

2021 - 2022 Academic Year



Student Handbook



**SOUTHWEST COLLEGE OF
NATUROPATHIC MEDICINE
& HEALTH SCIENCES**

Student Handbook

Southwest College of Naturopathic Medicine & Health Sciences

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www.scnm.edu

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480.222.1136 | admissions@scnm.edu

School of Nutrition

480.809.9738 | online@scnm.edu

Ric Scalzo Institute for Botanical Research

2140 East Broadway Road, Tempe, AZ 85282

www.scnm.edu/research | research@scnm.edu

Neil Riordan Center for Regenerative Medicine

2152 East Broadway Road, Tempe, AZ 85282

Phone: 480.422.1662 | Fax 480.222.9341

patients.scnm.edu | psr@scnm.edu

SCNM Medical Center

2164 East Broadway Road, Tempe, AZ 85282

Phone: 480.428.3232 | Fax: 480.970.0003

patients.scnm.edu | psr@scnm.edu

SCNM Medical Center Laboratory

2164 East Broadway Road, Tempe, AZ 85282

Phone: 480.222.9818 | Fax: 480.970.0658

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SCNM Medicinary

2152 East Broadway Road, Tempe, AZ 85282

Phone: 480.970.0001 | Fax: 480.970.1660

shopsnm.com | medicinary@scnm.edu

All future references to SCNM Medical Facilities should be interpreted to mean SCNM Medical Center and Laboratory, Neil Riordan Center for Regenerative Medicine, and all extended and elective off-site clinics.

Editors:

Jonette Pettyjohn, Zazzi Pico, and Gina Anderson.

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Welcome

SCNM is pleased to welcome you to our college community. The administration, faculty, and staff hope each year will be enjoyable and that you will choose to take advantage of the many opportunities for learning, growth, and development both inside and outside of the classroom and clinics at SCNM. You will start your journey filled with meaningful self-discoveries, life-changing experiences, and lasting friendships. You will be part of a community with a common bond in their passion for natural health and wellness and a unified goal in making an impact in health care. We hope you will get involved in the many enriching, intellectual, social, and cultural opportunities available to you here at SCNM.

About this Handbook

The Student Handbook is an official document of SCNM. This handbook provides detailed and important information about campus policies, procedures, and resources. It includes emergency information, student rights, and student responsibilities. The Student Affairs staff is here to assist you in your educational journey. We look forward to supporting you and challenging you as you fulfill your academic and professional dreams at SCNM.

As members of the SCNM community, all students are held to the same values and expectations. The Student Handbook and the Student Code of Professional Conduct and Academic Honor have been designed to both empower students while holding them accountable. Any community must have a set of guiding values; this Handbook is meant to serve as a guide not only for students but also for faculty, staff, and administrators to ensure that all members of our community are informed about policies, procedures, rights, and privileges.

We encourage all students to review the information in the SCNM Student Handbook to not only know what is expected of them as members of the SCNM community but also to know their rights. The Handbook also contains helpful information and guides that will make navigation of campus life easier.

If, after reading through this Handbook, you have questions, please do not hesitate to contact the Dean of Students at 480.222.9237. You can also contact the Vice President of Student Affairs Office at 480.222.9203.

Amendments to College Policies and Regulations

This Handbook does not constitute a contract. SCNM 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, SCNM will try to communicate those changes with reasonable notice to all interested parties. Therefore, the documents in this handbook are subject to change during the academic year.

Because of the likelihood of these changes, the official SCNM Student Handbook is the online version of the Handbook, which can be found at:

<https://www.scnm.edu/student-life/publications/>.

Students are responsible for understanding and complying with all policies and procedures contained in this Handbook and other publications distributed by SCNM.

About SCNM

SCNM is a tax-exempt, non-profit corporation accredited by the Higher Learning Commission and approved to offer degrees by the Arizona State Board of Private Postsecondary Education as described in the SCNM Course Catalog. SCNM's ND Program is accredited by the Council of Naturopathic Medical Education (CNME). Inquiries concerning educational standards for the ND program 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 178, Great Barrington, MA 01230, by phone at 413.528.8877, or at www.cnme.org.

SCNM does not discriminate on the basis of race, sex, color, religion, gender identity, social-economic background, age, national or ethnic origin, sexual orientation or marital status, disability, veteran status, or any other applicable status protected by law in the administration of educational policies, admission policies, financial aid, employment or any other program or activity.

Campus Hours of Operation

For the most current information, please visit the following: <http://my.scnm.edu/>. All hours are subject to change.

Contact Phone Numbers

The Facilities/Safety Director	480.222.9205
Dean of Students and	
Title IX Deputy Coordinator	480.222.9237
Information Technology	480.222.9329

Other SCNM Printed and Electronic Resources for Students

-  SCNM College Course Catalog – Obtainable on the SCNM website and MySCNM
-  SCNM Clinical Handbook – Obtainable on MySCNM
-  SCNM Registered Student Organizations (RSO) Handbook – Obtainable on MySCNM
-  Financial Aid Information and Brochures – Obtainable in the Financial Aid Office, on MySCNM, and SCNM website

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Vision

A world that embraces the healing power of nature.

Mission Statement

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high-quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health.

Value Proposition

Challenge your mind and engage your heart to change lives through natural healthcare at a college renowned for its dynamic culture of innovation and collaboration.

