

*STUDENT HANDBOOK*  
*2003/2004*



# SCNM Student Handbook 2003/2004

## Southwest College of Naturopathic Medicine and Health Sciences

2140 East Broadway Road  
Tempe, Arizona 85282  
(480) 858-9100  
Fax: (480) 858-9116

## Southwest Naturopathic Medical Center

8010 East McDowell Road, Suite 205  
Scottsdale, Arizona 85257  
(480) 970-0000  
Fax: (480) 970-0003

### Other SCNM Printed Resources

- & *SCNM College Catalog – Obtainable in Admissions and Records*
- & *Clinic Handbook/Standard Operating Procedures – Obtainable at the Medical Center or upon clinic entry*
- & *The Vital Force – Distributed Monthly to all Students, Faculty, Staff and Alumni*
- & *Staff Handbook – Copy on file in Library*
- & *Faculty Handbook – Copy on file in Library*
- & *Financial Aid Information and Brochures – Obtainable in the Financial Aid Office*

The student handbook of Southwest College of Naturopathic Medicine and Health Sciences is published to provide students with information about the College's policies and procedures that pertain to students. This handbook does not constitute a contract. Southwest College reserves the right to make changes in the terms, conditions, regulations, rules and policies set forth in this publication at any time and without notice; however, Southwest College will try to communicate those changes with reasonable notice to interested parties. Students are responsible for understanding and complying with all policies and procedures contained in this handbook and in other publications distributed by the College. This handbook supersedes all previous editions.

Southwest College of Naturopathic Medicine and Health Sciences is a tax-exempt, non-profit corporation approved to offer degrees by the Arizona Naturopathic Physicians Board of Medical Examiners and the Arizona State Board of Private Postsecondary Education as described in the SCNM Catalog. Inquiries concerning educational standards or school compliance may be directed to the Council of Naturopathic Medical Education (CNME) and/or the Arizona State Board of Private Postsecondary Education. The CNME guidelines can be found in the College Library. The CNME can be reached at P.O. BOX 11426, Eugene, Oregon 97440-3626, (541) 687-7183.

Southwest College does not discriminate on the basis of race, sex, religion, age, national or ethnic origin, sexual orientation or marital status in the administration of educational policies, admission policies, financial aid, employment or any other program or activity.

*The Student Handbook* is an official document of SCNM. Excerpts have been adapted in part from publications from many colleges and universities, ASU, National College and Bastyr University being the major sources. Any member of the College Community has the right to propose changes. Such recommendations should be presented, in writing (with an explanation for the change), to the Dean of Students. Anonymous suggestions will not be considered; however, all signed suggestions will be presented for consideration. If you have any questions, or wish further clarification on material contained in this Handbook, please contact the Dean of Students, SCNM, 2140 East Broadway Road, Tempe AZ 85282.

# STUDENT HANDBOOK AND CATALOG RECEIPT

This is Southwest College of Naturopathic Medicine's (SCNM) new Student Handbook and Catalog for 2003/2004.

The content of this publication is provided for the information of SCNM students. It is accurate at the time of printing but is subject to change as deemed appropriate by the College in order to fulfill its mission. Any changes may be implemented without prior notice. Unless otherwise specified, all changes are effective when made.

I, \_\_\_\_\_, the undersigned signify that I have received and am responsible for reading and understanding the material contained in the Student Handbook. I understand that this is not a contract but an agreement between the College and me. I understand that the College has the right to change the contents of this Handbook. I understand there will be written notification of any changes.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Print Name \_\_\_\_\_

# Southwest College of Naturopathic Medicine Mission

To prepare students to become naturopathic physicians educated and trained in the principles and practice of naturopathic medicine. To serve the public by providing quality education, research and natural medical care in the science and art of health promotion, disease management and prevention based upon these principles.

## Objectives

- To offer degree, certificate, and continuing education programs in medical and health care education and training which have strong basic science foundations and naturopathic clinical relevance
- To integrate theory and practice-defined competencies and outcomes and promotes the development of skills and the enhancement of the practice of natural medicine.
- To serve the public by delivering quality care that promotes, restores and/or maintains health using a full range of services and educational programs.
- To serve the community as a whole through research and evaluation focusing on clinical, educational and outcome-related areas that optimize health, foster prevention and promote effective and affordable therapeutics and interventions.
- To provide information, education and public awareness about natural and preventive medicine options through written publications, seminars, workshops, conferences and the media.
- To actively participate in the community to provide health care services to a wide variety of populations and to encourage natural, complementary and integrative health care.
- To support student growth and professional development by encouraging student leadership and involvement, to recognize the worth and value of individuals and the College community, and to provide students with services and programs that foster success and achievement.
- To provide qualified, prepared, supportive faculty who, with necessary resources and technology, offer students positive learning opportunities and an interactive, goal-oriented teaching and learning environment.
- To build and maintain a sound organization, housed in optimal facilities and supported by a strong academic community, working toward a thought-provoking, innovative and secure learning environment.
- To build a profession of leaders who are skillful and successful practitioners, who have respect and tolerance, who constructively communicate and collaborate, and who pursue opportunities to promote the disciplines within natural and preventive medicine.

# Naturopathic Physician's Oath

*Taken at Graduation, but lives daily as a student*

I dedicate myself to the service of humanity as a practitioner of the art and science of Naturopathic Medicine.

I will honor my teachers and all who have preserved and developed this knowledge and dedicate myself to supporting the growth and evolution in Naturopathic Medicine. I will endeavor to continually improve my abilities as a healer through study, reflection, and genuine concern for humanity. I will impart knowledge of the advanced healing arts to dedicated colleagues and students.

Through precept, lecture and example, I will assist and encourage others to strengthen their health, reduce risks for disease, and preserve the health of our planet for families, our future generations, and ourselves.

According to my best ability and judgment, I will use methods of treatment that follow the principles of Naturopathic Medicine:

Primum Non Nocere – First of all, to do no harm.

Vis Medicatrix Naturae – To act in cooperation with the Healing Power of Nature.

Tolle Causam – To address the fundamental causes of disease.

Tolle Totum – To heal the whole person through individualized treatment.

Docere – To teach the principles of healthy living and preventative medicine.

I will conduct my life and the practice of Naturopathic health care with vigilance, integrity and freedom from prejudice. I will abstain from voluntary acts of injustice and corruption. I will keep confidential whatever I am privileged to witness, whether professionally or privately, that should not be divulged.

With my whole heart, before this gathering of witnesses, as a student of Naturopathic Medicine, I pledge to remain true to this oath.

# Professional Conduct Oath

## Academic, Clinic, Off-sites, Extended Sites

*Signed upon Clinic Entry*

I will dedicate myself at all times to being the consummate professional that my calling as a naturopathic physician warrants. I vow to hold dear ethical integrity; honesty, both academic and otherwise; respect for others, tolerance for alternative views; and professionalism in behavior and dress (as outlined in the clinic handbook.)

I affirm never to act without the permission from my supervising physician on issues of patient care. I will not be a party to unprofessional conduct such as sexual misconduct, inappropriate remarks, breaking patient confidentiality, unauthorized absence or tardiness, discourteous treatment of others, and/or other behaviors as defined in the student and clinic handbooks.

I understand that any violation of this oath is subject to possible Off/Extended Site warning, probation, or removal and/or possible disciplinary action, and that Southwest College of Naturopathic Medicine (SCNM) by law is required to report unprofessional student conduct that occurs during the clinical training to the Arizona Naturopathic Physicians Board of Medical Examiners.

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Student

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Date

# Academically Related Information

*See current Catalog for further details and most recent policies*

## Board Review Classes

Naturopathic Physician Licensing Examination (NPLEX) Board exams are traditionally held in August and January. Exact dates and additional information can be obtained at 8948 SW Barbur Blvd. #157 Portland, OR 97219-4047 or by calling 503-250-5014. Board review classes are coordinated by student NPLEX review coordinators with the assistance of the Vice President of Academic Affairs and Dean of Students. Classes offered usually include Biochemistry, Physiology, Anatomy, Microbiology and Pathology. Schedules will be posted. Information on licensing laws may be obtained from the Office of the Registrar.

## Class Scheduling

In an effort to make the scheduling process more efficient and effective, the following procedures have been established for the scheduling process:

The Academic Coordinator is responsible for developing the quarterly lecture and laboratory schedule. This includes, but is not limited to, coordinating all the classes with the faculty and support services so that classes do not conflict, classrooms are available, faculty are available, and scheduling is provided with the student's and the school's best interest.

The Academic Coordinator will contact the faculty and gather the information needed to create the schedule. Student interests are a component of the scheduling process. Class representatives should meet with their class at the beginning of the quarter to discuss issues for the next quarter's schedule. By the second week of a given quarter, the class representatives can turn in a written list to the Academic Coordinator of general suggestions that they would like to be considered for the next quarter's schedule. The Academic Coordinator will try to accommodate the suggestions, but cannot guarantee that every suggestion can be worked into the schedule.

A draft of the schedule will then be provided to the faculty and support services for their review. After the schedule has been reviewed by faculty and support services, the final schedule will be printed for students, prior to registration. Once the final schedule is printed, the only changes that will be made to it are due to extenuating circumstances, such as a faculty change or a classroom conflict. The administrators involved will determine when a schedule change needs to be made.

In order to allow the Academic Coordinator to complete work regarding the current quarter and to start the next quarter's schedule, students should understand that no changes can be made to accommodate personal schedules, even if it seems that everyone affected agrees to the change. With special schedule students, classroom and laboratory availability, and the myriad of information that needs to be considered before a change can be made, only the most pressing circumstances can be considered for a change.

These procedures were utilized beginning with the Spring '99 Quarter and will be reviewed periodically to assure that the effectiveness of class scheduling is accomplished.

## Examinations

Examinations and other methods of evaluating the performance of students are given at the discretion of the faculty member during the assigned class time and/or outside of class. A description of the evaluation procedures for individual classes is included in the course syllabus distributed to all students via Blackboard at the beginning of each term for each class. Final exams are usually given during the last week of the quarter as scheduled by the Academic Coordinator or according to the final exam schedule. Intensive finals are usually given on the last day of class. Laboratory finals and Practical finals may be scheduled prior to Finals Week. See current Catalog for further details and most recent policies.

