such activities or services.

- C. HIPAA: The Health Insurance Portability and Accountability Act, as defined in 45 CFR Parts 160, 162, and 164.
- D. Inappropriate Disclosure: Inappropriate disclosure of ePHI is the release of information, transfer of information, provision of information, and access to or divulging patient information in any manner outside the entity holding the information that has not been authorized by the member or the member's patient.
- E. Joint Venture: A legal arrangement between two or more entities to provide services, products or both.

Minimum Necessary: the smallest amount of protected health information needed to complete the request.

- F. Organized Healthcare Arrangement: An arrangement or relationship that allows two or more covered entities who participate in joint activities to share protected health information about individuals in order to manage and benefit their joint operations. This includes utilization review decisions which are reviewed by other participating covered entities; quality improvement activities, in which treatment provided by participating covered entities is assessed by other participating covered entities or by a third party on their behalf. OHCA's also include multiple entities holding themselves out to the public as participating in a joint enterprise and participating in joint activities. IPAs (Independent Practice Associations) that engage in utilization reviews, credentialing and other health care operations are good examples. NUNM and NUNM's Members are part of an OHCA.
- G. Protected Health Information (PHI): PHI is any information including demographic information that is created or received by a covered entity and which relates to:
1. The past, present or future physical or mental health or condition of an individual
 2. The provision of healthcare to an individual
 3. The past, present, or future payment for the provision of healthcare to an individual, and that identifies the individual or there is a reasonable basis to believe that the information can be used to identify the individual. PHI includes information concerning a person that is living or deceased and may be in written, oral or electronic format. There are 18 identifiers that the Privacy regulation says can be used to identify a person including:
 - a. Name
 - b. All geographic subdivisions of a state, including street address, city, county, zip code, and zip code except for the first three digits in a zip code
 - c. All dates directly related to the individual, including birth date, admission date, discharge date, date of death, (except for the year)
 - d. Telephone number
 - e. Fax number
 - f. E-mail address
 - g. Social Security Number
 - h. Medical Record Number
 - i. Health plan beneficiary number
 - j. Account number

- k. Certificate/license number
 - l. Vehicle identifiers and serial numbers
 - m. Device identifiers and serial numbers
 - n. URL addresses
 - o. IP addresses
 - p. Biometric identifiers, including fingerprints
 - q. Full-face photographs and any comparable images
 - r. Any unique identifying number, characteristic or code
4. PHI excludes individually identifiable health information:
- a. In education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g
 - b. In records described at 20 U.S.C. 1232g(a)(4)(B)(iv)
 - c. In employment records held by a covered entity in its role as employer
 - d. Regarding a person who has been deceased for more than 50 years
- H. Electronic Protected Health Information (ePHI) is PHI in electric format. Workforce Members are employees, students, interns, contractors, consultants, and temporary employees.
- I. 21st Century Cures Act refers to the Information Blocking regulations as stated by the Office of the National Coordinator (“ONC”). NUNM will provide information requested unless precluded by one of the exceptions as stated by the ONC and/or is precluded from distribution by federal, state or tribal law.
- J. HIE is a Health Information Exchange allows doctors, nurses, pharmacists, other health care providers and patients to appropriately access and securely share a patient’s vital medical information electronically improving the speed, quality, safety and cost of patient care.

Requests for Individually Identifiable Information:

NUNM will not release any clinical information that can be associated with the identity of a patient and/or that directly relates to the patient's healthcare other than as permitted or required by law.

NUNM will limit all disclosures and uses (Other than information needed by providers for treatment purposes) to the minimum amount of ePHI necessary to fulfill the request.

Additionally, NUNM will supply data consistent with the 21st Century Cures Act as stated within this policy.

Any requests for individually identifiable patient information will be done consistent with the Release of Information Policy.

Accessing Patient Information:

NUNM may access patient information for NUNM billing and operational purposes including but not limited to Member Support, Finance, Compliance, Quality Assurance, and Reporting. When accessing patient information for Member billing or research purposes, NUNM will limit use and disclosure of ePHI to the uses described in the contractual requirements.

Patient information that is accessed will be done consistent with the Information Security Management Policy and the Data Request Policy.

Accessing Records Belonging to Family, Friends or Your Self:

NUNM workforce members with access to environments containing patient information may not utilize that access for inappropriate purposes. Inappropriate access includes:

- A Workforce Member has accessed their own ePHI,
- A Workforce Member has accessed ePHI belonging to a family member
- A Workforce Member has accessed an NUNM Workforce Member's ePHI for non-job related reasons
- A Workforce Member has accessed a patient record for a non-job related reason

If NUNM Workforce Members encounter a family member, a friend or their own records during the course of their work at NUNM, the Workforce Member should report the situation to their manager and request that another Workforce Member handle the request.

Auditing Access to PHI:

To ensure that workforce member's access to ePHI is appropriate, NUNM will conduct regular, random, and responsive audits of workforce member's access to ePHI in accordance with Electronic Health Record Review Policy.

Sensitive Information:

Certain information contained within medical records is particularly sensitive. For example, drug and alcohol treatment information, mental health records, Human Immunodeficiency Virus (HIV), sexually transmitted diseases (STD) and genetic testing information. The electronic health record (EHR) may contain this type sensitive information as well as other treatment information. It is not a breach of PHI for this information to be contained within the EMR. Members will determine who in their organization needs access to any ePHI, including any sensitive information, and they will determine each user's security for access within Epic. Should this information be requested, it will be supplied consistent with the

21st Century Cures Act and will be provided unless prohibited by state, federal or tribal law or one of the exceptions as established by the ONC as previously stated herein.

Confidentiality:

Confidentiality means keeping private information private. NUNM Workforce Members must not discuss ePHI with anyone, unless it is directly required in order to perform their job duties. Conversations about confidential information should be conducted in a manner that preserves the confidentiality of the information.

Workforce Members must not access or review an individual's ePHI that is contained in any of the NUNM databases or that has been printed on paper for any reason other than to perform their job duties.

Confidentiality Agreements

Workforce Members and others are required to sign a confidentiality agreement as part of the conditions of their employment or their relationship with NUNM. Confidentiality agreements should be signed by individuals if the individual may see or hear information about a patient, even if seeing or hearing that information is not part of their duties at NUNM. For example, NUNM may hire a temporary agency person to help Finance with year-end accounting, but their primary duties will not involve seeing or using ePHI.

Workforce Members who violate the NUNM confidentiality agreement are subject to disciplinary action, up to and including termination of employment, or termination of contract. The individual may also be held personally responsible for violation of the confidentiality agreement.

Business Associate Agreements:

Business Associate Agreements (BAA) are required when one organization is using ePHI belonging to a covered entity in order to provide a service to the covered entity. For example, NUNM is a business associate of each of our members. Our members will request that we sign a BAA.

BAAs will specify that the business associate agrees to comply with the covered entity's privacy and security policies, including reporting security incidents and breaches of unsecured ePHI to the covered entity (member) as required under the Breach Notification Rule. The BAA will also state that the Business Associate will ensure that any subcontractors will agree in writing to the same restrictions and conditions that apply to the business associate. The BAA will state that the Business Associate will limit the subcontractor's access to ePHI to the minimum necessary in order to fulfill their obligations to the covered entity (members) or the Business Associate. The agreement also will state that the business associate will limit access to ePHI by other companies performing work for the business associate), such as software vendors.

BAAs are not required unless ePHI will be used by a business associate on a routine basis in order to provide services to a covered entity. Incidental viewing of ePHI does not require that a BAA be signed. For example, the US Postal Service does not need to sign a BAA, even though they may pick up and deliver mail that contains ePHI, and that is visible through a window envelope.

Health Information Exchanges:

HIE's allow doctors, nurses, pharmacists, other health care providers and patients to appropriately access and securely share a patient's vital medical information electronically improving the speed, quality, safety and cost of patient care. If NUNM provides this integration it will do so consistent with the NUNM HIE Policy.

Breach of Confidentiality:

A breach of confidentiality occurs when an NUNM Workforce Member or business partner accesses, releases, reviews or discusses a patient's ePHI for any reason that is not directly related to the performance of their job duties, and is without permission of the member, provider or the patient. Breaches of confidentiality must be reported to Chief Medical Officer and HIPAA Compliance Officer. Individuals who report breaches will be protected from any retaliation from the employee who was reported for breaching patient confidentiality, or from retaliation by NUNM's management.

Privacy Training:

All NUNM Workforce Members must complete NUNM confidentiality training. Confidentiality training will be completed as part of new employee orientation during their first 30 days of employment, and at a minimum, annually thereafter. Periodic privacy reminders may be sent via e-mail. Students complete their confidentiality training prior to clinic rotations and maintain it annually while in the clinic.

Documentation of employee privacy training will be kept in the NeoGov System.

Printing PHI:

Printing PHI is discouraged unless it is needed for document decisions that were made regarding a member or a member's patient. Any printed PHI must be shredded or put in the locked shredder bin after it has been used for its intended purpose. It is not acceptable to put the PHI in a recycle box.

If printed confidential information must be kept for a period of time, it must be placed in a locked location that only has limited access to others.

Privacy Official:

NUNM has a designated Privacy Officer listed on the NUNM Organization Chart on the University website. Questions regarding privacy of member or patient information should be directed to the designated Privacy Officer.

Linked Policies:

[Business Associate Agreement \(BAA\) Policy](#)

[Sanctions for Inappropriate Release of Protected Health Information Policy](#)

[HIPAA Notice of Privacy Practices](#)

[HIPAA Privacy and Security Training](#)

[Student HIPAA Compliance](#)

[Confidentiality and Medical Records](#)

[Confidentiality Agreement Policy](#)

[Electronic Health Record Review & Audit Policy](#)

[Information Security Management Policy](#)

[Release of Information Policy](#)

[Health Centers Patient Data Request Policy](#)

[Health Information Exchange Policy](#)

NUNM Safety, Security, and Incident Reporting Policy and Procedures (Clery Act)

Background:

The Clery Act (otherwise officially known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, section 485 of the Higher Education Act, codified at 20 U.S.C. 1092 (f)) is a federal law requiring colleges and universities across the United States that receive Title IV funding to disclose information about particular crimes on and around their campuses and safety-related policies. It is the Clery Act Policy-Campus Safety and Security Reporting policy of the University to comply with its obligations under the Clery Act.

The National University of Natural Medicine is committed to providing a safe and secure learning and working environment for students, faculty and staff consistent with the Clery Act. In accordance with statutory requirements, the University strives to ensure students, faculty, and staff and staff members (the “campus community”) have access to accurate information

about crimes committed on and around the campus; access to University wide security policies and related local campus procedures; and a confidential reporting process for survivors and witnesses. This policy describes roles and responsibilities for the campus community related to compliance with legal requirements regarding crime reporting, awareness, and prevention.

This policy applies to all faculty, staff and contractors who are employed by the University.

Timely Warning

The director of public safety or a designee will develop timely warning notices to notify members of the University community about serious crimes against people or property that occur within the core campus boundaries (which includes University owned or controlled property on campus and public property that is within or immediately adjacent to the campus) and in non-campus properties as defined by the Clery Act. Although not required by Federal Law, timely warning notices may also be distributed for crimes that occur in areas outside of the Clery Act geographic areas, if the crime is deemed to pose an ongoing threat to the campus community. The decision to issue a timely warning notice for an off-campus crime will be made on a case by case basis depending on an assessment of various factors which include but are not limited to: the nature of the crime, the exact location, the time of the incident, the local police response and guidance to campus officials and the potential direct effect on the campus community. These will be considered Campus Safety Bulletins.