## **Faculty Advising**

The Registrar assigns incoming students a faculty Advisor upon entering the College. All full-time faculty post their advising hours outside the faculty area and are required to do two advising hours per week. If a student wishes to change their Advisor, they must submit a written request to the Registrar.

Effective fall 2000, each student is required to meet with their Advisor twice within the calendar year of matriculation, to discuss career strategies/issues, as outlined in the SCNM Career Handbook. Established students are not required to meet with their Advisor unless they feel the need to discuss academic or personal issues or if they enrolled prior to the development of the Career Handbook component. Otherwise, should a need arise, the student is encouraged to meet as often as needed. Students on academic warning or probation are required to meet with their faculty Advisor to discuss their academic progress, their needs regarding their academic load, and other factors.

## **Student Tutoring**

Individual and group student tutoring is available for classes and labs. Ask the class instructor or the Dean of Students for a student tutor recommendation. Student tutors may receive Community Service hours for the service they perform.

## **Textbooks**

The list of required texts is completed and made available to students no later than the sixth week of the preceding quarter. Changes in textbook choice will occur only under exceptional circumstances (i.e., book is unavailable from publisher or out of print) and only with approval from the department chair.

Required texts are defined as material that is covered in class and that students will be expected to know and will be tested on. If the class does not lend itself to a required text, it will be noted on the textbook list that material will come from notes, handouts, etc. If a choice of texts is used, the choice will be limited to two choices. If an instructor feels that more than two choices of a required text are needed, the department chair must approve the choices. A text should only be required for a course if it will be heavily used for the class.

Recommended texts are defined as material that more fully explores and reinforces course information. Recommended texts will be limited to two texts per course. If an instructor feels that more than two choices of a recommended text are needed, the department chair must approve the choices. Recommended texts are optional for students. The Library will make every effort to purchase the book.

Supplemental reading is additional reading that adds personal knowledge or depth in a subject area. Supplemental reading will not be noted on official textbook list but will be noted on syllabi. There is no restriction on supplemental reading.

Textbook lists are available at the Office of the Registrar and the Library.



# Catalog

The Catalog of the Southwest College of Naturopathic Medicine and Health Sciences is published to provide applicants, students and the general public with information about the College's educational and academic programs, policies and procedures. The following is a partial list (not all-inclusive) of topics covered. Please consult the Catalog for more information on these topics.

**General College Information**  
**College Mission and Resources**  
**Academic Program**  
**Admission**  
**Tuition/Fees and Financial Aid**  
**Academic Policies**  
**Naturopathic medicine program**  
**Academic Departments and Course Descriptions**  
**Student Information, Services and Policies**  
**Faculty Members**  
**Tuition and Fee Schedule**

# Classroom Policies

## **Beepers and Cellular Phones**

The use of beepers and cellular phones that are sound activated is discouraged during classes, lectures, or in the Library. Please deactivate or turn these devices to vibrate mode in respect of others.

## **Class Breaks**

Breaks may be taken during classes that are over one hour in length. Instructors generally follow the guideline of allowing a ten-minute break for each hour of class.

## **Class Time Changes and Cancellation**

If a class must be cancelled, or the meeting time or place changed, the faculty member must contact the Chair of his/her department, the Academic Coordinator, and the Facilities/Scheduling Department if applicable. This must be done with enough notice to allow for all students to be informed of the time change and/or make arrangements to reschedule the class and/or meeting.

## **Food in Classrooms**

Adequate breaks are provided so students may eat in the student lounge or designated areas on the campus and at the Medical Center. Neither food nor beverage are allowed in the classrooms, auditorium or in any patient-contact area, with the exception of bottled water. No food or drink of any kind is allowed in any of the laboratories.

# Facilities, Services and Safety

## Class Notes On-Line

Class notes, syllabi, and supplemental materials may be accessed through the Internet at [www.blackboard.com](http://www.blackboard.com). Each student is issued a password and the Internet codes for individual classes.

## Air Quality

There is to be no burning of any substance including Sage, Moxa, Sweet grass, Incense, or the opening of any Essential oils in the building. This regulation is in consideration to fire codes, students and staff with asthma, inhalant sensitivities, and/or concerns for constitutional homeopathic remedies being antidoted. Students, Faculty and Staff are asked to refrain from wearing perfumes or bring in any other items that may cause an allergic reaction to chemically sensitive individuals.

## Campus Safety

The College maintains a Safety Committee, headed by the Director of Facilities Management. This committee is responsible for ensuring that the College meets OSHA standards for a safe workplace and an institution of higher learning. The committee discusses any safety issues, which may arise during the course of events at the College and the Medical Center.

The Safety Handbook for the College can be found in the Library. Among the issues addressed in the handbook are policies regarding universal precautions and hepatitis B vaccination at a nominal cost for students. Students, at the beginning of their Program and again at the beginning of their Clinical Training at the Medical Center, are notified of this policy. They must either receive the series or sign a declination statement.

Students are asked to report any unsafe conditions to the Director of Facilities Management. If an unsafe condition is not resolved, the student is required to submit a written report to the Dean of Students. Any student injury must be reported to the Dean of Students and the Director of Facilities Management.

## Campus Security

All buildings are locked nightly. Any security issues or concerns should be reported to the Director of Facilities Management. Students should be aware of personal security practices, including being observant of their surroundings, locking automobiles, walking in pairs and guarding personal belongings.

## Computers

Southwest College provides students with access to computers and on-line services. As with other Southwest College property, the student is responsible for the safekeeping of all computer hardware, software, and records. If a student is assigned a password to access the computer system, it is the student's responsibility to protect the security of this password. IT will maintain a list of all confidential passwords for emergency status.

All computer records are the property of Southwest College and are governed by non-disclosure and confidentiality policies.

Faculty, staff, and students are prohibited from the following actions on College or Medical Center computers:

- Installing, copying, or removing any software (including, but not limited to programs, utilities, screen savers, and desktop wallpaper) other than data files and documents
- Altering any configuration settings (including, but not limited to display, network, printer, and system settings)
- Attempting to install, remove, or repair any hardware components

If additional software is required, or if any changes or repairs are necessary, a work request must be filled out and submitted to the IT Department.

## Computer Center

The Computer Center, located within the Library, houses computers available for student use. The College uses a PC based Microsoft Windows environment. The standard for word processing documents is Microsoft Word 6.0 or higher, for spreadsheets Microsoft Excel 5.0 or higher, and for databases Microsoft Access 2.0 or higher, with Access 97 strongly encouraged. Any other word processing documents, spreadsheets, or databases—including, but not limited to, Microsoft Works and WordPerfect—will not be supported.

Several of the workstations in the Computer Center are able to access the Internet. Use of the Internet is intended for school-related work/research only.

## Copy Center

The Copy Center processes orders for Faculty, Staff, Student Government and approved student organizations. There is no self-service available and all jobs require a completed “Copy Request Form” and a minimum of 24 hours turnaround time. The Copy Center does not provide personal copy services including class presentations. The Copy Center is not responsible for copying class notes that were missed due to absences. It is the responsibility of the student to obtain and copy any notes they did not receive.

## Equipment

No College equipment may be removed without authorization from the Director of Facilities Management. No audiovisual or presentation equipment, or other classroom furnishings may be moved without permission from the Facilities Coordinator or the Director of Facilities Management.

## Hours

The standard hours for the College are: Monday-Friday 7:00am – 9:00pm and Saturday 9:00am – 5:00pm. Campus is closed on Sunday. If it becomes necessary to have the College open during non-standard hours, the Facilities Department requires 30 days written notice and must receive approval from the proper authorities for the overtime that will be incurred.

## Housing

Information about available housing in the area may be obtained through the College web site and school publications such as the *Vital Force*. The Admissions Department maintains a Housing Board for prospective and current students to advertise housing. On-campus housing is not available.

## Lockers

Registration for lockers is handled through the Dean of Students. Students will be assigned a locker during Orientation.

## Mail and Messages

Student mailboxes are located on campus in the student lounge. Mail or messages for faculty and staff must be left with the receptionist for the “upstairs mailboxes.” Official College communications will be distributed via e-mail. Students are responsible for checking their mailbox and e-mail regularly. **Only emergency phone messages** will be taken by the College and will be communicated appropriately and promptly, whenever possible.

## Vehicle and Bicycle Parking on Campus

Southwest College provides ample parking for student vehicles. Students, however, must park their vehicles in accordance with the specific conditions and restrictions that may apply at the College’s various facilities.

Policies have been established by the College to promote compliance with parking regulations at Southwest College facilities and to provide a deterrent to those whose improper parking may be a hazard to other members of the College community. Current policies are posted. Repeated violations will result in disciplinary action.

Students may not park in the red or yellow zones or in the handicapped spaces and overnight parking is

not allowed. Bicycles must be parked in the bicycle racks outside the building.

### **Parking at the Medical Center**

Parking at the Medical Center is restricted to those on shift or being seen as patients. Students are to park only in the areas indicated for the Medical Center.

### **Personal Property and Lost and Found**

Neither the College nor the Medical Center is responsible for any personal belongings of students. It is the student's responsibility to safeguard personal belongings and to remove them at the end of each class session. Any items found in the classrooms during cleaning will be removed. See the receptionist for lost items.

### **Posting of Information**

Southwest College provides bulletin boards for community members to share information with each other. Material posted on bulletin boards must be approved and posted by the Facilities Coordinator or the Dean of Students.

Currently the appropriate places for posting are: two easels at front and back doors for What's Happening on Campus This Week and two student boards, one half-way down the grand hall, on the east side by the drinking fountain and the other in the student lounge on the west wall. The staff boards upstairs near the mailroom, the faculty board upstairs just inside the double doors on the right side, and the other designated boards are strictly for the indicated departments and organizations.

### **Telephones**

SCNM has provided one student phone at the Medical Center in the education room and three student phones at the College: two phones in the student lounge and one in the Student Government area. Students are not permitted to use College office phones without permission. Please keep calls short so that Southwest College telephone lines remain clear for business use, and so that all students have sufficient access.

### **Theft**

Theft is considered a serious infraction of the Student Code of Professional Conduct and Academic Honor. All students are expected to observe national, state and local laws and ordinances. Conduct, which the College believes, violates laws and ordinances will be reported to the proper authorities. Conduct that violates the provisions of the College will be handled according to the prevailing Student Disciplinary Process and may result in suspension or dismissal. Detailed descriptions and /or policy changes can be reviewed in the Dean of Students' Office. Unprofessional conduct of registered naturopathic medical students in clinic training is reportable to the State of Arizona Naturopathic Physicians Board of Medical Examiners, in compliance with Arizona statutes.

# General College Policies

## Animals on Campus

With the exception of companion dogs for the sight- or hearing-impaired, animals are prohibited on the College campus and in the Medical Center.

## College Logo

The Southwest College of Naturopathic Medicine name, seal and logo are proprietary and are to be used by persons and associations both within and outside of the College only with permission. In the cases of outside parties, express written permission from the Marketing Associate must be obtained. Printing of the logo and seal must be done with original quality reproductions under the supervision of the Marketing Associate.

## Compliance with Regulations

Southwest College complies with the Equal Employment Opportunity Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, and the American Disabilities Act of 1990. These laws do not permit discrimination on the basis of age, sex, race, national or ethnic origin, religion or disability. In addition, the College does not discriminate on the basis of marital status or sexual orientation. Classes and activities at the College are open to all students, and each building is handicapped accessible. As necessary, the College provides reasonable accommodations for students with disabilities. If auxiliary aids or services are required, requests should be documented upon application. Any student who feels there may have been discrimination should contact the Office of Student Services to begin investigation. The Office of Student Services shall notify the Chief Academic Officer (CAO), Chief Executive Officer (CEO), and President of the allegations. If resolution is not attainable, the CAO may determine further investigation is necessary or request that a disciplinary process be initiated.

## Contagious and Infectious Disease

The Arizona State Law on Unprofessional Conduct states that the following constitutes unprofessional conduct for any license holder or applicant: “Engaging in a profession involving contact with the public while suffering from a contagious disease or infectious disease involving serious risk to public health.” Students at the Medical Center or persons who are involved with any patient contact are required to notify the Medical Chief of Staff regarding any contagious or infectious disease they may have. The College requires a student with a contagious or infectious disease to notify the Dean of Students who will notify the appropriate faculty to be prepared to teach accordingly, with appropriate safeguards.

## Contractual Agreements

All student organizations must contact the Dean of Students before entering into a legally binding contractual agreement. Students are not authorized to sign contractual agreements as official representatives of SCNM and may be held financially responsible in the event that an official SCNM representative does not sign a contractual agreement.

## Harassment

Harassment based on race, color, age, sex, religion, national origin, citizenship, marital status, physical or mental disability is a violation of federal and state law. In addition, SCNM’s policy recognizes sexual orientation as a protected group. Harassment is defined to include verbal or physical conduct that creates an intimidating, hostile, or offensive work or school environment or that unreasonably interferes with an individual’s work or school performance. Examples of conduct that may constitute harassment based on a legally-protected class include, but are not limited to:

- The use of slurs based on any protected basis.
- Epithets or negative stereotyping.
- The use of socially unacceptable words at the workplace, even between employees or students of the same protected basis.

- Written materials that shows hostility towards any legally protected basis.

### **Identification Badge**

Each student is issued an identification badge during registration. Students should keep the badge in their possession at all times when on campus or at the Medical Center. The identification badge is used as a security measure and is required for students to receive certain services such as Library borrowing privileges.

### **Library Hours of Operation**

When classes are in session, the library is open Monday through Friday, 7:00 a.m. to 7:00 p.m., and 8:30 to 3:30 on Saturdays. During finals week, Monday through Thursday, 7:00 p.m. to 9:00 p.m., and 7:00 a.m. to 5:30 p.m. on Friday. During break periods the library has regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. The library is closed on Sundays and on all school holidays.

### **Library Conduct**

The library's policies make it possible for the library to serve all of its users well, by helping to create a well-organized learning atmosphere that is pleasant, studious, and productive for serious research. Unacceptable acts include: rowdy or otherwise disruptive behavior, unauthorized removal of books or other materials without check-out, failure to return checked out items by their due dates, consumption of food or beverages within any of the library's public use areas, mutilation or obvious marking of books or journals, and careless heat damage to videocassettes. Persons who commit such offenses will be subject to library fines, delay of registration, dismissal from the library, suspension of library privileges, or be otherwise penalized by the College, according to the severity of the case.

### **Lobbying**

The tax-exempt status of SCNM affects all staff and students. Tax-exempt organizations are limited in their political and legislative activity, even if the lobbying activity would contribute directly and substantially to meeting the College's tax-exempt purposes.

No lobbying is allowed by any person on Southwest College premises or at any Southwest College function and not Southwest College equipment, such as photocopiers, computers, and telephones may be used for lobbying activity with the written express consent of the Dean of Students.

### **Personal Appearance**

Students are expected to dress appropriately and to maintain a clean and neat appearance at all times. Shoes must be worn in campus buildings and in the Medical Center building at all times. Specific appearance requirements for Clinical Training can be found in the Student Clinical Handbook.

### **Public Information**

All written or graphic materials that present the College and/or the Medical Center in a public way must be reviewed and approved by the Marketing Associate.

Examples of these kinds of printed pieces are flyers, posters, brochures, press releases, business cards, marketing letters, advertising and any official correspondence on College letterhead. Please allow one day per page of typed, double-spaced copy for review time. This review process is essential to creating and maintaining a consistent, appropriate public image for the College and Medical Center. It will help build credibility and recognition for the College and the profession.

Students must have all correspondence that goes out on official College letterhead reviewed by the Public Affairs Department as well.

## **Sexual Harassment**

*Southwest College has a strict policy against sexual harassment or harassment based on any legally protected basis. This policy is applicable to all employees of Southwest College, the Medical Center and students.*

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's standing; or,
- Submission to or rejections of such conduct by an individual is used as the basis of employment or school decisions affecting such individual; or,

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment.

Other harassment based on race, color, age, sex, religion, national origin, citizenship, marital status, physical or mental disability is a violation of federal and state law. In addition, SCNM's policy recognizes sexual orientation as a protected group.

Harassment is defined to include verbal or physical conduct that creates an intimidating, hostile, or offensive work or school environment or that unreasonably interferes with an individual's work or school performance.

## **Smoking Policy**

Smoking is prohibited in all College Campus and Medical Center buildings. On campus, two outside areas have been designated for smoking. Please check with Facilities Management for the area information.

## **Speaker Policy**

Free inquiry and free expression are essential attributes in a community of scholars. As members of that community, students should develop the capacity for critical judgment and engage in sustained and independent search for truth.

To this end, student organizations are free to examine and to discuss all questions of interest to express their views and to hear opinions of others.

In order to implement the ideals of free inquiry and expression, students are allowed to invite and hear any person of their own choosing, subject to the procedures stated below. A non-SCNM speaker may be expected to answer questions from the audience. It should be made clear to the academic and larger community that the sponsorship of the guest speaker does not necessarily imply approval or endorsement, either by the sponsoring group or the institution, or the view expressed.

The following procedures will prevail unless waived by the Dean of Students:

- Student organizations, joint student-faculty organizations, and unregistered groups of 15 or more full-time SCNM students may invite non-SCNM speakers to address meetings on campus.
- A full-time SCNM student or a SCNM faculty member selected by the sponsoring group will chair all such meetings.
- All such meetings will be open to all SCNM students, faculty, and staff.
- The Facilities Coordinator will attempt to make available appropriate College facilities for such a meeting. Facility use charge may be imposed according to established fee schedules. All outside groups/events must have Student Affairs Chief Academic Officer or President's approval.

## **Staff-Student Relationships**

Staff and students are encouraged to develop congenial relationships to promote community-wide communication and a positive academic environment. However, intimate relationships between staff and students, with or without sexual relationships aren't appropriate and will not be tolerated.



## **Student Photos, Media and Publicity**

From time to time, community members may be asked to meet with a reporter or photographer who wishes to learn more about Southwest College. If a member of the media contacts you, refer the request to the President's Executive Assistant.

## **Students Requiring Accommodations Based on Disability or Special Circumstances**

Southwest College does not discriminate on the grounds of disability, race, sex, ethnic background, place of origin, domestic status, age, religious or spiritual belief, sexual orientation or political affiliations. The College supports and adheres to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Should a student require advice, assistance or information, please contact the Dean of Students in as timely a manner as possible in order to ensure necessary provisions are put in place. Depending on the circumstances, students may be required to provide substantive evidence of a disability or need. Should a student, after following College procedures, believe that the College is not fulfilling its responsibilities under the ADA or other Acts, the student should contact the Dean of Students for further advice and assistance. If the matter remains unresolved, the student may file a complaint with the Director of Human Resources (Compliance Officer for the ADA and Rehabilitation Act).

Students who are pregnant or become pregnant are to inform the Dean of Students or Registrar immediately if taking any courses that exposes them to chemicals that may be harmful to their un-born child. Accommodations will be made and an alternative lab experience will be provided.

Students are required to complete the Special Accommodation Form and return it to the registrar before these accommodations can be made.

In order to promote the College and Medical Center through various media, including television, the College web site, magazines, journals, newspapers and internally developed publications and advertisements, it may be necessary to photograph faculty, staff and students. Student photographs may be used for these promotions without permission from students. For a copy of the policy related to student photographs, see the Office of the Registrar.

## **Substance Abuse Policy**

SCNM has a strict substance abuse policy, which is in compliance with U.S. Public Law 101-226. No student or employee is allowed on the College campus or Medical Center premises while under the influence of alcohol or illegal drugs. Use, possession or distribution by a student or employee of illegal drugs on or off College premises is a major offense and subject to dismissal or immediate suspension.