A timely warning notice will be distributed when it is determined that the incident may pose an ongoing or serious threat to members of the National University of Natural Medicine's community. These warnings will be distributed if the incident is reported either to the Office of Public Safety directly or indirectly through a campus security authority (Portland Police Bureau (PPB))

The Office of Public Safety issues/posts timely warning notices for incidents of

- Murder/Non-Negligent Manslaughter
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an on-going threat to the larger NUNM community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, Title IX limitations in terms of confidentiality, when and where the incident occurred, when it was reported, and the amount information known by public safety)
- Major incidents of arson

- Other crimes as determined necessary by the director of public safety or their designee

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts*:

- Date and time or timeframe of the incident
- A brief description of the incident
- The location of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police/Public Safety agency contact information
- Other information as deemed appropriate by the director of public safety or their designee

*NOTE: The University will not withhold a basic description of the reported crime under the auspices of the risk of compromising law enforcement efforts. Specific details, such as the exact location, the specific date, etc. could be withheld if releasing that information may compromise law enforcement efforts (such as conducting an investigation, serving a warrant, or conducting an undercover operation, etc.).

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

The director of public safety, or designee, will draft an email containing the proposed Timely Warning and may seek assistance/guidance from members of the Marketing and Communications. The director of public safety, or designee, will then transmit the email containing the Timely Warning to the NUNM All and All Students Listservs as a blast email. Updates to the NUNM community about any particular case resulting in a timely warning notice also may be distributed on the University website.

Timely Warnings may also be posted in campus buildings, when deemed necessary. When a Timely Warning is posted in campus buildings, it shall be printed and be posted in the lobby/entrance area of the affected building(s) for five (5) days. Timely warning notices are filed in the Clery Audit Trail binder with the corresponding incident reported in Advocate (campus safety reporting system).

Immediate Notification

If a serious crime, a natural disaster or a man-made emergency occurs that poses an immediate threat to the health and safety of the NUNM community or a segment of the NUNM community, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. If the institution implements the procedures regarding notification of the NUNM community for an immediate threat, the institution is not obligated to implement the timely warning notice procedures. The types of incidents that may cause an immediate threat to the NUNM community could include but are not limited to emergencies such as:

1. active shooter on campus
2. hostage/barricade situation
3. bomb threat
4. terrorist threat
5. riot
6. suspicious package with confirmation of a device
7. tornado or severe weather event
8. fire/explosion
9. suspicious death
10. structural damage to a UHSP owned or controlled facility
11. biological threat (anthrax, etc)
12. significant flooding
13. gas leak
14. hazardous materials spill, etc.

Public safety has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community. Public safety or a designee of the University will activate the immediate notification system. The content of the message and methods of distributing the message will be determined by a select handful of University administrators, if time permits. This is described below on the various methods of communication the threat to the NUNM community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population.

As per the requirements of the law, public safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to the Portland Police Bureau, City of Portland Fire and Emergency Medical Service, etc.), compromise the efforts to assist a survivor or to contain, respond to, or otherwise mitigate the emergency.

The various systems the institution has in place for communicating information quickly to the NUNM community, included but are not limited to:

- NUNM Advocate Campus Safety Reporting: https://NUNM-advocate.symplicity.com/public_report/.
- Flash Alert Notices sent to NUNM Email addresses
- NUNM Outlook Email NUNM Website

The Office of Marketing and Communications will post updates during a critical incident on the NUNM website at <https://nunm.edu>

Some or all of these methods of communication may be activated in the event of an immediate threat to the NUNM campus community.

Reporting Procedures Investigative Procedures for all Clery Reports

Any Clery Act reports made that are considered to be sexual assault, sexual harassment or consist of/ involve sexual violence will be investigated according to Title IX Policy and Procedures. When the reports meet the department of education standards and definition for a Title IX complaint, these reports will be investigated via the formal investigative process ([Viewing Title IX Formal Investigative Process \(policystat.com\)](#))

In order for a report to be considered an official Title IX complaint, they must meet the following four standards:

- The complaint/incident must be persistent
- The complaint/incident must be pervasive
- The complaint/incident must take place in spaces considered campus property
- The complaint/incident must take place in the United States

All other Clery Reports made that are reported as sexual assault, sexual harassment or involve sexual violence that do not meet the department of education's definition of Title IX will be investigated via the informal investigative process ([Viewing Title IX Informal Investigative Process \(policystat.com\)](#))

All other Clery Reports made that are considered non-sexual will be investigated by the Responding to Reports of Discrimination and Harassment (non-sexual) policy and procedures ([Viewing Responding to Reports of Discrimination and Harassment \(Non-Sexual \(policystat.com\)\)](#))

Incident Reporting Procedures:

A.

1. **To Report a Crime:** To report a crime, call the Office of Public Safety and Security at 503.830.3613. In the event of crime being committed in your presence or an emergency, call 911. After the incident is reported to the local police, contact Security. A security officer will be sent to record the details of the incident and write a report. You may also make a report in person by visiting the Security Office, in room 125 of the Academic Building at 49 S Porter Street or emailing security at security@nunm.edu. If it's a confidential matter, NUNM's Director of Security can be contacted at 503.552.2016. The Office of Public Safety and Security encourages accurate and prompt reporting of all campus crime within 24 hours of an incident. Security officers may also assist a person in reporting crimes to local law enforcement at that person's request, or if the victim of a crime is unable to immediately do so.
2. **Anonymous and Confidential Crime Reporting:** If you wish to report a crime anonymously or confidentially, you may submit an online incident report via the NUNM website at: https://nunmadvocate.symplicity.com/public_report/

Follow-up and Support: Post-incident resolution, NUNM will initiate a comprehensive follow-up process. This includes providing necessary support services to affected individuals, facilitating access to counseling or medical assistance, and conducting internal investigations or reviews if necessary.

Follow-up and Support Procedures:

a. Immediate Assessment:

- i. **Identification of Affected Individuals:** Upon resolution of the incident, NUNM Security and designated personnel will identify individuals directly impacted by the incident. This includes students, faculty, or staff involved or affected by the situation.
- ii. **Initial Contact:** NUNM's designated personnel (such as Student Affairs or Human Resources) will make initial contact with the affected individuals to offer support and assess immediate needs.

b. Provision of Support Services:

- i. **Counseling and Medical Assistance:** Affected individuals will be provided access to counseling services through the university's partnership with Well Connect or referrals to external mental health

professionals if needed. Medical assistance, if required, will also be facilitated through appropriate healthcare providers or facilities.

- ii. Support Resources: NUNM will provide information and access to support resources available both internally and externally, ensuring affected individuals are aware of available assistance for coping with the aftermath of the incident.

c. Ongoing Support:

- i. Follow-up Communication: Designated personnel will maintain ongoing communication with affected individuals to monitor their well-being, address any emerging needs, and provide continuous support as required.
- ii. Continued Assistance: Access to ongoing counseling, support groups, or other resources will be facilitated to ensure affected individuals receive necessary assistance beyond the immediate aftermath of the incident.

d. Notifications:

- i. The Director of Security will notify a member of the President's Cabinet (Executive Vice President) of the emergency/ incident which will be shared with the rest of the President's Cabinet at the EVP's discretion.
- ii. The Director of Security will notify the NUNM employee involved that initially made the report about follow up action that has taken place (Ex. Names of employees/students have been provided to HR/Student Life and these departments will be following up with individuals for supportive services).
- iii. If an NUNM employee is involved in the emergency/incident, that employee will notify their direct supervisor.

e. Internal Investigations or Reviews:

- i. Assessment and Review: Depending on the nature and severity of the incident, NUNM may conduct internal investigations or reviews to understand

the circumstances surrounding the incident better. This process aims to identify areas for improvement in safety protocols or prevention strategies.

- ii. **Transparency and Accountability:** Findings from internal investigations or reviews will be communicated transparently to the NUNM community, ensuring accountability and fostering an environment of continuous improvement in safety measures.

f. Documentation and Reporting:

- i. **Record Keeping:** All interactions, support services provided, and outcomes will be documented confidentially while maintaining the privacy and confidentiality of affected individuals.
- ii. **Reporting to Authorities:** If required, NUNM will cooperate with law enforcement in any ongoing investigations pertaining to the incident, ensuring compliance with legal procedures and obligations.

g. Policy Review and Improvement:

- i. **Regular Review:** NUNM administration will periodically review these procedures to assess their effectiveness and make necessary improvements to enhance support mechanisms for affected individuals.

Office of Equity and Inclusion

The Office of Equity and Inclusion (OEI) was founded in 2016. The mission of the OEI is to collaborate with the NUNM community to advocate for and educate about issues of diversity, equity, inclusion, and belonging (DEIB). The 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, inclusion, and belonging efforts. The director also promotes the participation of all NUNM community members in addressing systemic issues, anti-racism and anti-oppressive practices and 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, inclusion, and belonging
- Coordination of activities, events and programs that support student retention, with an emphasis on students from historically marginalized and oppressed communities
- Organization of special population support groups, such as Black, indigenous, and People of Color (BIPOC), LGBTQ+, 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 email at inclusion@nunm.edu or phone 503.552.1608. The Student Government Association (SGA) President, Equity & Inclusion Student Representative (EISR) and Student Resource Liaison work closely with the office and can assist students with DEIB needs. Additional information about community resources, can be found on the OEI website at nunm.edu/equity.

Online Testing Verification

Policy

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 or assignment and followed the directions provided by the faculty member.

Parking on Campus

Policy

Parking is available on NUNM property. A parking registration form must be completed before a parking permit is issued. Parking permits and parking regulations may be obtained from the Security Department. Parking is allowed in designated areas only; parking guidelines are strictly enforced.

If not enough parking is available for students, a lottery or waitlist may be hosted on occasion at the beginning of the academic year. This will be announced to students via email if in effect. In addition to offering full-time permits that are good Monday – Saturday (\$107), students can purchase a part-time permit, good for three days per week (\$65). Students will need to indicate

which three days of the week they will park on campus on their application. The parking application is attached, and is also available [online](#); please fill it out, save, and return it by email to parking@nunm.edu. (For those who prefer to ride your bike, see the last page of the application for bicycle parking info.)

A few other items to note...

- A. Your parking permit will be billed directly to your Student Account.
- B. Once we know how many full-time and part-time student permits will need to be issued, we will designate each lot accordingly; you can expect to hear from security next week with details on where full-time permits and part-time permits should park.
- C. Hang-tags will be distributed to your mailbox next week.
- D. As we're all aware, parking at Helfgott is extremely limited and tricky. Starting Fall 2022, we're testing a new system in which permitted students may park at HRI for the duration of their HRI-based class(es) only. We hope this new system will alleviate at least some of the struggles there.
- E. Refer to the application for all parking rules and guidelines, including patrolling and enforcement, what happens as a result of violation(s), and where not to park. Note that parking is permitted only during campus operating hours. Vehicles left afterhours will be locked in until the next business day.
- F. Always lock your vehicle and keep all valuables out of view to help prevent break-ins. Most thefts are opportunity crimes!

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 be eligible to participate in the commencement ceremony. 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. MAC, MSOM/MACCHM and DSOM/DACCHM students are not eligible for licensure until all required work is completed.

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

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

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

Please note that students who have been found responsible as a result of a Title IX investigation or other conduct hearing are not automatically eligible to participate in the commencement ceremony. Situations involving students who have been found responsible as a result of a Title IX investigation or other conduct hearing, will be reviewed by the Dean of Students and the corresponding Programmatic Dean/s to determine if participation in the ceremony is permissible.

Patient Contact Requirements

Policy

Each ND student must participate in a minimum of 510 patient visits at the 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 pre-approved preceptor rotation.

Each DACcHM/DSOM and MACcCHM/MSOM students must participate in a minimum of 350 patient visits at the 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.

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.

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 director of student life and conduct 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 drug and alcohol 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 college 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 college. This conduct sanction may include, but is not limited to, the following:

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

Exclusion from Campus

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

Disciplinary Probation

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

Clinical Probation

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

Clinical Suspension

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

Interim Suspension

This sanction imposes actions that can include separation from the institution or restriction on participation in the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Conduct, Honor Code, or is exhibiting a serious threat to harm others.

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

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

Suspension

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

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

Re-admittance 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 re-admittance 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 re-admittance, the student must also comply with any stipulations of that sanction before re-applying to NUNM. Re-admission to NUNM is not guaranteed. See the Re-admission policy.