## **Visitation on Campus**

Students may have visitors, including friends and family members, on College premises subject to the following limitations:

- All visitors must check in at the front desk upon each visit and receive a Visitor Badge.
- The student with whom they are visiting at all times must accompany all visitors.
- Visitors are only permitted in classroom areas with permission of the instructor and the students.
- Unattended minors will be brought to the Dean of Students.

\*A nursing newborn up to the age of four months may be brought to the campus under limited circumstances. The nursing newborn will be allowed in the classroom subject to the approval of both the faculty member and the entire class. If the privilege is granted, it may be withdrawn if repeated disruptions occur. The school will make a semi-private area available (on a limited space-available basis)

for nursing mothers who are not granted permission to bring their newborn into the classroom or who, for personal reasons, are not comfortable bringing their infant into the classroom

### **Visitors at the Medical Center**

For safety and security reasons, all visitors to the Medical Center must check in at the front desk. This requirement applies to all visitors including former faculty, staff and students.

# Student Information

## All-School Meetings

Periodically, all-school meetings for the purpose of sharing information between students and the College administration will be held. Meetings are usually called for noon. Every attempt will be made to offer at least 24-hour notice. Student Government Association class representatives will be asked to notify their respective classes and notices will be posted.

## College Community Involvement Program (Community Service Hours)

The Community Involvement Program has been established to provide students the opportunity to round out their educational experience by becoming involved in the numerous communities in which they participate. Participation is in the form of donated time and effort to assist the community as necessary. A minimum of 45 volunteer hours is required for graduation.

Volunteer time benefits the student as well as the College and the Naturopathic Community. These 'Community Service' hours can come from a myriad of activities, so long as the activity benefits the SCNM community and is supervised by a staff member, faculty member, or student leader organizing the activity (who must sign-off on the student's participation). Examples of community service include volunteering time in the library, assisting departments with special projects and programs, committee work, all-school meetings, student government work, assisting with the prospective student interview process, tutoring or mentoring students and providing assistance at the Medical Center.

Specific community service opportunities are posted on the "Community Service" bulletin board in the grand hall on the east wall just prior to the student lounge. Many departments have opportunities that come up weekly and may not be posted. Students are encouraged to check with the department of their choice for additional community service opportunities.

Completed volunteer hours are to be logged on a *College Community Involvement Program Verification Form*, available at the front desk receptionist's desk, and signed by the community member supervising the work. Completed forms may be turned in to the Dean of Student or to the Receptionist.

Additional hours beyond the required 45 may be turned in if the student would like the documentation in their student file (a great thing to list on a resume). The Dean of Students keeps all Community Involvement records and the completed hours are turned in to the Office of the Registrar the quarter of graduation. Students may check on with the Dean of Students at any time with questions regarding the program or to check their balance. Totals are updated regularly.

## Student Government Association

Membership in the Southwest College Student Government Association (SGA) is open to all students who are currently enrolled and in good standing. The association represents the interests of the student body, acting as liaison between administration, faculty and students.

The president is the official representative of the SGA and is responsible for facilitating all-school meetings and SGA meetings. The president votes in SGA meetings only when a tie-breaking vote is required. The vice president is responsible for duties as the student body president designates them and is responsible for meeting with committee chairs and reporting back to the SGA. The secretary is responsible for keeping and recording minutes. The treasurer is responsible for keeping track of all funds acquired and spent by the SGA and financial activities associated with the student government fee.

Representatives bring the students' individual concerns to the proper channels for resolution. Several Student Association committees have been established to focus on specific areas and concerns. These committees address issues related to the Medical Center, tuition, the library, curriculum, community building, licensing, and research, among others. There is student representation on the College Senate, the College Board of Trustees and other regulatory boards and associations such as the Arizona Naturopathic

Medical Association (AZNMA) and the American Association of Naturopathic Physicians (AANP). Students are encouraged to bring their issues and concerns to their class representatives.

A vote is taken from the entire student body for the Student Government President, the AANP representative, NPBOMEX representative, and AZNMA representative. Each class then elects two student government representatives, and one representative for each committee. The remaining officers, Vice President, Secretary and Treasurer are elected by and from the representatives. Elected representatives from each class and the SGA officers are elected in the winter quarter, serve one-year terms, and meet regularly. These meetings are open to all representatives, committee members and the student body at large.

The College collects \$15 per full-time student per quarter that is allocated to the Student Government Association, which is accountable by way of annual budgets (approved by a vote of the general membership) and audits to the student population. The treasurer controls the checkbook and all checks must have the signatures of two SGA officers. There are set allocation procedures for student groups requesting funding. Weekly meetings are held and amendments to policy are made by voting to change the constitution.

### **Student Suggestions**

For any inquiries, complaints, or suggestions that would benefit the campus community, students are encouraged to work through the Student Government Association Class Representative or contact the appropriate department or the Dean of Students.

### **Vital Force**

The *Vital Force* is the official monthly newsletter of SCNM for the students, employees, alumni and Board of Trustees. Submissions should relate to the life and work of SCNM, be factual, informative, or entertaining (such as *original* poetry, humor, or short prose). The current format of the *Vital Force* cannot support opinions and editorials. The deadline for articles is the 20<sup>th</sup> of each month for the next months' issue. Submissions on disk (MS Word format) can be delivered to the library, or sent to the Library Assistant, via inter-office mail. Articles may also be submitted via email *as an attachment, formatted for printing* to [r.wilbanks@scnm.edu](mailto:r.wilbanks@scnm.edu). The College reserves the right to edit submissions including publishing or not.

# Student Services

## Child Care

The College is not currently able to offer childcare due to liability and space constraints. However, a semi-private area has been designated for nursing newborns up to four months on a limited space-available basis. From this area, the student can “listen in on” class through a two-way monitoring system.

It is the student’s sole responsibility to provide this monitoring system (for listening only). Monitored classes cannot be video or audio taped without consent and full release from the instructor and all students in the class (again, the student is responsible for obtaining these releases should recording be desired). All students who choose this alternative classroom monitoring option must also sign a “Nursing Mother Agreement”

## Counseling Services

The Dean of Students is responsible for intake counseling for referral, policy/procedure advising, non-academic student advising and student/school issue problem-solving. Student advising and student/school issue problem-solving is offered by the Dean of Students by way of an open door policy designed not only to provide student assistance, but leadership and direction to the non-academic programs and services of the College, with the general goal of helping to create an environment that allows students to take full advantage of the College’s academic programs.

## Maricopa County Community Information and Referral (CIR)

Community Information Hotline, (602) 263-8856, is open 24 hours a day, 7 days a week, 365 days a year helping community members find the answer to questions about human services, health needs, emergency food, crisis counseling, emergency housing, mental health, legal assistance, financial assistance, disabilities resources and support groups. CIR also helps find the answer to other problems when you are unsure of whom to call.

## Medical Center Student Services

As a commitment to the health and well-being of our students, the Southwest Naturopathic Medical Center provides discounted medical care and counseling services to students. Discounts are also available in the Natural Medicinary and for certain services such as laboratory, IVs and injectables. Specific information is available at the Medical Center.

## Professional Opportunities

Professional opportunities are posted on the Career Opportunities Board on the East wall before the Student Lounge and/or monthly in the *Vital Force*. Listings include employment/practice opportunities and practices for sale.

## Student Employment

A College funded employment program is available for students needing financial assistance. The program is structured to encourage student/school involvement and to provide essential services to the College.

Positions are posted on the student employment bulletin board and through the Office of the Dean of Students, or information may be obtained from individual departments offering opportunities. Employees creating new student employment positions must submit a job description along with a pay rate and number of hours per week. They must obtain the approval of their supervisor, and budgetary approval of the head of their department and the Business Office.

Students are required to fill out a biweekly timesheet for submission to the Business Office by noon, four business days prior to the last Friday of every month. Blank timesheets are available at the Financial Aid Office, Student Library and Business Office. Paydays are the last Friday of every month, and reflect the previous four weeks’ timesheets. Each student will receive three checks per quarter.

To comply with federal tax laws any student earning \$600 or more in a given year will receive a form 1099 from the College. This may or may not affect a student's taxes; students are encouraged to consult a tax professional for further information.

Students are appointed for employment positions on the basis of need and positive periodic performance reviews. Because the primary goal of the College is to ensure that students are successful in their program, those who receive a No Pass in a course may not remain in the Student Employment Program until receiving passing grades in all courses; they may remain in the Program during an appeal or during remediation. For more information, contact Student Services.

### **Student Health Insurance Options**

While the College does not provide students health insurance, information on companies that offer emergency medical coverage is available in the Office of the Dean of Students. Students are encouraged to visit the teaching clinic, the Southwest College Naturopathic Medical Center in Scottsdale, for discounted medical services.

Previous research by the SCNM Student Government Association produced the following recommendation for students who wish to obtain individual health insurance: **The Sentry Student Security Plan** [www.ejsmith.com](http://www.ejsmith.com)

#### **Other options worth obtaining a quote:**

**National Association of Graduate-Professional Students** offers student injury and sickness plans with a variety of options. Toll free number: 1-888-88 NAGPS – ask about student insurance options; email: [nagps@netcom.com](mailto:nagps@netcom.com); web: [www.Magps.org/NAGPS/](http://www.Magps.org/NAGPS/)

**Blue Cross Arizona** offers a variety of health insurance plans: 480-864-4899

**Natural Health Plan** offers a variety of coverage for natural and holistic health care not traditionally provided in health insurance plans. Dental option available. Vision not available.

**Arizona State Health Care Cost Containment System (AHCCCS)** is a state funded plan for those who otherwise might not be able to afford health care coverage. You may or may not qualify (based on income and/or dependent children) through the following Tempe Department of Economic Security (DES) offices: 5038 S. Price; 831-1408 or 1845 E. Broadway; 968-4013.

**AmeriPlan USA** offers dental and vision: 480-968-2018.

For additional information see the Dean of Students.

### **Student Lounge, Outside Picnic Area and Amphitheater**

The Student Lounge is the area for students to eat, sit and relax, study, catch a nap, have a meeting or just hang out. It is meant to be a warm, comfortable environment. Students are encouraged to use it freely and help keep it clean.

Extensions of the Student Lounge are the outside student picnic area and the amphitheater in the back of the building, also designated “student hang outs.” The amphitheater also serves as a gathering area for school meetings and social functions.

In conjunction with the Facilities Department, the Grounds and Garden Club donates countless hours to making this area an even more beautiful place for the community.

### **Student Opportunities**

Numerous clubs offer opportunities for students to interact consistently with those of the same interests. Student clubs include the Culinary Club, Grounds and Gardens Club, Mind-Body Club, the Homeopathic Society, the Nutrition Group, the Physical Medicine Club and the Botanical Medicine Club. Guest speakers are frequently invited to share their knowledge in specific areas, and the groups enjoy a continued education process outside of class, as well as socialization.

## **American Association Of Naturopathic Physicians (AANP)**

*8201 Greensboro Dr., #300, McLean, VA 22102  
(703) 610-9037*

The American Association of Naturopathic Physicians is the national professional organization for Naturopathic Medicine. This organization is the leader in promoting the political, financial, regulatory, ethical and educational interests of the profession. Students are encouraged to become members of the AANP and can join at a reduced cost. The AANP sponsors a convention every fall, which attracts naturopathic physicians from all over the world and is an inspiring and educational event for all who participate. Students are welcome to attend, and reduced rates are available. For more information contact the Student Government Association AANP Representative.

## **Arizona Naturopathic Medical Association (AZNMA)**

*4500 East Speedway #27, Tucson, AZ 85712*

The Arizona Naturopathic Medical Association is a professional organization comprised of naturopathic physicians and students unified to enhance naturopathy's awareness and political prevalence within the state of Arizona. The Board of Trustees consisting of licensed naturopathic physicians and one naturopathic student conducts monthly open meetings to further these goals. AZNMA's fortitude has garnered progressive licensure and scope of practice opportunities for the naturopathic physicians of this state. AZNMA also sponsors successful annual conventions, state-lobbying efforts, and serves as the public relations and advertising hub for the profession. Contact your AZNMA representative for further information and reduced student rates.

## **International Naturopathic Medical Students' Association (INMSA)**

INMSA is an international coalition of naturopathic medical students from Council of Naturopathic Medical Education (CNME) recognized, or equivalent schools. Students, along with supporting members, seek to promote a cooperative system and exchange of information for the benefit of naturopathic medical students, educational institutions, the profession and thus the public at large.

The International Naturopathic Medical Students' Association, in harmony with the healing principles of nature, supports naturopathic medical students by advancing Naturopathic Medicine, philosophy and the profession through communication and unifying action.

## **Naturopathic Physicians Board of Medical Examiners (NPBOMEX)**

*1400 W. Washington, Suite 230, Phoenix, AZ 85007, 602-542-3095*

The Naturopathic Physicians Board of Medical Examiners is the governmental agency that administers and enforces the Naturopathic Medical Practice Act in Arizona. The duties of the board include licensing of doctors of Naturopathic Medicine; approving the educational curriculum of naturopathic medical schools; issuing certificates to medical assistants; issuing certificates to conduct and to engage in clinical training programs, preceptorship training programs, internship training programs, and post doctoral training programs.



# Integrity and Academic Honesty

Academic work is evaluated based on the assumption that the work presented is the student's own. Anything less is unacceptable and is considered academically dishonest. Cheating and plagiarism are forms of academic dishonesty. Such actions are subject to disciplinary action up to and including permanent academic dismissal.

## Cheating

1. No student shall offer information of any kind to another student during an examination or quiz, unless otherwise instructed by a faculty member.
2. No student shall receive information of any kind from another student or from the quiz or exam responses made by another student, unless otherwise instructed by a faculty member.
3. No student shall be in possession of any written material or other device, which may be of assistance in taking a quiz, or exam, which has not been authorized by the faculty member.
4. No student shall take, steal, or otherwise procure in an unauthorized manner any pieces of writing, whether hard copy or electronic, which contain the questions or answers to an exam scheduled to be given to any individual or group enrolled in any course of study offered by the College.
5. No student shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing, on hard copy or computer disk, which contain the questions or answers to an exam scheduled to be given to any individual or group enrolled in any course of studies offered by the College.

## Examinations

### During an examination students:

- Are required to leave all books and other aids in an inaccessible spot usually in the front of the room (exception: open book tests)
- May not leave the room and return to the test without express permission and handing test papers to faculty or proctor
- Are not allowed to talk to each other during an examination
- Should try to ensure that their line of sight does not cause suspicion of cheating and should not look in the direction of other student's papers during examinations
- Are encouraged to use a blank sheet of paper placed over their work - take the initiative to prevent others from copying your work
- Refuse to assist other students in cheating
- Discourage dishonesty among other students
- Questions posed must pertain to an error not for additional information

### Faculty:

- Should develop 3 versions of the exam. Questions would most likely be the same for all students, but the order would be different
- Should be present in the exam room at all times and should circulate among the students to foster honesty

## Plagiarism

Plagiarism occurs when one reproduces another's words, without acknowledgement; when one paraphrases another's ideas or arguments in a way that leads the reader to believe they originated with the



paraphraser; or when someone signs the name of another individual on an academic/administrative report or document.

1. No student shall represent the words or ideas of another in any academic exercise.
2. No student shall offer as one's own work the phrases or ideas of another without written attribution by question, reference or footnote.
3. No student shall sign the name or initials of another student, faculty, supervising doctor or other College personnel on a college document, including attendance rosters.

# Standards of Classroom Behavior

Students are expected to have high standards of behavior in the classroom and rules of reasonable behavior should prevail. Classroom behavior should follow guidelines established by the individual professor. Students who engage in prohibited or unlawful acts that result in the disruption of a class may be **directed** by the faculty member **to leave the class** for the remainder of the class period with the status of attendance (present or absent) up to the instructor. A disciplinary hearing will generally precede longer suspension from a class, or dismissal on disciplinary grounds. The College reserves the right, however, to suspend students **pending hearings**, when it is determined necessary to protect members of the College community or otherwise as determined by the College to be appropriate.

If disruptive, the above mentioned “**prohibited...acts**” would include but are not limited to behavior prohibited by the instructor, persistent speaking without being called upon, challenging faculty in an unprofessional manner, lack of respect for others with differing opinions, consistently arriving late or leaving early, refusing to be seated, eating in classroom, putting feet on desks or tables, disrupting the class by leaving and entering the room without authorization, studying/reading material not related to attended class, etc. Recurrent unprofessional classroom behavior may result in the student being dropped from the course for disciplinary reasons (with a grade of No Pass). It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with the instructor is not in itself disruptive behavior.

# Student Grievance Procedures

## GRIEVANCE COMMITTEE

The Grievance Committee (referred to as "Committee" herein) shall be comprised of the Vice President of Academic Affairs, Dean of Students, Registrar, two faculty members and two student members.

## PROCEDURES

Students at SCNM may file a grievance against a full or part-time faculty member, student, staff or an administrator in the College alleging an unfair or arbitrary decision in evaluating the student's course performance, capricious grading, improper or unjust treatment in the classroom, clinic, or other designated instructional setting in which the student is taking a course.

Students must first utilize the informal process in an effort to resolve a grievance. The student must initiate the informal process according to the procedures set forth in the Policy for Student Appeal Procedures, within 5 days after the student receives notice or otherwise knows of the action, decision, or receipt of course grade, which is the basis for the grievance.

In the event the grievance is not resolved through the informal process the student may proceed with a formal grievance, which is handled by the Grievance Committee. A grievance letter hard copy must be submitted to the Dean of Students no later than 5 days after the informal process. The decision of the Grievance Committee is final.

The term "days" in these procedures means calendar days and does not include holidays, weekends or designated College vacation days.

Any time lines stated herein may be extended by the appropriate administrator or chair, including committee or panel chair, for good reason.

## INFORMAL GRIEVANCE PROCESS

### 1. Discussion With Instructor, Staff or Administrator

Within 5 days after the basis for a grievance is known to the student, the student must discuss the problem with the individual the student has the grievance against.

### 2. Discussion With Chair and or the Division Director

If a satisfactory resolution is not reached with the individual, the student must request in writing a meeting with the Chairman of the department and/or Director of the instructor's division in the college or the Dean of Students within 5 working days after the student determines that the grievance cannot be resolved with the person. The Chair and/or Director shall meet with the student within 5 days after receipt of the request. The Chair and/or Director may then elect to meet with the student and person together or separately in an effort to resolve the grievance.

### 3. Discussion With Dean and or Vice President of Academic Affairs

If a satisfactory resolution through the Chair/Director is not achieved, the student must request in writing a meeting with the Dean of Students within 5 days after the student

determines the grievance cannot be resolved through the Director. The dean will meet with the student within 5 days after receipt of the request.

*If the Dean of Students is unable to resolve the potential grievance between the student and the person, the dean will provide a written statement to the student stating that the grievance was not resolved through the informal grievance process.*

*Within 5 days after receiving the statement from the dean, a student who desires to proceed with the formal grievance must file a written statement of the grievance to the Dean of Students and he/she will present it to the Grievance Committee.*

## **FORMAL GRIEVANCE PROCESS**

### **1. Filing of grievance**

Within 5 days after receiving a statement from the dean that the grievance was not resolved informally, the student must file a written statement of the grievance addressed to the Grievance Committee. The grievance must include a description of the specific events, actions, course and grade (if applicable), relating to the grievance and the resolution the student is seeking.

### **2. Receipt of grievance.**

Within 5 days of receipt of the grievance, the Grievance Committee Chair will do the following:

- a. appoint three members of the Committee, including one student member, to act as a hearing panel to process the grievance;
- b. designate one of the faculty members on the hearing panel to chair the panel for the grievance;
- c. forward the grievance to the panel chair for processing;

### **3. Grievance to Person.**

Within 5 days after receiving the grievance, the panel chair will forward a copy of the grievance to the person against whom the grievance is filed and request the person to file three copies of a written response to the Grievance Committee within 5 days after receiving a copy of the grievance.