If a student is readmitted to the college, the student is placed on disciplinary probation for the remainder of his/her 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 re-admittance 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, 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.

Personal Property

Policy

NUNM assumes no responsibility for loss or damage to personal property. Employees are expected to lock all doors when leaving work areas or offices.

Primary and Secondary Degree Definition

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

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

Privacy and Release of Student Record Information

The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records. FERPA governs release of records maintained by an educational institution and access to those records. This policy explains the rights of students with respect to their educational records, and outlines the University's procedures to comply with the FERPA.

1. Purpose

The purpose of this policy is to define directory information at NUNM, outline when it is permissible to share such information without student consent and ensure compliance with the Family Educational Rights and Privacy Act (FERPA) principles.

2. Definition of Directory Information

At NUNM, directory information includes the following items:

- Student's name
- NUNM email address
- Photograph
- Major field of study
- Enrollment status (e.g., full-time, part-time)
- Class level (e.g., first year, second year)
- Dates of attendance
- Degrees, certificates, honors and awards received
- Participation in officially recognized activities
- The most recent educational agency or institution attended

3. Permissible Sharing of Directory Information

Directory information may be disclosed to third parties without the student's prior written consent under the following conditions:

- The university has provided public notice of the types of information designated as directory information.
- Students have been given the opportunity to request that their directory information not be disclosed without their consent.
- The university must adhere to FERPA guidelines and principles when sharing directory information.

4. FERPA Compliance and Procedures

To ensure compliance with FERPA, NUNM will follow these procedures:

Annual Notification:

- NUNM will provide annual notification to students about their rights under FERPA, including the types of information designated as directory information and their right to restrict the disclosure of such information.

Opt-Out Option:

- Students who wish to restrict the disclosure of their directory information must submit a written request to the Office of the Registrar. This request will remain in effect until the student provides written notice to remove the restriction.

Disclosure Without Consent:

- The university may disclose directory information without consent to third parties, including but not limited to potential employers, educational institutions, scholarship organizations, and media outlets, unless the student has opted out of such disclosures.

Record-Keeping:

- The university will maintain records of requests for and disclosures of directory information, as required by FERPA. These records will be kept in the student's education record and will be available for review by the student.

Use of Information:

- Directory information will only be used for legitimate educational purposes and will not be disclosed for commercial purposes without appropriate safeguards.

5. Enforcement

The Office of the Registrar is responsible for enforcing this policy and ensuring compliance with FERPA. Any violations of this policy may result in disciplinary action, up to and including termination of employment for staff and faculty.

6. Contact Information

For questions or concerns regarding this policy or FERPA compliance, please contact:

Office of the Registrar at registrar@nunm.edu

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Office of the Registrar at registrar@nunm.edu

Probation and Disciplinary Policy- Clinic Education

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 dean. 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.

Proctored Online Exams

Policy

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.

Procedure

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 to do the following:

1. Find an off-campus proctor and seek approval by an academic program support administrator from your program.

- a. Friends, relative, co-worker, or work supervisor may not proctor an examination.
- b. Proctored exams may not be taken at the student's home or proctor's home.
- c. No proctor fees are authorized.
- d. NUNM program dean or chair reserves the right to reject any proctor.

2. The following individuals may serve as a volunteer proctor:

- A high school superintendent, principal, counselor, or teacher
- A clergy member
- A faculty member (not teaching assistants) or administrator of an accredited university or college
- A head librarian
- A corporate education director
- Selected offices at NUNM, including the applicable program dean

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

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

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

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

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

To take an exam off campus:

1. A student may take your exam at a testing center, such as the National College Testing Association site: <http://www.ncta-testing.org/cctc/find.php> or proctoru.com. A test may have an additional charge. This is covered by the student.
2. Students may also find a volunteer proctor. The following individuals may proctor exams:
 - A high school superintendent, principal, counselor, or teacher

- A clergy member
- A faculty member (not teaching assistants) or administrator of an accredited university or college
- A head librarian
- A corporate education director
- Selected offices at NUNM, including the applicable program dean

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

Professional Attire at NUNM Health Centers

The intent of NUNM guidelines for attire and hygiene is to present a safe and professional appearance to patients and their families; it is not to inhibit personal freedom or style. Medical students, faculty, and staff have important and unique roles in the clinical encounter, and appearance has an impact on that role.

At NUNM we strive to provide excellent patient care. A large part of developing an effective rapport is to make the patient as comfortable as possible. Many studies have shown the impact the appearance of a physician has on a patient. Additionally, adherence to NUNM policy on professional attire is a reflection of respect for the faculty.

A student who is not in compliance with the below listed policies will be asked to leave the shift, and will lose credit hours as appropriate as an unexcused absence from the shift. The student may return to the shift once the violation has been corrected. Staff and faculty who arrive to work in clothing that is not in compliance will need to meet with their supervisor to address this.

Dress Code Policy

It is the responsibility of all students, faculty and staff to maintain personal dress and cleanliness consistent with patient care and OSHA regulations. Enforcement of these regulations is the responsibility of all faculty, staff and students. 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, faculty, and staff must wear clean, neat, unwrinkled, and appropriate professional attire or solid and matching colored scrubs as well as close-toed dress shoes that cover the entire foot. Professional attire does not include denim (unless designated by date), shorts, sweatpants, or leggings without an accompanying overgarment.
- Clinic attire should cover the shoulders and legs to the knee while sitting. Clothing should be opaque and not expose the chest, underarm, abdomen or back.
- 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.
- Piercings should not interfere with patient care or comfort.
- Hair must be clean, well groomed, and worn in a manner that will not interfere with patient care or comfort. Facial hair must be kept clean and trimmed to no longer than one inch, or secured in a manner so as not to touch patients.
- 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.
- Shoes must be closed-toe and fully covering the foot without holes or openings, 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.
- Supervising faculty staff supervisors may have additional dress requirements as appropriate to their specific shifts or duties.

Naturopathic Medical Students (in addition to the above)

- At NUNM Health Centers, all ND students will have the option to wear an NUNM-logo white coat identifying them as part of the provider team.

Relationships—Faculty/Staff and Students

Policy

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 relationships occur 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 will be addressed. Corrective action may include employee withdrawal from all supervisory, evaluative or other authoritative relationships with the student and will remain in effect until the student has completed their training, irrespective of whether the relationship continues or not.

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

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

other power relationships with the student as above. Students should report romantic or sexual relationships with faculty/staff that occurred prior to matriculation to NUNM to the dean of students.

All cases will be managed on an individual basis.

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, exams, clinic shifts or other required academic activities may conflict with a student's religious holiday observance. NUNM will reasonably accommodate a student's religious holiday observance, unless the accommodation would cause an undue hardship.

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

1. A student requesting to be exempt from requirements, or who seek an academic modification, for religious observances must submit a written request to the Center for Academic Success the term prior to the required academic activity that conflicts with the student's religious observance. The Center for Academic Success will consider whether the requested accommodation would result in an undue hardship for staff, faculty, students or others in the NUNM community. An accommodation for a religious holiday observance will not be allowed if it would result in an undue hardship.
2. A student who is requesting to be absent from clinic rotations due to a religious holiday observance must also follow the clinical excused absence policy and procedures in Section 6 of the Student Clinic section, which includes notifying the faculty member, the associate registrar, and finding a substitute. See Clinic Section 6 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 the difficult nature of scheduling these exams.
4. Students requesting time off from classes and/or clinic shifts, to observe a religious holiday, should refer to the corresponding absence policy.

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

See Section 4 of the student handbook for the absence policy. An absence does not negate the student's responsibility for material or assignments due during the period of absence.

Remediation Grades in the School of Undergraduate Studies and School of Graduate Studies

Policy

Grades of R, FR, RC and RP are not available to students taking courses in the Schools of Undergraduate or Graduate Studies.

Remote Rooms

Policy

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(s). 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 students 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.

Requirements for Entrance and Advancement through Clinical Training

Policy

Prior to any NUNM student beginning clinical training shifts or rotations, they must meet the following requirements:

- A. Pass the urinary drug screen (completed upon matriculation).
- B. Per Oregon law, clinical students must complete all required vaccinations or provide proof of adequate immunity to all of the following (completed upon matriculation):
 - 1. Hepatitis B
 - 2. Measles, mumps and rubella
 - 3. Tetanus, diphtheria, pertussis
 - 4. Varicella
- C. Complete HIPAA training.
- D. Complete Emergency Procedures training.
- E. Complete blood borne pathogen training.
- F. Complete mandatory reporting training.
- G. Complete CPR/BLS certification.

In order for naturopathic medicine 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).
 - Complete annual HIPAA training, mandatory reporting, and blood borne pathogen training.
- B. To become a hydrotherapy technician, students must:
 - Complete CPR/BLS certification and annual HIPAA training.
 - Pass Clinical Observation I, II, III.
 - Pass Intro to Therapeutic Modalities I.
 - Complete Epic training for hydrotherapy technicians and sign the Epic Security Agreement.
 - 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 CPR/BLS certification and complete annual HIPAA training.
 - Complete Epic training for secondaries.
 - Pass all first-year courses.

- Pass Introduction to Clinic.
- Complete hydrotherapy clinic hour requirement (48 hours).
- 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 CPR/BLS certification and complete annual HIPAA training.
- Complete all block courses; unless an approved Petition to Deviate is on file.
- Complete all secondary hours.
- Complete all mandatory clinic orientation meetings.
- 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.

In order for DAcCHM/DSOM and MAcCHM/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.
- Complete Epic training and sign the Epic Security Agreement
- 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 the Chinese Pathology I-III, Acu-Moxa Points and Techniques IV-VI, Herbs IV-VI, Biomedicine I-III, and Practitioner Cultivation I.

- Students on academic probation must have passed the above requirements and have completed a valid academic action contract.
- B. To advance as a Clinical Mentoring Rotation student, (Clinical Mentoring Rotation I-VI), students must:
- Complete CPR/BLS certification and annual HIPAA training.
 - 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 have:
- Complete CPR/BLS certification and annual HIPAA training.
 - Completed 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 have:
- Complete CPR/BLS certification and annual HIPAA training.
 - Complete all mandatory clinic orientation meetings.
 - 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.
 - Passed all portions of the Clinic Entrance examination.
 - Students on academic probation must have passed the above requirements and have completed a valid academic contract.

In order for M&C students to advance through clinical training, they must meet the following requirements:

- A. To advance to Clinic Observation status, students must have:
- Complete CPR/BLS certification and annual HIPAA training.
 - Complete all mandatory clinic orientation meetings.

- Completed the first-year basic science courses and be enrolled in the second-year basic science courses.
- Completed Foundations of CCM, Palpation and Perception I-III, Acu-Moxa Points and Techniques I-III, and Introduction to Clinic.
- Students on academic probation must have passed the above requirements and have completed a valid academic action contract.

B. To advance to Internship status, students must have:

- Complete CPR/BLS certification and annual HIPAA training. Complete all mandatory clinic orientation meetings.
- Completed the Acu-Moxa Points and Techniques series, Syndrome Differentiation and Treatment I-II, and Clinical and Physical Diagnosis.
- Completed all Observation rotation requirements.
- Students on academic probation must have passed the above requirements and have completed a valid academic action contract.

Responsibilities of ND Program Preceptors

All ND program preceptor physicians must submit a "Preceptor Application" and receive approval before students may begin their first rotation; and resubmit an application once every three years. The Preceptorship Policy contains all of the requirements for ND program preceptors.

Preceptor offices must be compliant with HIPAA regulations. The presence of observation students in exam rooms can be considered part of normal health care, and does not require specific patient consent. However, students should be made aware of privacy policies in the preceptor's office, and the preceptor should document this training when the student begins observation.

All scheduled (lottery) preceptors must notify the Office of the Registrar with any changes to their availability, schedule, requirements for students, or contact information. NUNM schedules students and notifies preceptors each quarter of the students who have been scheduled with them. The preceptor has the right to refuse any student in advance, in writing, and has the right to terminate a student placement for any reason in writing.