### **4. Response of Person.**

Within 5 days after receiving the person's response to the grievance, the committee will forward copies of the grievance and response to the student and to the other members of the panel.

### **5. Hearing**

The panel will schedule a hearing, which may consist of one or more meetings with the student and the person who has the grievance filed against them, to hear the both parties respectively, related to the grievance. The first meeting will be scheduled no later than 30 days after the panel chair received the grievance.

### **6. Conflict of interest or bias.**

If either party believes a member of the hearing panel should not participate, based on perceived or actual bias or conflict of interest, they may request, in writing, that the panel member be excused and the chair of the Committee will appoint another member of the Committee to serve on the panel to hear the

grievance. If a designated Committee panel member believes he or she has a bias or conflict of interest which would negatively impact on the ability to decide the grievance fairly, the panel member will excuse himself or herself, notify the chair of the Committee, and the chair will appoint a new panel member.

**7. Documents.**

Both parties may provide documents to the committee for review and consideration, if provided (3) copies of the documents must be provided at least 3 days before the first scheduled date of the hearing. However, the committee will advise the parties that they will only consider documents that specifically relate to the grievance and response. The panel chair will retain one set of documents and forward the other two sets to the other members at least 5 days before the hearing.

**8. Family Education and Privacy Rights Act.**

Matters or information contained in the grievants academic or educational records maintained by SCNM, it is presumed that the student has consented to the review of such information by the filing of the grievance. In the event any information will be reviewed or provided to the committee related to grades or information contained in the educational records or academic files of students other than the grievant, such information is considered confidential under the Family Education and Privacy Rights Act and the panel shall proceed as follows:

- a. The committee will obtain the written consent of the students involved (other than the grievant) to review grades or information from their educational records,
- OR**
- b. The committee will excise the names, social security numbers, addresses and any other identifying information from the education records of the students involved (other than the grievant).

**9. Closed hearing.**

The hearing shall be closed to the public.

**10. Counsel**

Neither the student nor the person may be represented by legal counsel or other advisor at the hearing.

**11. Witnesses**

Parties may bring witnesses to the hearing. Both should limit the number of witnesses to three. The student and instructor must provide the names of their witnesses to the chair of the panel at least 3 days before the first scheduled day of the hearing. Witnesses will be excused except when testifying at the discretion of the Dean. The student and instructor shall remain throughout the hearing.

**12. Presentations of student and person**

At the hearing, the grievant will present his or her position first and will do so within 30 minutes, including presentation of witness testimony and documentation. The Dean may extend the time if necessary. The members of the panel may question the grievant and witnesses during the presentations of their testimony. The instructor may question the student and witnesses at the end of their presentations but questioning should be limited to 5 minutes or less per witness.

*The same process will be followed with the presentation of the person's case. All questions should be related to the specific allegations of the grievance or statements in the response and the chair has final authority to judge relevancy.*

**13. Committee deliberation.**

After the presentations of the grievant and person have concluded, each will be excused while the panel deliberates.

**14. Committee recommendation.**

A majority of the Committee shall recommend an action. A member of the committee shall prepare a written report with the recommendations of the majority of the panel. If there is disagreement among the panel, a minority report and recommendation may be submitted by the dissenting panel member to the Dean.

**15. Committee report**

Within 14 days after the conclusion of the hearing, the Dean will provide copies of the written report with the Committee's decision to the Vice President of Academic Affairs, grievant and the person. The decision of the committee is final. The report shall include:

- a. Identity of student grievant and person involved in the grievance.
- b. Date grievance and response were filed with the Student Grievance Committee.
- c. Identity of the Committee members who heard the grievance.
- d. Dates the Committee met to conduct the grievance.
- e. Summary of the positions of the student and person.
- f. Summary of the testimony and documents presented.
- g. Conclusions of the Committee.
- h. Decision.

If all means of resolving the complaint have been exhausted, you may contact the Arizona Board for Private post-secondary Education at 602-542-5709.

# Code of Student Professional Conduct and Academic Honor

The student Code of Professional Conduct and Academic Honor identifies the basic premise that **learning is a process of individual effort and commitment accompanied by moral and intellectual integrity**; and as the minimum standard of honor for a naturopathic medical student, forms the link to the high standards demanded of physicians in the practice of Naturopathic Medicine. The purpose of the Code is to assure the rights of all members of the College community and to **maintain a campus atmosphere, which is conducive to the educational endeavor**. The Code provides the College due process by which to protect the community and discipline and/or report those who violate the provisions or who are unwilling to behave in an orderly and responsible fashion. A healthy judicial system is premised on the community's taking the steps needed to make itself better; SCNM is dedicated not only to learning and the advancement of knowledge but also the development of ethically sensitive and responsible students and graduates.

All students at the College are expected to conduct themselves in a courteous and professional manner and to observe national, state, and local laws and ordinances. Conduct, which the College believes, violates laws and ordinances will be reported to proper authorities. Conduct which violates the provisions of the College will be handled according to College policy and procedures described in this handbook

The **authority of the SCNM disciplinary and judicial procedures** are vested with the power of imposing sanctions upon students found responsible for violating the Student Code by the Board of Trustees' November 1998 resolution: The Board of Trustees empowers the judicial structure set in place by SCNM in accordance with its mission statement to maintain a sense of order, protect persons and property and promote a sense of community with full authority to impose and administer appropriate sanctions.

SCNM **reserves the right to create, modifies, or makes changes** in the policies as needed, or when it determines necessary in particular circumstances. SCNM will communicate those changes with reasonable notice to interested parties. These regulations may be extended or amended to apply to new and unanticipated situations, which may arise.

**All students are expected to make themselves familiar with this code**; ignorance of this code is not grounds for excusing violations. Each student will be treated as an individual within the disciplinary process with the goal of enhancing his or her growth in various areas including those of developing responsibility for discipline and behavior. Because of the individual nature of students, their behaviors and the particular circumstance involved, the College may not in every situation be able to follow this Code precisely. **Deviations from the outlined timeline and/or procedures may occur on occasion** and will not invalidate a decision or proceeding.

The following are seen as the **desired outcomes** for the student disciplinary process:

1. To encourage and to teach responsibility for one's own actions.
2. To inform and thus redirect problematic behavior.
3. To protect the rights of others in the community.

Unprofessional conduct of registered naturopathic medical students in clinical training (or in academic training if applicable) is **reportable** to the State of Arizona Naturopathic Physicians Board of Medical Examiners, **NPBOMEX**, in compliance with Arizona statutes.

All community members must share in the commitment to protect the personal safety and promote the educational development of the community as a whole. This **code is designed** to balance the rights and needs of the individual with the responsibility of the individual to meet the needs of the community. As a precondition for matriculation a student code acknowledgement and integrity and academic dishonesty **statement will be signed** by every student.

## The following behavior, attempted or committed, is prohibited on College premises or at College events

The Code is enforceable both on campus and off campus, particularly if it adversely affects the College. It is the intention of this Code to clarify the standards of behavior essential to the College's educational mission and its community life. While the Code is comprehensive and applicable to all students, it is not written with the specificity of criminal statute; it is not an exhaustive attempt to codify every possible type of problematic behavior; and it is not a contract between the College and its students. (Please refer to the Catalog and Student Clinical Handbook

for additional areas related to clinical practice and training which will also be accountable to disciplinary sanctions under the student code). Violations of the Student Code in any form may be grounds for immediate dismissal.

1. **Actions, which mentally or physically endanger, abuse, or harass others.** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person including, but not limited to the following forms: direct oral expression or physical gesture or action; notes, letters, US mail, campus mail, or other form of written communication; phone calls or phone messages; E-mail or other computer based method of communication. This includes false accusations: intentionally making false charges against another member of the college community to harass, harm, defame and/or intimidate.
2. **Acts of dishonesty**, including but not limited to the following: Cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member or office, either on official forms, attendance rosters or applications or during judicial or disciplinary procedures; forgery, alteration, or misuse of any College document, record, or instrument of identification; and tampering with the election of any College recognized student organization.
3. Attempted or actual **theft of and/or damage** to property or services of the College or property of a member of the College community or other personal or public property, or knowingly possessing stolen property.
4. Illegal use, possession or distribution of **drugs** on or off College-controlled property.
5. **Unlawful** conduct involving the **practice** of any of the **healing arts**.
6. **Violation of law**, including federal, state or local ordinances and regulations.
7. **Disruptive and/or disrespectful** on or off campus behavior including but not limited to: obstruction or disruption of teaching, research, administration, Medical Center business, Off or Extended Sites, or other College activities, including the College's public service functions or other authorized activities. Including but not limited to persistent or gross acts of willful disobedience or defiance toward College personnel, and inappropriate or disrespectful behavior toward employees performing job functions resulting in the abuse of others and/or disrupts College business.
8. **Failure to comply** with directions of college officials, faculty, staff, janitors or campus security that are acting in performance of their duties.
9. **Unauthorized entry** to or use of the College's facilities, including buildings, desks, files, computers, software and equipment. Unauthorized possession of keys to College facilities and equipment, including buildings, desks, files, etc.
10. **Unauthorized use** of College records, attendance records, and/or documents or identification, including unauthorized use of the name, seal, or address of the College.
11. **Violation of any College policies**, procedures, rules and regulations including but not limited to the following: student conduct, policies published here and in other SCNM Handbooks, parking and vehicle policies, academic policies, facilities policies, any policies distributed to the student body as a whole in-between revisions of this code, and any notices from the Safety Committee.
12. Failure to follow **Medical Center regulations** as may be set and published by the Medical Center administration, including but not limited to on-site, off-site and extended-site clinic shifts, especially breaking patient/doctor confidentiality during the course of clinical training.
13. **Recurrent** episodes of interpersonal **conflict**.
14. Failure to comply with dress codes and other **professional standards** as may be established by the College.
15. Possession and/or use of **weapons**, regardless of their legality, on College premises.
16. Violations of **fire/life safety provisions** including, but not limited to: arson or attempted arson; use/possession of fireworks; intentionally or recklessly misusing or damaging fire/life safety equipment; initiating or causing to be initiated any false warning of emergency or life threatening circumstances.
17. Participation in a campus **demonstration** which **disrupts** the normal operations of the College and infringes on the rights of members of the College community; leading to inciting others to disrupt scheduled and/or normal activities within any campus building or area.
18. Conduct which is **disorderly**, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.
19. Other actions or behaviors, which by their nature **disrupt** the life of the academic community or intentionally cause harm of any kind.
20. **Sexual assault**, sexual **harassment** or other non-consensual sexual contact or activity including but not limited to unwelcome verbal or physical conduct of a sexual nature on College premises or at functions sponsored by, or participated in by the College or members thereof.
21. Failure to satisfy College **financial obligations** (does not require disciplinary hearing/procedures and will result in refusal of future registration and removal from classes/campus until financial obligations are resolved).
22. **Aiding in the commission of a violation** (assisting or encouraging the active perpetrator of an offense and sharing the intent of that offender). Mere presence at the scene of the offense or failure to prevent the commission does not constitute an offense unless the noninterference was designed to operate as an encouragement to or protection of the active offender.
23. **Abuse of the campus Judicial System**, including, but not limited to:
  - Failure to respond to the summons of a judicial body or College official.
  - Falsification, distortion, or misrepresentation of information before a judicial body/during disciplinary proceedings.
  - Disruption or interference with the orderly conduct of a judicial proceeding.
  - Breaking confidentiality concerning judicial/disciplinary proceedings.
  - Institution of a judicial proceeding knowingly without cause.
  - Attempting to discourage an individual's proper participation in, or use of the judicial system.
  - Attempting to influence the impartiality of a member of a judicial body or participant prior to, and/or during the course of the judicial proceeding.
  - Harassment (verbal or physical) and/or intimidation of a member of a judicial body or participant prior to, during, and/or after a judicial proceeding.



## Code of Conduct Sanctions

*Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.*

1. The Dean of Students may impose one or more of the following sanctions for any violation of the Student Code of Conduct:
  - a. Expulsion: Permanent separation of the student from SCNM. An indication of expulsion may appear on the student's transcript. The expelled student will not participate in any SCNM sponsored activities and will be barred from college's property.
  - b. Suspension: Temporary separation of the student from SCNM for a specified period of time or until specific conditions, if imposed, has been met. An indication of suspension may appear on the student's transcript. Except where prior approval has been granted by the Dean of Students, a suspended student will not participate in any SCNM sponsored activities and will be barred from the university campus.
  - c. Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
  - d. Administrative hold: A status documented in the registrar's official file which precludes the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean of Students.
  - e. Restricted access to SCNM property: A student's access to SCNM property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
  - f. Organizational sanctions: Sanctions for organizational misconduct may include revocation of the use of SCNM property or privileges for a definite period of time, revocation or denial of recognition or registration, or suspension of social activities or events.
  - g. Program/Support: A student may be required to complete an educational program.
  - h. Interim action: Suspension of a student for an interim period prior to resolution of the disciplinary proceeding.
2. A student who has been suspended or expelled from SCNM will be ineligible for re-enrollment or re-admission.

### **Determining What Sanction to Impose**

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation may include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting from the violation, the payment of restitution to SCNM or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling program.
2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

# Student Disciplinary Procedures

## General

- A. The purpose of this policy is to establish disciplinary procedures to guide the enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization that is charged with a violation of the Student Code of Conduct.
- B. These disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of SCNM.
- C. Student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) that are generated during the information gathering/decision making process associated with these procedures are confidential.

## Disciplinary Procedures

### Initiation of Charges

- 1. Disciplinary charges will be initiated by submitting a written referral (incident report) to the Dean of Students.
- 2. The referral must state sufficient facts, including specific name(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the Dean of Students to decide whether further fact-finding is necessary. The complainant must sign the referral.
- 3. Where the alleged misconduct is related to discrimination or harassment, the Dean of Students will consult with Human Resources to determine whether an affirmative action investigation is warranted. A determination by the Dean of Students will be made following consultation.

### Interim Action

- 1. At any time following the submission of a written referral, the Dean of Students may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Dean believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student at SCNM poses a threat to any individual, property or college function.
- 2. The decision to suspend a student for an interim period will be communicated in writing to the student, and will become effective immediately as of the date of the written decision.
- 3. The interim suspension will remain in effect until a final decision has been made on the pending charges or until the Dean determines that the reasons for imposing the interim suspension no longer exist.
- 4. A student who is suspended for an interim period will be provided an opportunity to respond to the allegations of misconduct no later than five (5) days following the effective date of the interim suspension.

## Review and Decision by Dean of Students

1. The Dean of Students will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Dean may decide to interview the complainant and/or other witnesses or to request additional information from the complainant.
2. If the Dean determines that there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred, then the Dean of Students will promptly notify the student in writing of the alleged violation and will gather further information, if needed, by interviewing witnesses and reviewing documents. Members of the college community will be expected to comply with any request or directive issued by the Dean in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal college functions.
3. A student who is charged in a Student Code of Conduct referral will be provided an opportunity to meet with the Dean of Students. A student who fails to attend the meeting with the Dean will forfeit his/her right to respond on his/her behalf regarding the alleged violation, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance. If the student fails to attend the meeting, the Dean may proceed as described in paragraph 6 of this subsection.
4. At the meeting the student will be provided with the following:
  - a. An explanation of the charges which have been made;
  - b. A summary of the information gathered;
  - c. A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges;

*and*

- d. An explanation of the applicable disciplinary procedures, including the student's right to request a hearing before a College Hearing Board if a serious disciplinary sanction (expulsion or suspension) is imposed.
5. If necessary, any further information gathered will be presented to the student and an additional opportunity to respond will be provided.
6. The Dean of Students will determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, the appropriate disciplinary sanction to apply. In determining the sanction, the Dean will consider any mitigating factors, including any prior violations of the Student Code of Conduct.
7. The Dean of Students will inform the student of the decision, in writing, within seven (7) days of the student's last opportunity to respond. When feasible, this information will also be communicated in a face-to-face meeting.
8. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. This decision is final, unless the student requests a hearing to review a decision to suspend or expel. The effective date of a suspension (except for interim suspension) or expulsion may be no sooner than twenty (20) days following the date on which the notice was posted or personal delivery of the written decision.
9. If the sanction imposed include either expulsion or suspension, the student will be informed of his/her right to request a hearing before a College Hearing Board by filing a written request with the Dean of Students no later than twenty (20) days following the date on which the notice was posted or personal delivery of the written decision.
10. The filing of a timely written request for a hearing will suspend the imposition of the disciplinary sanction, except for interim suspension, pending the outcome of the hearing. If the sanction is suspension or expulsion, and the student requests a hearing, the student will not be permitted to graduate until the hearing process has been concluded. If the

student elects not to request a review of the Dean's decision and signs a statement to that effect, then that decision is a final decision, which becomes effective immediately.

## **Review by College Hearing Board**

### 1. Purpose of the Hearing Board

*The Hearing Board is the body that reviews appeals submitted to the Dean regarding student suspensions/expulsions. The purpose of the Hearing Board is to formulate a recommendation to the Vice President for Academic Affairs as to whether a violation of the Student Code of Conduct was more likely than not to have been committed by the student, and if so, the appropriate sanction to be imposed.*

### 2. Composition of the Board

- a. A Hearing Board composed of five (5) members, including two (2) students, two (2) faculty members, and one (1) non-faculty employee, will conduct student disciplinary hearings. One member designated the chairperson, will serve as the presiding officer.

### 3. Pre-Hearing Procedures

- a. The Hearing Board members will be notified in writing of their selection.
- b. The chairperson will convene the Board no later than twenty (20) days following receipt of the student's written request for a hearing.
- c. The chairperson, who may be assisted by the Dean of Students, will prepare and send a written notice to the student no less than ten (10) days prior to the date set for the hearing. The notice will be delivered personally or by mail directed to the address furnished by the student on his/her hearing request. The notice will include:
  1. A statement of the date, time, location and nature of the hearing;
  2. A written statement of the charges which specifies the allegations of misconduct in sufficient detail to enable the student to respond;
  3. Notice of right to legal representation;
  4. A copy of the Student Code of Conduct and these Student Disciplinary Procedures;

*and*

5. A list of the names of all Hearing Board members.
- d. If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must notify the hearing board chairperson in writing. The chairperson will determine whether to approve or deny the request to reschedule the hearing.
- e. No later than five (5) days prior to the hearing, the parties will exchange the following information in writing:
  1. A list of the names and addresses of the witnesses who may be called to speak at the hearing;
  2. A concise summary of the anticipated statements of each witness;
  3. Copies of all documents or notarized statements to be presented at the hearing;

*and*

4. The name and title of the person who will present the evidence on behalf of the college, and the name of the adviser, if any, who will be present to assist or represent the student.
  - f. A student may challenge the participation of any member of the Hearing Board on the grounds of personal bias by submitting a written statement to the chairperson setting forth the basis for the challenge no later than seven (7) days prior to the hearing. The chairperson will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement member will be appointed to serve on the Hearing Board. If a challenge is filed against the chairperson, the Vice President of Academic Affairs will rule on the challenge.
  - g. Members of the college community will be expected to comply with any request or directive issued by the chairperson in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal college functions.
4. Conduct of the Hearing
- a. In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing conducted by the Hearing Board will be closed.
  - b. The chairperson will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chairperson. Irrelevant, immaterial, privileged or unduly repetitious information will be excluded. Information regarding prior misconduct will not be admissible until the supplemental proceeding described in Section D (4) (c) below. The chair may establish reasonable limits upon the time allotted to the student and the Dean of Students for oral presentation and examination of witnesses.
  - c. The Dean of Students will present the information, which supports the charges, and will have the burden of showing that a violation of the Student Code of Conduct was more likely than not to have been committed by the student.
  - d. The student who has requested the hearing will present statements or written information on his/her own behalf. A student who fails to appear at the hearing will be deemed to have abandoned his/her request, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance.
  - e. An adviser may assist the student who is charged with the misconduct throughout the proceeding. If an attorney represents the student, an attorney may also assist the Dean of Students.
  - f. The hearing will be recorded manually or by a recording device and will be transcribed in whole or in part on request of the student charged with the misconduct. The student will pay the cost of such transcript unless the Vice President for Academic Affairs waives assessment of the cost.
  - g. Witnesses will be excluded from the hearing except during their own testimony, except that a complaining witness (complainant) who is the alleged injured party may be permitted to attend the hearing following his or her testimony.
  - h. The order of presentation will be as follows:
    1. The Dean of Students will present an opening statement, which summarizes what the information that has been gathered is expected to show.