The preceptor will evaluate the performance of each student at the end of their scheduled assignment in writing. This should be provided directly to or given to the student for submission to the Center for Career Development.

Room Reservation

Policy

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/roomreservation/ 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.

Sanctions for Inappropriate Release of Protected Health Information Policy

Purpose:

The purpose of this policy is to define expectations regarding the protection of Protected Health Information (PHI) by NUNM's workforce, and to verify that sanctions may be applied when PHI has been released to individuals or organizations who should not have access to the PHI.

Scope:

The scope of this policy is all NUNM workforce members, which include employees, contractors, subcontractors, temporary employees, volunteers, physicians, students, and interns. PHI in electronic or paper form or PHI verbally discussed in an inappropriate manner is included in this policy.

Responsibility:

Students, Faculty, Staff

Policy:

It is the policy of NUNM to protect PHI, and to implement sanctions against workforce members when a workforce member releases PHI to individuals or organizations that are not authorized to have access to the PHI. An investigation will be conducted by the Medical Records Coordinator, EPIC Site Specialist, Chief Medical Officer (CMO) and/ or the Privacy Officer to determine the facts and circumstances of the inappropriate release of PHI prior to any sanctions being applied. The NUNM HIPAA Privacy officer will be informed of the investigation. The "Privacy Office Breach Notification Checklist" will be used to determine the severity of the breach and ensure it is handled appropriately

Sanctions:

Workforce members who give PHI to individuals or organizations that should not have access to that information will be subjects to sanctions based on the severity of the breach type. The first offense may range from a written warning with a request to retake the HIPAA certification up to termination of employment or academic enrollment. The sanctions are outlined in the Breach Type spreadsheet. Students receiving a Final Written Warning will be required to go before NUNM Honor Council.

References:

1. HIPAA Security Regulation
2. NUNM Confidentiality Agreement
3. NUNM Notification of Breach of Unsecured Protected Health Information
4. OCHIN Security Incident Response Policy

Linked Policies:

[NUNM Patient Privacy Policy](#)

Attachments:

[NUNM Assessment - Investigation Checklist and Sanctions](#)

Satisfactory Academic Progress - Doctorate Degree Programs

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

"Satisfactory Academic Progress" is defined as:

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

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

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

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

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

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (refer to the Financial Aid section of the course catalog for eligibility criteria). These policies are separate from NUNM's satisfactory academic progress policies.

Students who have "reached maximum timeframe status," as outlined in Section 10, depending on the enrolled program, are considered not to be making satisfactory academic progress and will no longer be eligible for federal financial aid.

Satisfactory Academic Progress - Master Degree Programs

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

"Satisfactory Academic Progress" is defined as:

- Passing grades in all academic courses and clinical rotations (for clinical students); and
- Passing all program requirements within one and one-half (1.5) times the length of the longest published enrolled program, generally between 3-5 years (with the MAaCHM 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 MAcCHM, MAc 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.

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

The Academic Progress Committee meets twice per academic term to determine students' academic progress. Students making unsatisfactory academic progress will be referred to the Academic Review and Appeals Committee (ARAC) as described in Section 7.

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

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (refer to the Financial Aid section of the course catalog for eligibility criteria). These policies are separate from NUNM's satisfactory academic progress policies.

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

Satisfactory Academic Progress – Undergraduate Level

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

"Satisfactory Academic Progress" is defined as:

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

Students are considered not making satisfactory academic progress who:

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

The Academic Progress Committee meets twice per academic term to determine students' academic progress, and students may be referred to the Dean of Students or dismissed. See section 7 for academic standing categories.

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

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (refer to the Financial Aid section of the course catalog for eligibility criteria). These policies are separate from the institution's satisfactory academic progress policies.

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

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

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

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

Satisfactory Academic Progress

Policy

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

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

Financial aid recipients who fail to make satisfactory academic progress in any term will be subject to the terms and conditions outlined in the Financial Aid Satisfactory Academic Progress Policies in place for that office (refer to the Financial Aid section of the course catalog

for eligibility criteria). These policies are separate from the institution's satisfactory academic progress policies.

If a student is not making satisfactory academic progress during a course prior to the end of the term, the faculty member may request the student to access tutoring; and may share concerns with the academic dean and/or the Dean of Students. 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 3-6 years (varies based on program); and
- Maintaining a minimum number of credits each term (excluding summer, unless applicable), unless on an approved deviated track.
- For SOGS degrees, the minimum number of credits per term equals 8 credits per term.

- For the Mac/MacCHM/DACCHM degrees, 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.

Mac/MacCHM/DACCHM 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

Incompletes

- Incompletes do not count in the number of courses completed until the course is graded.
- Incomplete grades must be converted to a passing grade by the end of week two of the following term, after which time they are automatically converted to failing grades.

Satisfactory Academic Progress Statuses

Warning Status

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

Students who fall below SAP standards will be placed in 'Warning' status.

- A. '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.

Note: Students in 'Warning' status may be eligible for financial aid.

Probation Status

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

- A. '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 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)

Note: Students in 'Probation' status may be eligible for financial aid.

- A. Students will receive a Probation letter and a temporary hold will be placed on their financial aid award package. This hold extends to all types of aid including federal work-study and student employment programs, and any non-federal or grant aid certifications or awards.
- B. When placed on academic probation, a student must meet with an academic advisor in the Registrar's Office 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.
- C. Students are not eligible for financial aid until a current academic contract is on file and/ or a written release has been received from the Registrar's Office.
- D. Once documentation of a contract has been received the suspension of aid will be lifted, but the student will remain on financial aid probation until all issues have been resolved.
- E. If at the end of the student's probationary period they have yet to fulfill the contract requirements or receives additional failing grades, they will be placed on 'Suspension' status.

Suspension Status

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

'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)

- Fail to fulfill the academic contract, or deemed not making satisfactory academic progress.

Note: Students in 'Suspension' status are NOT eligible for financial aid.

Academic suspension occurs when a student is ineligible to enroll at the university for a specified period of time. Suspension 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. If a student appeals and their suspension is overturned, that student will be placed into a probation status and may re-establish their eligibility for financial aid.

Course Repeats

Students may repeat courses, however, there is a limit to the number of times financial aid will pay for repeat courses. Students may receive Title IV aid for any repeat course as long as the student has never passed the course. Once a student has passed a course, the student may receive Title IV aid for only one retaking of that course. A student may not receive Title IV aid for any second or subsequent repeat of a passed course, and a second or subsequent repeat of a passed course may not be counted toward the student's enrollment status for Title IV purposes.

Repeat courses will be calculated in attempted term and completed credits. Once a student earns a passing grade in a course the repeated course grade replaces the prior grade.

Withdrawals

A student may withdraw from courses. A student that withdraws after the add/drop period will receive a W grade on their transcript for the dropped course(s) and withdrawn courses will count toward attempted credits. Withdrawals do not count towards the term or cumulative GPA.

Transfer Credits

NUNM accepts transfer credits from other institutions. Transfer credits that are accepted by the other institution count towards both attempted and cumulative earned credits. Transfer credits do not count towards term attempted credits.

Scheduling of Holiday Clinic Rotations

Policy

NUNM Health Centers recognize holiday periods that correspond with breaks in the academic schedule. Students have a holiday clinic requirement of 24 hours (CCM) and 30 hours (ND) that is fulfilled during these holiday periods. In order to provide continuity of patient care, students are scheduled consistently with their regular academic clinic schedule as often as possible. For ND these hours count toward primary makeup hours and are not part of the total hour requirement. For CCM Holiday are part of the total required hours and can be used for make up. Holiday shifts are required for all ND and CCM students.

- Students request the weeks that they would prefer to fulfill their holiday requirement in order of preference. Based on this information, the Registrar's Office schedules students for specific days and times.
- Scheduling is completed in the fall term, in order to allow sufficient time to make holiday travel arrangements.
- Students are required to attend all of their assigned holiday shifts. Trades are allowed as long as they are communicated to the Registrar's Office at least four (4) weeks prior to the clinic shift.

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 extremely 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 doctor for three sequential terms (fall, winter, spring). In some cases, fixed rotation begins 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 physician or practitioner who supervises at multiple locations, the student should request a location preference.
- To preserve the opportunity for students to work with a variety of practitioners, a minimum of two "non-fixed" slots are maintained for each internship rotation.
- A student may participate only in one fixed rotation.

Fixed Rotation Application Process

- Fixed rotation applications include a simple paragraph or essay regarding the student's desire to work more closely with a specific clinical supervisor. They are submitted directly to the clinic supervisor, who communicates their selections to the associate registrar. The associate registrar will notify students of fixed rotation assignment 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 registrar.

Fixed Primary Care ND Clinic Shifts:

- Each student is assigned two (2), two-term fixed shifts during their year(s) as primary medical intern. Fixed shifts provide increased mentorship to students, they increase the experience of patient management and follow up, and they improve patient continuity and clinic access.

Fixed Rotation Guidelines

- Students will complete two (2), two-term fixed shifts during their clinical experience, i.e., four (4) out of 13 rotations (15 for students who matriculate prior to fall 2015). Ideally, one fixed shift will be at NUNM Health Centers-Lair Hill or NUNM Health Centers-Beaverton, and the other shift 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 shifts at an NUNM Health Center or two at community clinics.
- Stand-alone ND students will be registered for one fixed shift 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/MacCHM/MSOM) students will complete one fixed shift during their required summer (continuing through fall) and the second fixed shift 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 shifts to ensure they do not conflict with required classes. Fixed shifts do not count as one of your priority requests. Everyone will be registered for their fixed shifts and then priority registration will proceed after that.
- As previously mentioned, there are a limited number of fixed spots available per doctor (no more than 3 per rotation) to allow all students the opportunity to work with a variety of physicians.

Scholarships

Policy

Money received from scholarship sources does not have to be repaid. At NUNM there are limited scholarships available for both entering and matriculated students. NUNM matriculated scholarships are administered by the Advancement Office. In order to be assured of full consideration for available scholarships, completed applications for admission and scholarship awards, along with all supporting documentation, must be received in the Admissions or Advancement offices by the appropriate deadline dates.

NUNM anticipates awarding scholarships to both new and returning students enrolled during the academic year. The amount and availability varies for all scholarships from year to year. Scholarship recipients must maintain SAP as a condition for receiving a scholarship. Failure to do so will result in cancellation of the scholarship. This policy applies to both internal and external scholarships funding sources.

Sexual Abuse and Molestation Prevention Policy

Purpose

National University of Natural Medicine does not permit or allow sexual abuse or molestation to occur in its workplace or at any activity sponsored by or related to it.

Scope

This policy affects all employees, students, contractors, volunteers, patients, and board members.

Policy

To make this "zero-tolerance" policy clear to all employees, students, contractors, volunteers, and board members, we have adopted mandatory procedures that employees, students, contractors, volunteers, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, student, volunteer, board member or other person, regardless of his or her title or position has authority to commit or allow sexual abuse or misconduct. Sexual abuse includes sexual assault, exploitation, molestation or injury.

Procedure

Reporting Procedure

Immediately report suspected sexual abuse or misconduct by completing an incident report which can be found at [NUNM Incident Report page](#) and by contacting the Vice President of Human Resources. It is not required to directly confront the person who is the source of the report, question or complaint before notifying the individual listed. NUNM will take every reasonable measure to ensure that those named in complaint of misconduct or are too closely associated with those involved in the complaint will not be part of the investigative team. Sexual abuse, molestation, and misconduct are a crime, and as mandated reporters, any clinical employee associated with this organization who fails to report such activity will be appropriately disciplined, up to and including termination of employment as well as criminally prosecuted.

Investigation & Follow Up

NUNM will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. NUNM may utilize an outside third party to conduct an investigation of misconduct. Our organization will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with NUNM.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

NUNM is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of NUNM not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Definitions / References

Sexual abuse and molestation is any conduct or activity leading to, or resulting in, sexual arousal and/or gratification of one, or all, of the parties involved. It includes, but is not limited to, inappropriate touching and physical contact, and titillating or romantic conversations.

Sexual misconduct includes violation of boundaries. Boundaries are the critical issue reflecting the actual underlying intent of a non-erotic action.

Stages of Clinical Training - MAcCHM and DAcCHM

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 and Pre-Observation– year one

In the fall 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.

In the winter or spring of their first year, students receive their first exposure to the clinical setting to introduce them to the clinical process. Pre-Observation students join their more advanced peers in observing experienced providers treat patients directly. This early, six week exposure to the clinic and treating patients helps connect the often more abstract information from their didactic classes with clinical reality.

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.

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 take the six-week 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 nor provide advice to the patient 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 MAcCHM and DAcCHM (formerly known as MSOM and DSOM) 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
- A. To advance as a clinical mentoring rotation student, (Clinical Mentoring Rotation I-VI), students must:
 - Complete annual HIPAA training
 - Maintain current CPR/BLS certification
 - Complete 144 hours of clinical observation
 - Maintain satisfactory academic progress as a third-year student and enroll in/complete Biomedicine IV-V, Clinical Medicine I-III, Clinical Case Presentation I-III, and Clinical and Physical Diagnosis
 - Students on academic probation must have passed the above requirements and have completed valid academic action contract
- A. To advance to pre-internship status, students must:
 - Maintain current CPR/BLS certification
 - Complete at least two Clinical Mentoring Rotations, Biomedicine IV, Clinical Medicine I, and Clinical Case Presentation I
 - Students on academic probation must have passed the above requirements and have completed a valid academic contract

A. To advance as an intern, students must:

- Complete annual HIPAA training
- Maintain current CPR/BLS certification
- Complete 288 hours of clinical mentoring
- Complete Biomedicine VI, Clinical Medicine III, Clinical Case Presentation III, and Clinical and Physical Diagnosis
- Pass all portions of the clinic entrance examination
- Complete all mandatory clinic orientation meetings
- Students on academic probation must have passed the above requirements and have completed a valid academic contract

Student 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 guidance on: room reservations, speaker contract signing, questions regarding catering and food service, etc.

The Student Government Association (SGA) also hosts a number of community events (including but not limited to a Chinese New Year celebration, Making a Difference Awards, etc.), oversees student clubs and Student Enrichment scholarships, among many other activities. SGA is 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.

Student 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 content in the student's system will*

result in immediately removal from the clinic shift and be subject to sanctions as set forth in the Code of Conduct.

Student Animals on Campus

Animals, except for service animals (i.e., for vision or hearing impaired), are not permitted on NUNM property. A student in violation of this policy will be held financially responsible for property or personal damages caused by the animal on NUNM premises. This policy includes, but is not limited to, animals in parking lots, at food cart stalls, and left unattended in vehicles on university property. NUNM reserves the right to call animal control authorities to enforce this policy. Information regarding requests for academic accommodations, including service animals, can be found in Section 16, Service Animal Policy.

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.

Student Conflict and Resolution Policy

The NUNM Student Complaint and Resolution policy provides a means by which a student may seek an equitable and orderly resolution regarding an interpersonal conflict or a complaint against another community member (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 Gender Discrimination and Sexual Misconduct Policy 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.

Preamble

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

Informal process

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.

Formal 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

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 factfinding 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.

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.

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.

Student Disability and Accommodation Services

NUNM and the Office of Student Life 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 (i.e., not requesting the night before an exam, submitting adequate documentation from a qualified medical practitioner, sharing approved accommodations with faculty within one week of receiving the accommodation, as well as meeting and maintaining NUNM satisfactory academic progress and technical standards.

Students seeking an accommodation must speak with the dean of students prior to completing the Accommodation request form available through the Community Report Form. 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

NUNM 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 dean of students, or designee, will provide the student an official accommodation letter with which the student will share with necessary parties (i.e., faculty, security, facilities, academic deans, etc.) within one week of approval. Information about the disability is confidential, however anonymity is not guaranteed. Accommodations cannot be retroactive.

A denied accommodation does not prohibit the student from future accommodations and students are encouraged to discuss with the director of academic success and access why the accommodation was denied. Students wishing to appeal the denied accommodations may (1) work with the dean of students to explore alternative accommodations or (2) appeal to the designee if extenuating circumstances (outside of the student's control) exist and/or additional information is available that was not provided during the initial request.

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

Student Electronic Communications (Email and Moodle)

Policy

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. 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 6 months after graduation.
- Students who voluntarily withdraw from NUNM prior to graduation: email account will be disabled 30 days following the last date of enrollment (per Registrar's Office records).

- Students who are SUSPENDED: email account will be disabled within 30 days following the last date of enrollment (per Registrar's Office records).
- Students who are EXPELLED: email account will be disabled immediately upon receipt of notification by the dean of students.
- Students with an approved Leave of Absence: email account will be disabled 1 week following the return date of the Leave of Absence (per Registrar's Office records) if the student has not return to regular enrollment or otherwise notified by the Registrar's Office.

Student Emergency Closure

NUNM reserves the authority to cancel and reschedule classes, clinic shifts and work schedules due to emergencies. Determination of emergency situation status will be made by designated members of the University Planning Team.

The procedure described here is the same for all types of emergency closures. NUNM does NOT follow other school systems, but will have its own announcements on local television and radio stations:

TV:	Channels 2, 6, 8 and 12
AM Radio:	620, 750, 860, 910, 1080, 1190, 1230, 1260, 1360, 1410, 1430 and 1490
FM Radio:	91.5, 92.3, 94.7, 97.1, 98.7, 99.5, 101.9, 103.3, 106.7 and 107.5
Internet:	oregonlive.com

Decisions on closure of NUNM and clinics will be made early so that the media is notified in time for the information to be on the air by 6:30 a.m. When possible, the voicemail system message and NUNM website will be updated to reflect closures, but students should use the media listed above to get closure information.

If the NUNM academic buildings, research facility and clinics are closed, the media will be notified to show the closure as including "all." However, it is possible that only NUNM academic buildings or only the clinics will be closed, so watch the media information carefully. When

announcements indicate that the clinic is closed, this includes the NUNM Health Centers and all community clinics.

How to Decide What to Do

- If you hear the university or the clinics are closed, you are not required to come to classes and access to the building will be restricted.
- If you hear the university or the clinics are open, YOU must make the decision about coming to school.
- If you come to NUNM and find that an instructor was not able to come in, be aware that each employee must make their own decision about travel safety. When possible (in classes that have a student telephone tree or email system) instructors will notify students at the top of the phone tree or by email, but you may still have made it to campus before you are notified. Please be understanding.
- Be safe! Use TriMet if you are not accustomed to driving in the snow or ice. Realize that the parking lots may not be accessible due to ice or heavy snow accumulation.

Student Emergency Contact Information Policy

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.

Student Exemption from TB Testing, Immunizations, and Drug Testing

Scope

This policy is relevant and applies exclusively to Non-Degree Seeking Online Only Students.

Responsibility

Student Responsibility: It is the responsibility of non-degree seeking online-only students to verify their enrollment status and ensure they meet the criteria for exemption from TB testing, immunizations, and drug testing.

Admission Department Responsibility: It is the admission department's responsibility to accurately classify students as non-degree seeking online only and for communicating the exemption policy to affected students.

Policy

This policy outlines the exemption criteria for non-degree seeking online students who are enrolled in programs at NUNM from completing Tuberculosis (TB) testing, immunizations, and drug testing requirements.

Exemption Criteria:

Non-degree seeking online-only students at NUNM are exempt from the following health-related requirements:

1. **Tuberculosis (TB) Testing:** Non-degree seeking online-only students are not required to undergo TB testing, including any related chest X-rays or other diagnostic tests.
2. **Immunizations:** Non-degree seeking online-only students are not required to provide documentation of immunizations or vaccinations typically mandated for degree-seeking students.
3. **Drug Testing:** Non-degree seeking online-only students are exempt from any drug testing requirements applicable to degree-seeking students.

Exceptions:

If at any time, there is an exceptions to the type of course a non-degree seeking online student is enrolled in, and that course has a clinical component, the policies mandating compliance with all screening and testing take precedence over this policy.

Procedure

Verification of Status:

To qualify for exemption from TB testing, immunizations, and drug testing, students must meet **both** of the following criteria:

- a. **Non-Degree Seeking:** Students must have been formally classified as non-degree seeking by NUNM's admissions office.
- b. **Online-Only Enrollment:** Students must be enrolled exclusively in online courses or programs and must not be physically present on any of NUNM's campuses.

Definitions / References

Non-Degree Seeking Students: Non-degree seeking students are individuals who have been admitted to NUNM for the purpose of taking courses but are not pursuing a degree or specific credential offered by the institution.

Online Students: Online students are individuals who have been admitted to NUNM for the purpose of taking online courses or participating in online programs only.

Student Financial Responsibilities

Policy

1. Students are responsible for ensuring that charges on their statement are correct and that all tuition for classes, lab fees, and other applicable fees have been applied. It is also the student's responsibility to pay all charges on their account by the due date, whether or not they have received a courtesy paper statement. If tuition and fees are being paid by parents or relatives on behalf of the student, the university regards this as a private arrangement between student and the other third party. The university will deal directly

with the student regarding the payment of fees or any queries regarding a student statement.

2. Students experiencing financial problems in the payment of any tuition and fees are responsible for contacting the Business Office to make satisfactory arrangements.
3. Students are responsible for keeping NUNM informed of their current contact information, as addressed in Section 3.1. Students must submit changes to their contact information to the Registrar's Office.
4. Students are responsible for formally withdrawing from classes they wish to drop. Students who fail to formally drop classes during the refund period are responsible for the tuition charges. (See the Add/Drop policy.)
5. Any assessment or judgment against a student for damage to NUNM property, whether arising from a Student Conduct Code proceeding or a court action, shall be considered money due NUNM as if it were tuition. Diplomas will be released to the student until the amount due the college has been paid. The Business Office may also block future registration.

NOTE: NUNM is not responsible for any loss of, or damage to, the personal property of a student.

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 college committees. Elections for SGA positions occur every spring term (except for the incoming first-year class, whose class-wide election is conducted in the fall term). All members of the student body are invited to attend and participate in all SGA meetings. For more information consult any member of the SGA or the student activities and events coordinator.

Student Health Insurance

NUNM requires students to follow *all* federal laws including those that govern the expectation to carry individual health insurance coverage. Students in need of coverage but do not qualify for the Oregon Health Plan, are eligible to enroll in the NUNM Health Center's Compassionate Care Program, which offers discounts based on household income for medical services.

Student HIPAA Compliance

Purpose

To define the Health Insurance Portability and Accountability Act (HIPAA) training requirements and record maintenance procedures as it pertains to NUNM students. HIPAA requires healthcare organizations to educate clinical staff, faculty, and students about the access, use, management, control, disclosure, and release of Protected Health Information (PHI).

Scope

This policy affects students in clinical programs, as well as the administrators who maintain HIPAA compliance training records (Registrar and Chief Medical Officer).

Responsibility

Training is completed on-line through the NUNM Learning Management System in partnership with Vivid Learning Systems.

Policy

All students in clinical programs are required to complete HIPAA training before engaging in clinical activities and must maintain compliance throughout their tenure at NUNM. HIPAA training is required annually for all members of the NUNM community through the NUNM Learning Management System.

Procedure

- Students engaged in clinical programs will be registered each winter for the course HIPAA – HIPAA Training.
- Registrar Office will send VIVID Learning Systems (<https://vividlearningsystems.com/>) a list of all new students prior to winter term.
- Registrar Office will be responsible for ensuring students listed in VIVID are current
- Students will be required to use their NUNM student email for username and contact in VIVID
- NUNM's Learning Management System will send notifications to students' NUNM email addresses beginning 30 days before their HIPAA training certification expires.
- Students must complete on-line HIPAA training by the stated due date or before their current certification expires.
- Once the training is completed, a notification is sent to the Chief Medical Officer and Registrar Office.