2. The student or his/her legal representative may present an opening statement, or may reserve it until the presentation of his/her case.
3. The Dean of Students will call witnesses to provide statements under oath. Witnesses will be questioned by means of direct examination with no leading questions permitted. A leading question is one, which suggests the desired response.
4. At the conclusion of each witness's statements, he or she may be questioned by the student or his/her legal representative, at which time leading questions are permitted.
5. Following the questioning by the student or his/her legal representative, the Dean of Students and the members of the Hearing Board may ask further questions of each witness.
6. Following the testimony of all witnesses called by the Dean of Students, the student then presents his/her case.
7. Each witness for the student is called to testify. The pattern remains the same as described above.
8. Following the close of the student's presentation, the Dean of Students may call witnesses to refute statements made by the student or the student's witnesses. If such witnesses are called, they will be subject to the same procedure outlined above.
9. Throughout the proceeding, the parties may introduce written documents. All such documents, which are admitted, will be marked as exhibits, for example, "Dean's Exhibit #1" or "Student's Exhibit #1," and may be considered by the Hearing Board in reaching its decision.
10. Following the presentation of witnesses, the parties will be allowed to present closing statements, which summarize the information that has been presented. The Dean of Students presents his/her closing statement first, followed by the student.

### **Hearing Board Deliberations and Recommendations**

5. Following the presentation of information and closing statements, the members of the Hearing Board will discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision. Only the members of the hearing board and its legal adviser, if any, may be present during the deliberations.
6. Based solely upon the information presented during the hearing, the Hearing Board will formulate a recommendation to the Vice President for Academic Affairs and others permitted to receive this information consistent with applicable law or policy, as to whether a violation of the Student Code of Conduct was more likely than not to have been committed by the student. A majority vote is necessary to make any recommendation.
7. If the recommendation of the Hearing Board is that there was more likely than not a violation of the Student Code of Conduct then the Board will conduct a supplemental proceeding to determine a recommended sanction. The supplemental proceeding will not generally require additional fact-finding, but will include a review of a written summary of any prior misconduct prepared by the Dean of Students. The student and the Dean will be provided the opportunity to present their positions on the appropriate sanction.
8. The Hearing Board will render its recommendation following the hearing, and will communicate the recommendation to the student, the Dean of Students and to the Vice President for Academic Affairs in writing no later than two (2) days following the conclusion of the hearing. The written recommendation will include

findings of fact and a statement of the reasons for the recommendation, and will be signed by the chairperson.

### **Review and Decision by Vice President for Academic Affairs**

*Following a review of the Hearing Board's recommendation, the Vice President for Academic Affairs will render a decision, which either affirms, denies or modifies the recommendation of the Hearing Board. The Vice President will not be bound by the recommended findings of fact. The Vice President will issue a written decision no later than ten (10) days following receipt of the Hearing Board's recommendation, except when it becomes necessary to conduct further investigation or to remand the matter to the Hearing Board, in which case the written decision will be transmitted no later than ten (10) days following completion of the investigation or the subsequent recommendation of the Hearing Board. Copies of the written decision will be promptly transmitted to the parties and to all members of the Hearing Board.*

### **Request for Review or Rehearing**

1. A student who is dissatisfied with the decision reached by the Vice President for Academic Affairs may request a rehearing or review by filing a written request with the Vice President no later than fifteen (15) days following the date of delivery of the written decision. The request will be based on one or more of the following grounds:
  - a. Irregularities in the proceedings, including but not limited to any abuse of discretion or misconduct by the Hearing Board or by the Dean, which has deprived the student of a fair and impartial disciplinary process;
  - b. Newly discovered material evidence which could not have been presented during the fact-finding or hearing process;
  - c. Excessive severity of the sanction;

*or*

  - d. That the decision is not justified by the evidence or is contrary to law.
2. Following receipt of the student's request for review, the Vice President for Academic Affairs will make whatever review is deemed necessary to resolve the issues that have been raised.
3. The Vice President for Academic Affairs will respond in writing to the student's request for review or rehearing within ten (10) days of receipt of the request. The Vice President may uphold or modify the previous decision, or grant a rehearing on the issues raised by the request. The decision of the Vice President is final.

# Disciplinary Files and Records

## **Holds on Records**

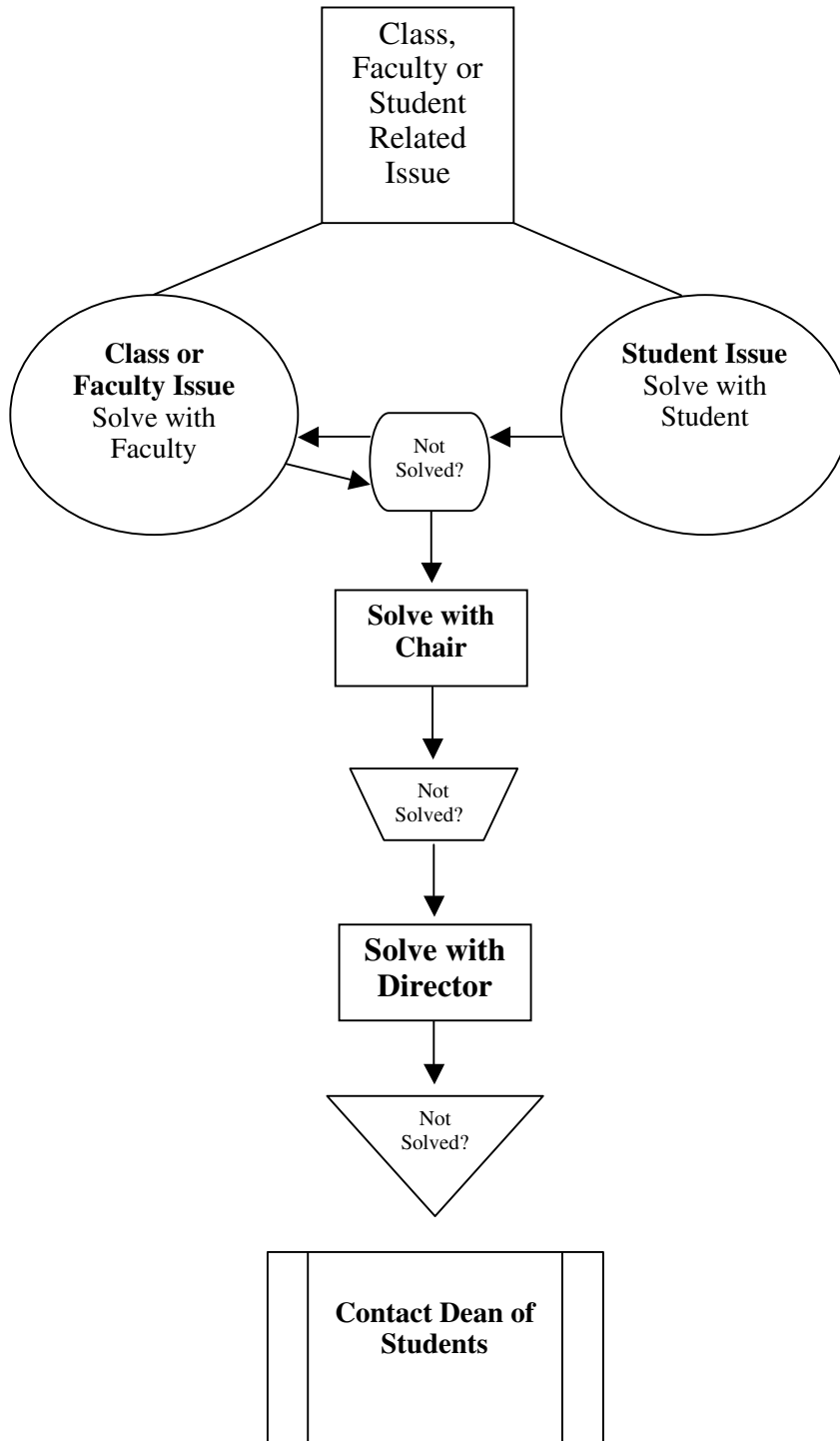
*The Dean of Students' office may place a hold on a student's academic and other institutional records should the student refuse to respond to, or comply with, the procedures or sanctions imposed in accordance with these rules.*

## **Student Disciplinary Records**

1. Disciplinary records of students found to have violated the Student Code of Conduct shall be retained for five (5) years from the semester of the determination or until graduation, whichever occurs first.
2. Disciplinary records may be retained for a longer period, or permanently, if so specified in the sanctions applied. Disciplinary records designated as permanent shall not be voided without unusual and compelling justification.



# Problem Flow Chart



# NURSING MOTHER AGREEMENT

I \_\_\_\_\_, have requested that a space be made available to me on campus where I can nurse my newborn (up to four months old) and set up a two-way monitoring system where I can listen to classroom lectures. I understand that slots are limited and will only be provided on a space-available basis. I may have to sign my name on a waiting list if the space designated for nursing mothers is currently full.

I waive Southwest College of Naturopathic Medicine and Health Sciences of any responsibility should I leave my child and/or personal items and artifacts unattended for any period of time.

In addition, I waive the college from any responsibility for my education should this alternative method of “attending” class affect my grades in any way.

My signature below is my confirmation that I have read and thoroughly understood this agreement.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Print Name \_\_\_\_\_

Witness Signature and Job Title \_\_\_\_\_