- Upon receipt of the notice of completion, registrar personnel will enter a grade of Complete in SONIS as well as update the Certificates and Insurance section with the HIPAA completion date and expiration date.
- Students who do not complete HIPAA training by week 3 of winter term will receive a Fail grade for the course and be placed on academic probation.
- Students who are not in compliance with HIPAA training are not allowed to engage in clinical activities and will be removed from all clinical rotations until training is completed.
- When the student completes the required training, the Fail grade will be changed to Complete and they will be removed from probation.

Definitions

Compliance: For the purposes of this policy, compliance is defined as a completed and unexpired HIPAA training certification.

References

HIPAA – Health Information Portability and Accountability Act

Oregon Revised Statutes 409-030-0230: Training Standards

Student Honor Code

Policy

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.

Student Injury on Campus

Policy

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 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 online. The Incident Report form can be found at the bottom of the NUNM website page – “Incident Reporting Form” or follow this link: https://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 a 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 and send it to the security chief. She/he will review and forward it on to additional personnel as appropriate. 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 sent to the following depending on the nature of the injury:
 - a. Classroom injuries will go to the program dean.
 - b. Clinic injuries will go to the chief medical officer.
8. If the student misses class or clinic time as a result of needing medical care, a petition for an excused absence, with appropriate documentation, should be completed and submitted to the Center for Academic Success and/or the Registrar.

Student Intellectual Property and Copyrights

Policy

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).

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.

Student Lockers

Policy

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.

Student Participation in Clinical Training

Policy

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, to have contact with NUNM's clinical patients, nor to be on the campus premises. Any student for whom clinical privileges are suspended is also excluded from attending clinical training sessions, having contact with NUNM's clinical patients, or being on the clinic premises.

Student Personal Contact Information

Each student's personal contact information (telephone numbers, mailing address and email address) to be kept as accurate and 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.

Student Practice Policy

Being a medical student carries with it a professional responsibility. To the general community, you 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 and advertising to do such 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.
- Examples of students practicing without a license include:

- Using social media, blogs, or websites to promote your opinion of a medical diagnostic tool or treatment.
 - Book or YouTube recommendations (eg exercise plans)
- Making a recommendation regarding diagnosis or treatment to anyone outside of a clinical rotation with licensed supervisor approval.
 - Making changes at the Medicinary w/o clearing with supervisor (eg previously made formula and medicinary states that they are out of an herb and offering/okaying a replacement)
- Interpreting results or making a recommendation to a patient during a clinical rotation that has not been approved by your licensed clinical supervisor (verbal or written, or electronic).
 - Telling a patient to stop a medication or supplement without discussing with the provider
 - Offering pain relief options w/o consulting (eg aspirin, Rescue Remedy, or Arnica)
 - Recommending any herbs, supplements, hydrotherapy, or nutrition plans w/o discussing with the provider
 - Mentioning options before discussing with provider. For example, "Have you heard of...?" in the patient room
 - Telling the patient or treatment plan is not necessary or will be ineffective
 - Recommending a therapeutic diet for a specific disease state without discussing with provider
- Starting treatment on a patient prior to obtaining your licensed supervisor's approval while on a clinical rotation.
- Accepting fee for service for any health or wellness promoting activity for which you do not have a certification or license clearly defining that the health or wellness promoting activity is within your scope.
- Students using their status as a medical student to promote their businesses.
- Recommending outside providers
- 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.

Student Publications

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

Student Scope of Authority

Policy

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.

Student 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.

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

Student 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 rotation, even if there is no patient, and to utilize the time in clinic constructively.

- Students should arrive at clinic at least five (5) minutes before the rotation begins and be ready for the rotation 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.

Student Travel

The purpose of the NUNM Student Travel policy is to promote safe travel and conduct for students attending approved off-campus programs, 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, individual and group travel, and event travel will represent NUNM to the best of their ability and abide by the Student Code of Conduct and Honor Code.

Academic Related Travel Requirements

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

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

Non-Academic Requirements

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

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

4. If a student is driving a personal vehicle, the student's insurance policy must be in effect. The university's insurance policy does not cover student's driving personal vehicles. In the event a student has an accident while using a personal vehicle for approved travel, the accident should be reported to both the student's insurance carrier and the faculty/staff advisor or the Student Life Center.
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 or as noted by a specific course.
6. Students must complete and submit the "Student Travel" form and travel itinerary to the Office of Student Life at least seven (7) business days in advance. A copy of the "Student Travel" form must be signed by the appropriate faculty advisor, academic dean and/or club advisor prior to submission.
7. If students are requesting reimbursement through the Student Government Association scholarship process, a copy of the "Student Travel" form must accompany the request.

Traveling to Foreign Countries

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

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

NUNM reserves the right to require withdrawal of any participant for reasons of, in the university's sole determination, unacceptable personal conduct and/or academic

participation. A participant shall not be entitled to any refund if such participant is dismissed by NUNM.

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
- Non-participation of required academic, service or other program related 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 consider the context and seriousness of the violation. Below are some of the possible sanctions that could be imposed.

- A. **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.
- B. **Loss of Privileges:** Denied specified privileges for a designated period of time.
- C. **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.
- D. **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 of 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.
- E. **Suspension from a Program, Trip or Course:** A student may be suspended from a trip or fieldwork experience if they 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 program or trip faculty, program dean, dean of students and provost. When suspended from a program or 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).
- F. **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.
- G. **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 university 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 suspension or expulsion from NUNM as outlined in Section 14 of the student handbook.

Students As Patients Policy

Students as Patients - All Programs

NUNM expects both faculty and students to avoid situations where a faculty/student personal or family relationship could bias evaluation, teaching circumstances or could create the appearance of bias. In case of doubt about such a situation:

- A. The attending clinician may refer to an external provider as indicated for consultation at their discretion.
- B. The instructor may have a teaching or graduate assistant grade the course assignments.
- C. Students are encouraged to seek care from their primary care providers. However, if students establish primary care at NUNM Health Centers, requests for but not limited to documentation for medical accommodations and chronic care prescription medications are at the discretion of the attending clinician, as is standard for all patients.

Students as Patients—ND, Nutrition

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.”

A. Scenario 1 – Role Playing

- 1. 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.
- 2. A student who opts in to participate may change their mind at any time without having to explain themselves.
- 3. 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.

B. Scenario 2 – Portraying Own case

1. 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:

- A. 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.
- B. 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.
- C. 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 must sign a release of information form stipulating:
 1. The extent of treatment (e.g., general/extensive vs. limited/condition-specific)
 2. The condition to be treated (if condition-specific), e.g., back pain
 3. That the student is aware they are under no obligation to divulge information they are uncomfortable sharing.
- D. 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.
 1. 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.
- E. 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:
 1. For observation rotation OBS shifts, the case will be discussed by all participants.

2. For CMR clinical mentoring rotation shifts, the case will be discussed by all participants.
3. For intern shifts, the case will be discussed by the treating intern(s) and the supervisor.
4. Students as Standardized Patients (change to Simulated Patients)-- All Programs

Students as Simulated Patients-- All Programs

Students may act as simulated patients and receive treatment by faculty or peers during clinical down-time as part of the educational process. In order to receive treatment or procedures as a standardized patient, the following procedure must be followed:

- A. The student must have a chart available in NUNM's EHR for documentation. If the student does not have an active EHR, the student may complete a Limited Registration Form to be input by a Patient Services Representative when not engaged with patient care.
- B. An Interim Note must be completed for the student receiving the treatment/procedure on the day the service is procured with the following information documented:
 1. Procedure/treatment to be performed with rationale
 2. Exclusion of any contraindications to the procedure/treatment
 3. Discussion of the procedure, alternatives, risks, and questions related to the procedure/treatment
 4. Verbal or written consent to the procedure/treatment
 5. Details of the procedure/treatment and who performed the procedure/treatment
 6. Treatment/procedure outcomes
 7. Aftercare and follow up instruction
- C. The Interim Note must be signed by the clinical supervisor within 72 hours of services procured.

Students' Creative Rights

Policy

In accordance with Oregon Administrative Rules, Office of Degree Authorization, students shall retain rights to their creative work. It is the policy of NUNM that copyright remain with the student unless the work is a work-made-for-hire, is supported by direct allocation of funds by

NUNM for the pursuit of a specific project, is commissioned by NUNM, makes significant use of NUNM resources or personnel, or is otherwise subject to a contractual obligation. The university and its faculty shall give full attributive credit for any student work used in publications, classes, performances, exhibits, or elsewhere. Major portions of student creative work shall not be so used without permission, except that general display may be part of a course or degree requirement. Nonliterary work shall be purchased from the student if it is not returned after a reasonable display period.

Summary of Clinical Hour Requirements

ND hour requirements – Redesigned Curriculum (matriculated on or after fall 2015)

<u>Requirement</u>	<u>Timing</u>	<u>Hours</u>
Clinic Observation (as part of Clinic Education I-III)	1 st year (fall, winter and spring terms) (10/term)	30
Observation I	1 st year required between 2015-2020	40
Hydrotherapy/Massage year	One 48-hour rotation during 2nd year 48	
Secondary Rotations (at least three graded rotations)	Begins summer or fall of 3rd year	180
Primary Rotations (at least 13 graded rotations, plus 30 non-graded holiday hours)	Begins summer before 4th year	780
Preceptorship Hours	Can begin winter of 1st year	216

Note: There are 1,254 required clinical hours (starting 2020-2021) 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), Clinical Education (year 1) and Introduction to Clinic (year 2) courses (which include OSHA training), and Grand Rounds (years 3 and 4).

DACCHM/DSOM and MACCHM/MSOM hour requirements

<u>Requirement</u>	<u>Timing</u>	<u>Hours</u>
Intro to Clinic	1st year	18
Community Education	Any year of attendance DAcCHM require 24 hrs, 6 hrs MAc, 12MAcCHM	varies
Pre-Observation	1st year (<i>one graded rotation</i>)	24
Observation	Begins fall of the 2nd year (<i>total of three graded rotations</i>)	144
Clinical Case 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 Presentation I-III	4th year	72
Internship	4th year (<i>total of 9 graded rotations</i>), plus 24 holiday hours (<i>non-graded</i>)	456

There are a total of 1,098 required clinical hours, of which 1,074 are graded. The 24 non-graded required holiday hours, are designed to maintain continuity of care for patients. 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.

Summer Quarter Tuition

Policy

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

TB Test Compliance and Release of TB Records

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

NUNM Technical Standards

Policy

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

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

Technical Standards for all Programs

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

Communication Skills

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

Empathy Toward Diversity

- Recognize personal perspectives on cultural and personal identity and the potential intersection with others' cultural identities.

- Actively work to subjugate their own biases so as to act in the best interest of others.

Flexibility

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

Motor Skills

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

Observation and Participation

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

Personal Responsibility

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

Physical Capability

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

Problem Solving and Critical Thinking

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

Relationships

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

Self-Awareness

- Demonstrate self-awareness of one's emotional state and reactions and how they impact others.

- Practice appropriate strategies for effectively dealing with stress, uncertainty, and conflict.

Timeliness

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

Trustworthiness

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

Technical Standards for Clinical Programs

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

Communication Skills

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

Motor Skills

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

Observation

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

Professional Responsibilities

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

Technology Requirements

The following computing requirements are intended to provide minimum specifications for a successful computing and technology experience at NUNM.

Hardware

For on-campus programs, a portable laptop computer is required to take electronic tests in the classroom or participate in other classroom activities. For fully online programs, either a portable laptop computer or a desktop computer is required.

Processor: Intel i5 (equivalent or higher; 8th generation or newer)

Memory (RAM): 4 GB minimum; 8 GB or higher recommended

Required peripherals for online programs:

- Headset with a microphone, or earbuds with a microphone.
- Webcam for video interaction
- Smartphone for taking photos or recording videos

Chromebooks (Chrome OS), iPads (iOS), Android devices, and iPhones do not meet the minimum requirements for all coursework, and these may not be used as a replacement for a computer.

For assistance with selecting a computer that meets these requirements, or verifying that your current computer meets these requirements, you may contact the IT department at ITsupport@nunm.edu

The NUNM Library may have computers available for temporary check-out which meet these requirements. For more information about library resources, contact library@nunm.edu

Financial aid resources are available for assisting with the purchase of a computer that meets these requirements. For questions about financial aid options and eligibility, contact financialaid@nunm.edu

Software

Type	Minimum Supported
Operating System (choose one)	Windows 10 or above MacOS 10.14 or above
Productivity Tools (choose one)	Office 365 (provided by NUNM for current students) Office 2019 (Windows and Mac)
Email and Calendar (choose one)	Outlook Online (Office 365) Outlook 2019 (Windows and Mac)
Video Conferencing/Collaboration	Microsoft Teams*

*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

- 5 Mbps minimum download speed
- 2 Mbps minimum upload speed

You can test your internet speed at speedtest.net. For users who engage in frequent web conferencing or large file transfers, 25 Mbps download or higher and 5 Mbps upload or higher is recommended.

Telephone and Facsimile

Student phones are located in the student lounge and are for local calls only. Students are asked to use administrative phones for university calls only. The Student Government Association also provides a fax machine for student use; it is located in the student lounge. There is no cost to students to receive or send faxes. (The fax number students can use to receive faxes is 503.220.1423.) In consideration for this free service, and to help the university control administrative costs, students are asked to limit the number of pages they receive per fax

transmission to no more than two (2) pages. Please note that faxes received in the student lounge are in a public area and cannot be guaranteed confidential.

Term Schedule: Weeks 11 and 12

Policy

During fall, winter and spring terms, instruction at NUNM is delivered in 12-week quarters. As outlined in a course syllabi, faculty have the discretion to either hold classes either weeks 1-10, reserving weeks 11 and 12 for to 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 of those quarters 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.

Testing Center

The NUNM Testing Center, managed by the Academic Support Coordinators at facultysupport@nunm.edu, 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 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; students taking exams with an academic accommodation must take their exams at the same time, or as close as possible (not to exceed one business day, unless previously approved) to the time of the rest of their class.

Students are only allowed to reserve a station for the allotted time, per exam, as allowed by faculty. Additional time is only granted to those with approved academic accommodations.

Tests should not be scheduled to overlap with another class, 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 as posted on Moodle.

Time Management on Clinic Rotations

Policy

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.

Title IX NUNM Policy for Online/Distance Learning

Policy

NUNM considers any online classroom in association with all programs at the University to be considered as “within the space of NUNM campus.” NUNM defines an online classroom as any online learning environment where NUNM curriculum, course work, student to student interaction and faculty to student interaction takes place as it relates to NUNM content. An

example of some of these online platforms includes Moodle and any additional software interfaced within the Moodle platform, Email (@nunm.edu or other), Facebook, Instagram, Snapchat, Twitter, YouTube and any other social media platforms where students have the ability to engage in course and University content with one another, faculty and/or staff. Therefore, NUNM's policy in providing a healthy learning environment to students, staff and faculty is still applicable to online classrooms as it relates with Title IX infringements. For more information about NUNM's title IX policy please refer to the Gender Discrimination and Sexual Misconduct Policy found in the student handbook <https://studentservices.nunm.edu/files/Student-Handbook.pdf>

Additional local, regional, and national resources can be found on the NUNM Sexual Assault and Interpersonal Violence website: <http://studentservices.nunm.edu/sexual-assault-prevention/>

For more information about services available to students, please visit the NUNM Student Services Center: <http://studentservices.NUNM.edu/>

Title IX Policy: Gender Discrimination, Sexual Harassment, and Sexual Misconduct

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. Anyone found responsible for these behaviors will be subject to disciplinary action up to and including expulsion from educational program or termination from employment. Title IX findings may also be reported to appropriate licensure boards.

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.

In addition, NUNM prohibits sex or gender discrimination and harassment as delineated in Title IX of the Education Amendments Act of 1972 and its implementing regulations. Title IX states that “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

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 program or activity; 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 or in at a

property owned or controlled by a recognized NUNM student organization, and other requirements as described in the Department of Education's regulations interpreting Title IX.

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 victim, 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 victim, 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.

Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the individual's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited (and that behavior does not otherwise

constitute another sexual misconduct offense). Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostitution of another person; non-consensual recording or broadcast of sexual activity; going beyond the boundaries of consent (such as letting someone hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly exposing another to an STI or HIV; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and sexually based stalking. Bullying and cyber-bullying may also be forms of sexual exploitation.

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

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

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

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: (1) 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 reasonable 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.

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.

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. NUNM does not tolerate these behaviors in our community, and anyone found responsible for these behaviors will be subject to disciplinary action up to and including expulsion from educational program or termination from employment. Title IX findings may also be reported to appropriate licensure boards.

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 (Deputy Title IX Coordinator), director of security (Deputy Title IX Coordinator), or a program dean. 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:

Iris Sobottke

109 SW Porter St. Portland OR 97201

isobottke@nunm.edu

503-577-6703

Reports can also be [filed online](#). 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

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.

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 <https://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 <https://studentservices.nunm.edu/files/Student-Handbook.pdf> If the Respondent is an employee, the Title IX Coordinator will refer the matter to Human Resources for resolution through its grievance procedures <https://intranet.nunm.edu/employee-faculty-handbooks/> 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.

Title IX Sexual Harassment Procedures

This is a summary of NUNM's Title IX Hearing Process that applies to student Respondents <https://nunm.edu/about/title-ix/> For further detail, please consult the full process.

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, a 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 program or activity, 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 ten business days. Any appeal must meet specific criteria for identifying procedural errors, conflicts of interest or bias, or identifying new 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.

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.

Training of Title IX Personnel

NUNM trains its Title IX Coordinator and Deputy Coordinators, Investigators, decisionmakers (including Hearing Board members who make decisions on Title IX matters), and any person who facilitates an informal resolution process, receive training on the definition of Title IX Sexual Harassment, the scope of NUNM's education program or activity, 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.

Transfer of Core Credits Between NUNM Programs

Graduate - Level Programs

Some core course credits may be eligible for transfer among NUNM programs to satisfy program requirements. For more information regarding which courses might be transferable

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

Undergraduates Taking Graduate-Level Course

An undergraduate student who is 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, cores courses in other undergraduate programs can be taken for elective credit (maximum of 18 credits).

The following additional parameters apply:

1. Cross-listed courses have been approved for undergraduate credit by both the dean of the School of Undergraduate Studies and the dean of the course to be cross-listed for undergraduate students to attend.
2. Cross-listed courses may have different courses 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.

Travel-Related Course Administrative Fee for Non-Credit Students in School of Graduate Studies

Purpose

Travel-related courses offer unique opportunities for individuals to experience the world in new and transformative ways. All travel-related courses offered through NUNM require students to pay tuition (between three and six credits, depending upon trip location) and a separate fee, which covers accommodations, transport, some food, and fees for some activities. This travel-related fee can exceed several thousands of dollars, depending on the travel-related trip location.

Some individuals (NUNM students and persons not yet affiliated with NUNM) may wish to participate in the NUNM travel-related course experiences but do not want to receive academic credit. At present, the only way non-credit seeking students can participate in an NUNM course is by auditing the class. The current fee for auditing the course is 50% of the

total tuition cost PLUS the course-related fees. For example, a 4-credit travel-related course would cost an auditing (non-credit seeking) student \$844 in tuition [50% of {4 credits x (\$422/credit hour)} = 50% of \$844] *in addition to* the course-related fee.

Another challenge is that many travel-related courses offered through NUNM do not reach maximum enrollment, thereby increasing the financial liability for the under-enrolled travel-related courses that do take place.

By allowing non-credit seeking students to enroll in NUNM-sponsored travel-related courses with no audit fee requirement and a reasonable administrative fee, we will increase enrollment in travel-related courses and, consequently, increase revenues compared to what is received under the current audit policy.

Scope

This policy would affect individuals who wish to participate in NUNM-sponsored travel-related courses but do not want to receive academic credit for the experience.

Responsibility

The Dean of the School of undergraduate and Graduate Studies (SUGS) is responsible for approving the participation of individuals not desiring academic credit for travel-related courses.

Policy

Non-enrolled students who wish to participate in the travel course will first need to apply to be a non-degree seeking student with the Admissions Department. Once their acceptance has been received, they will proceed as an “NUNM enrolled student” (see below).

NUNM enrolled students who wish to participate in a SUGS travel-related course, but do not want to receive academic credit for the experience, must obtain approval to enroll in the course from the lead faculty member and the Dean of SUGS. NUNM enrolled students must obtain the necessary approvals prior to the deadline for registering for the travel-related course. NUNM enrolled students who register for the travel-related course for credit may not switch to the no credit option after the deadline established for submission of the course deposit and other fees has passed.

ALL Non-Credit Seeking Students must:

- Qualify as either degree-seeking matriculated NUNM students or non-degree seeking students by completing the required admissions process.

- Submit payment of an administrative fee, in lieu of tuition. The fee will be 20% of the full tuition for the course.
- Pay any course-related fees by the deadlines established for the submission of course deposit and other fees;
- Be subject to the course deposit refund policy;
- Complete a travel contract and provide required documentation (e.g., passport, proof of personal health insurance, vaccination records);
- Participate in course-related activities and discussions, pre/post travel or otherwise;
- Abide by the NUNM Code of Conduct and Travel Code of Conduct as outlined in the current Student Handbook.
- Be aware that students who take travel courses not for academic credit will not receive federal financial aid to cover the course-related and administrative fees.

Procedure

The non-NUNM student or outside person wishing to participate in a SUGS travel-related course but who does not desire academic credit for the travel-related course must complete the following these steps:

- A. Fill out a Non-Degree Seeking Student Application (available from the NUNM Office of Admissions (admissions@nunm.edu) and submit the completed application to the Office of Admissions.
- B. Once approved as a non-degree seeking student they should submit the acceptance letter to the instructor of the course.
- C. Complete the Permission to Participate as a Non-Credit Seeking Student in a SUGS Travel-Related Course form (available from the Registrar) and obtain the signature of the instructor supervising the travel-related course;
- D. Submit the signed Permission to Participate as a Non-Credit Seeking Student in a SUGS Travel-Related Course form to the Dean of SUGS to obtain his/her signature.
- E. Prior to the deadline established for submission of the course deposit and other fees, provide the Registrar with a copy of the signed Permission to Participate as a Non-Credit Seeking Student in a SUGS Travel-Related Course form.
- F. Pay the deposit and required course fees prior to the deadline established for submission of the course deposit and other fees. Once the deposit and fees are paid, the Registrar will register the student as a participant in the course with no academic credit.

The NUNM student wishing to participate in a SUGS travel-related course but who does not desire academic credit for the travel-related course must complete the following these steps:

- A. Complete the Permission to Participate as a Non-Credit Seeking Student in a SUGS Travel-Related Course form (available from the Registrar) and obtain the signature of the instructor supervising the travel-related course;

- B. Submit the signed Permission to Participate as a Non-Credit Seeking Student in a SUGS Travel-Related Course form to the Dean of SUGS to obtain his/her signature.
- C. Prior to the deadline established for submission of the course deposit and other fees, provide the Registrar with a copy of the signed Permission to Participate as a Non-Credit Seeking Student in a SUGS Travel-Related Course form.
- D. Pay the deposit and required course fees to the Associate Dean of Administration for the SUGS prior to the deadline established for submission of the course deposit and other fees. Once the deposit and fees are paid, the Registrar will register the student as a participant in the course with no academic credit.

Definitions / References

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

TriMet Passes at NUNM

NUNM participates in TriMet's University Universal Pass Program. TriMet issues a physical Hop Card which allows the user to utilize all of Tri-Met's services.

Students:

- Passes may be purchased at the beginning of each term by notifying the Security Department. Each pass is good for the duration of the term purchased. Passes may be canceled during the first two weeks of each quarter. After that time no refunds will be issued.
- The cost per student is charged per term. Prices are set by the administration and subject to change.
- Charges will cease after the student's final withdrawal, graduation, or departure from the institution.
- Students cannot enroll in the bus pass program after registration dates unless they are a new enrollment.
- Lost cards must be reported promptly, and a replacement fee of \$10 will be charged to the student.

Employees:

- The cost per employee is charged per month. Prices are set by the administration and subject to change.
- Employees must enroll at the beginning of the fall term and will be enrolled throughout the entire fiscal year, regardless of whether they continue to use the pass or wish to return it. The charge will remain until the end of the spring term.
- Charges will cease after the employee's final paycheck following their departure from the institution.
- Employees cannot enroll in the program after registration dates unless they are a

new hire.

- Lost cards must be reported promptly, and a replacement fee of \$10 will be charged to the employee.

There is no summer program.

Tuition and Fee Payment Policy

Policy

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

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

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

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

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

Credit for courses will not be given until tuition and fees have been paid in full. (The Business Office may also block future registration until all debts have been paid in full.) Diplomas will not be issued to students if they owe the university any money, regardless of the source (e.g.,

outstanding clinic balances). Students with past-due accounts who pay in full with a personal check will have diplomas issued to them two weeks after payment.

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

Tutoring

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

Undergraduate Academic Standing

Academic standing and credit completion are monitored for all students at the end of each term (including summer) by the Registrar's Office, which will notify the student, the Financial Aid Office and the Dean of Students when the student is not making SAP. Students who do not meet the minimum standards will find their financial aid eligibility in jeopardy.

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 Financial Aid Office will notify the student when the student is not making satisfactory academic progress. Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

Academic Warning

Academic warning status occurs when a student earns a letter grade of "D" or less in an individual course. A student may still be considered to be in good academic standing if their cumulative GPA is at or above a 2.00. A letter grade of "D" is identified as a concern of potential academic problems. 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 2.00 and have a cumulative GPA below 2.00; or

- Earns a Term GPA of less than 1.50 and has a cumulative GPA of 2.00 or greater
- Earning of one "F" grade in a term.

When placed on academic probation, a student must meet with an academic advisor in the Registrar's Office 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 2.25 and have a cumulative GPA of 2.00; and the terms of the academic contract are met.

Students may not register or receive financial aid until a current academic contract is on file in the Registrar's Office. See 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.

While on academic probation, if a student receives an additional term GPA of less than 2.00 they will be placed on 'Suspension' status.

Academic Suspension

Students are placed on academic suspension when they:

- Earn a term GPA below 1.50 and cumulative GPA below 1.75; or
- Earn two or more failing grades of "F"

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.

University Cabinet

Purpose

The University Cabinet is tasked with the review, approval, and communication of major institutional, programmatic, and department initiatives; this includes identification of needs, concept review, budget discussion, and communication dissemination to impacted departments. In addition, NUNM policies will receive final approval by this committee with a simple majority of committee members approving either within a meeting or via electronic vote. All committee members share responsibility for assuring the dissemination of committee decisions.

Membership: VPs, Internal Committee Chairs and 2 Representatives from Faculty Senate, Student Government Association, Staff Association.

Unless stated otherwise, all listed members whether student, staff or faculty of the UC committee are voting members and should be counted as part of the quorum for motions, decisions and actions taken within the committee. Votes may be made in person or virtually via e-vote. On the occasion that any member cannot be present for an in person or virtual vote, a proxy may be sent as a replacement from that representative to vote in their place.”

Responsibility

Rights and Responsibilities:

- Addresses Pressing Community Issues
- Policy Approvals
- Dashboard Reviews:
- Institutional
- Dept/committee
- Program Development

Unsatisfactory Academic Progress - Graduate Level

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, the Financial Aid Office, 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:

Master Degrees

- Earn a term GPA of less than 2.50, and have a cumulative GPA below 2.65.

- Fall below full-time status for more than one term (unless on an approved deviated track).
- Earn two or more failing grades of “D” or “F”; or
- Fail two or more clinic rotations, entrance exams, or exit exams within a 12-month period.

Doctorate Degrees

- Earn a term GPA of less than 2.60, and have a cumulative GPA below 2.75.
- Fall below full-time status for more than one term (unless on an approved deviated track).
- Earn two or more failing grades of “D” or “F”; or
- Fail two or more clinic rotations, entrance exams, or exit exams within a 12-month period.

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/MSCR projected graduation date 2024," 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 2024,"
- 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 2024,"
- Or, students may refer to themselves as a Naturopathic Medical Student (NMS) or Acupuncture and Herbal Medicine (MAChM) in combination with their class year, "NMS3." or "MAChMS2".

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.

VA Tuition Assistance Return of Funds

The following policy pertains only to those funds received through the VA Tuitions Assistance program and outlines NUNM's requirements for returning funds to the VA. This policy may differ from the published institution refund policy and return of funds to students.

- 100-percent of Tuition Assistance received will be returned if the student withdraws within the first week of class, but before submission of the first assignment. The student's request will be processed as a drop for the purpose of returning TA funds only, not for Financial Aid attendance or recalculating of aid.
- 75-percent of Tuition Assistance received will be returned if the student withdraws after submitting the first assignment and through the end of the second week of classes.
- 50-percent of Tuition Assistance received will be returned if the student withdraws after the second week of classes, but before the end of the fourth week of classes.
- 25-percent of Tuition Assistance received will be returned if the student withdraws after the fourth week of classes, but before the end of the sixth week of classes.
- No Tuition Assistance received will be returned if the student withdraws after the sixth week of classes.

Week 1 100% return

Week 2 75% return

Week 3 -4 50% return

Week 5-6 25% return

Week 7-12 no return

Vaccine Exemption Policy

Purpose

The purpose of this policy is to establish clear guidelines for providing vaccine exemptions for NUNM Health Center patients seeking an exemption.

Scope

All medical providers and residents.

Responsibility

The Chief Medical Officer will advise providers of this protocol. The Dean of Graduate Medical Education and Clinical Affairs will advise residents of this protocol.

Policy

There are individuals who cannot be vaccinated for specific medical reasons. NUNM medical providers may provide medical and immunity documentation for patients seeking vaccine exemption if valid contraindications and precautions to an immunization are met as determined by the Advisory Committee on Immunization Practices or a lab test documenting immunity is available. Immunity documentation is acceptable for hepatitis B, hepatitis A, Hib, MMR and varicella only.

Procedure

Medical Exemptions:

Some people cannot get immunized because of medical reasons. Physicians can sign medical exemptions for individuals with valid contraindications and precautions to an immunization as determined by the Advisory Committee on Immunization Practices (ACIP). Exemptions may be either temporary or permanent. Temporary medical exemptions are given an expiration date after which the individual will need to receive the vaccine. With a permanent medical exemption, the individual will never be required to receive the vaccine. To apply for a medical exemption, the following information must be submitted with a letter signed by a licensed physician stating:

- Patient's name
- Date of birth
- Medical condition that contraindicates vaccine as listed in the contraindications and precautions to an immunization from the ACIP
- List of vaccines contraindicated
- Approximate time until the condition resolves, if applicable
- Physician's signature
- Physician's contact information including the phone number

Acceptable medical exemptions for COVID-19 include one of the conditions the CDC considers a contraindication for the COVID-19 vaccination which at this time only include a severe allergic reaction after a previous dose or to a component of the COVID-19 vaccine, an immediate allergic reaction (within 4 hours) of any severity to a previous dose or a known (diagnosed) allergy to any component of the vaccine. The CDC recommends that individuals with most pre-existing conditions receive the vaccine with more information available here.

Immunity Documentation:

If a person can show immunity to certain diseases they do not need to provide vaccination dates. Immunity documentation is acceptable for history of disease or positive titer for hepatitis B, hepatitis A, Hib, MMR, or varicella. Immunity documentation is not acceptable for

diphtheria, tetanus, pertussis, polio or COVID-19. To submit immunity documentation a letter and/or lab test from a licensed physician stating the following is required:

- Patient's name
- Date of birth
- Diagnosis and/or lab results

Individuals can sign for a history of disease for varicella.

Nonmedical Exemptions:

Some people choose not to vaccinate for personal, religious, or philosophical reasons and they can claim nonmedical exemption to some or all immunizations by visiting healthoregon.org/vaccineexemption. NUNM providers are not to complete nonmedical exemptions and are to direct interested patients to Oregon Health Authority. The exemption options do not cover COVID-19 vaccine requirements.

Voice Mail and Patient Communication

NUNM voicemail extensions are assigned to ND primaries and CCM interns. These extensions are used for patient, clinic and university communications. Each student is provided with directions for setting up voicemail, and is given a sample message script when assigned a voicemail extension. Each student is responsible for checking their voicemail extension in the following manner:

- Voicemail messages be checked at least once every 24 hours.
- If desired, the IT department can set any student's voice mail to page personal cell phones whenever a message is received. However, students are still required to check their voice mail regularly, whether a page has been received or not. It is important that no patient call is missed because of phone system inattentiveness.
- To provide proper patient care and for institutional liability purposes, all incoming NUNM patient calls must be routed through the institution. It is against NUNM policy for any student to provide personal cell phone numbers as a means of communicating with patients. NUNM is not responsible for charges incurred for forwarding messages to personal devices.
- Whenever a student contacts a clinic patient, she/he should have the patient's clinic chart available and know that the supervising faculty member is immediately accessible.
- All patient calls must be charted in the patient's electronic medical record at the clinic within one (1) business day and routed to the attending physician for review and signature. Patient calls must be returned on the same day if possible, or within 24 hours. This is true even when the patient's concerns cannot be addressed without further research or discussion with the supervising faculty. In such a case, the patient must be informed that the message was received, and told how the follow-up will occur.

- When contacting a patient via telephone or electronic chart, students may not provide any medical advice prior to obtaining permission from the supervising faculty. The student should listen well, ask thorough questions, take good notes, and then contact the supervising faculty member. *All patient advice and care must be under the direction of a licensed practitioner.*
- Full confidentiality and HIPAA-compliance practices must be followed at all times, including when patients are called from outside the clinic. *67 should be used to block outgoing phone numbers. Patient phone numbers should be immediately deleted from the student's cell phone after the call is complete.
- The manner in which each clinical supervisor manages patient calls may vary. When there is doubt about the best way to respond to a patient call, the student should be conscientious of the policies listed above and check with the supervising practitioner about personal practices, guidelines and requirements.

Voluntary Leave of Absence/Withdraw

Students considering a leave of absence from a program/university must contact the Dean of Students to begin the process. Unenrolling or dropping classes in SONIS does not constitute a leave of absence from the university.

Taking less than a full academic year off may not be permissible due to curriculum requirements and scheduling of courses; those approved may not meet full time status 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 registrar and/or their academic dean. The registrar will guide students through the new curriculum requirements including but not limited to clinical entrance exam retakes, deviated tracks, and HIPAA/CPR 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 but not limited to remediating incomplete grades or exams, participating in clinical rotation shifts, and/or 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 fulltime status,
- May not be approved for a deviation to 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.
- Service members and reservists will work with the director of student success to be readmitted to their program if they are temporarily unable to return from leave within one year

The Dean of Students must be advised of a student's intention to return to NUNM 60 days before 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. However, service members and reservists will work with the director of student success to be readmitted to their program if they are temporarily unable to return from leave within one year due to military deployment or active service.

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

Weapons on Campus

Policy

NUNM has a zero tolerance regarding firearms or weapons on campus. Employees and students are prohibited from carrying, possessing, or using guns or other dangerous weapons or devices for any purpose at any time on the university's premises, except for educational purposes and when registered with the security office. This includes weapons kept in vehicles on university property. Weapons and other dangerous devices are also prohibited off university premises while on university business or at university-sponsored events.

People who possess a concealed-weapons permit are not allowed to carry weapons on university property or while representing the university. Anyone who observes or has knowledge of someone violating this policy should immediately report the incident to the Security Office.

Campus security officers have the right to confiscate weapons from people in violation of this policy. Weapons are held while an investigation of the incident is conducted. Failure to adhere to the university's weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, up to and including termination.