Core Values

SCNM embraces the following values:

We Shape the Future

- With Purpose: Educating the next generation of evidence-based healers and leaders
- Through Collaborations: Embracing interprofessional relationships
- By Expanding Knowledge: Conducting research that improves health and well-being
- Through Evidence-Based Principles: While honoring the past

We Achieve Excellence

- By Pursuing Greatness: Setting the bar high – and exceeding it
- Through Continuous Improvement: Enhancing the SCNM experience through innovation and persistence
- By Celebrating Accomplishments: Appreciating achievements with humility and gratitude

We Love

- By Practicing Inclusivity: Embracing diversity with kindness, respect, and understanding
- Through Self-Awareness: Recognizing our inherent biases to expand our capacity to serve
- By Projecting Positivity: Providing hope and encouragement
- Through Dedication: Serving individuals, communities, and humanity

We Do the Right Thing

- By Being Principle-Driven: Guiding our actions through honesty and integrity
- Through Honoring Commitments: Saying what we do and doing what we say
- By Accepting Responsibility: Holding ourselves and others accountable
- By Following the Golden Rule: Treating others as we want to be treated

We Are Resilient

- By Never Giving Up: Finding solutions through tenacity and teamwork
- Through Appreciative Inquiry: Identifying our best practices to overcome challenges
- Through Wellness: Promoting physical, mental, and emotional health
- With Mindfulness: Finding calm in the face of adversity



Vision, Mission, Core Values, & Strategic Plan

Strategic Bridge Plan 2020-2021

SCNM is in process drafting the 2021- 2026 Strategic Plan. During this process we engage our community of students, faculty and staff in setting goals to fulfill the mission of the institution. SCNM's 5-year Strategic Plan will be published in late fall 2021 and can be found on [myscnm.edu](https://my.scnm.edu/ICS/Campus_Life/Campus_Leadership/) at https://my.scnm.edu/ICS/Campus_Life/Campus_Leadership/

Sustainability and Resilience

To emerge healthy from the pandemic, SCNM requires 1) A keen focus on financial sustainability by growing revenue, prudent expense management, accurate budgeting, and creative fundraising; and, 2) Nurturing the resilience, health, and safety of our community while embracing diversity with kindness, respect, and understanding.

Optimizing the Academic Experience

SCNM is committed to overcoming COVID-19 pandemic-related challenges through creative solutions that continue to provide our students not only the highest quality education but also an enhanced educational experience. We will continuously improve by building upon SCNM's investment in distance learning, academic technology and application, IT infrastructure, and student services.

Patient Services

The next generation of evidence-based healers and leaders will interact with patients and clients in new ways. SCNM will shape their futures by leveraging investments in our new Electronic Health Records system (eCW) and upgraded IT infrastructure and technology to enhance patient and practice management at our in-person clinics and via telemedicine. As patients return to in-person visits, SCNM will be well-positioned to meet the needs and preferences of all patients.

Expand Research

The Ric Scalzo Institute for Botanical Research is under construction and is expected to open in Winter 2021. The Institute will generate new knowledge and revenue by conducting contract research with the natural products industry and continue COVID-19 research at Arizona State University to develop new products and improve existing botanical therapeutics.

Transformational Philanthropy

Transformational philanthropy during the bridge plan timeline will make the difference between SCNM "getting by" and SCNM "rising" to a new level. SCNM will build on existing relationships and seize new opportunities to continue the school's fundraising momentum.

SCNM Community

Diversity

SCNM is committed as an institution to building a community where all individuals feel respected, included, supported, and valued. SCNM does not discriminate on the basis of race, ethnicity, gender, social-economic background, religion, sexual orientation, gender expression or identity, age, disability, veteran status, nationality, thinking styles, and life experiences in the administration of educational policies, admission policies, financial aid, employment, or any other program or activity.

In 2020 SCNM embarked on a process of gathering data from our community to both determine a baseline regarding our campus climate and to provide insight to help us envision how we will continue to grow and change as we pursue the ideals of Diversity, Equity, and Inclusion.

In 2021 SCNM's Diversity, Equity and Inclusion Task force outlined a Campus Plan based on the data collected via the 2020 HEDS climate survey and CSRD focus groups to make short and long-term initiative recommendations. To learn more about SCNM's initiatives on diversity, equity and inclusion please visit www.scnm.edu/about-scnm/dei/

Campus and Community Safety

The safety and security of SCNM's students, faculty, and staff is of vital importance. The objective is to help provide and foster a safe and secure environment conducive to learning and to protect the lives and property of students, faculty, staff, and visitors.

Security on campus is provided through a number of mechanisms, including limitations on hours of operation, policies on keys and Identification (ID) Cards, access to buildings, provision of adequate lighting and security cameras. Security precautions and building security procedures are available on MySCNM. Requests to unlock campus buildings during non-scheduled hours must be submitted in writing to Facilities with consideration given on a case-by-case basis; authorizations are provided in writing.

The Facilities Manager, the Dean of Students, and the IT Director or their designees, have been identified as Campus Security Authorities (CSA). While the College takes actions to help increase security, students, staff and visitors also have the responsibility to contribute to their safety by following SCNM rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities immediately

to one of the CSA's. Students should be aware of personal security practices, including being observant of their surroundings, locking automobiles, walking in pairs, and guarding personal belongings at all times. The CSA's are also responsible for ensuring that the College meets OSHA standards for a safe workplace and an institution of higher learning. Security issues or concerns should be reported to a CSA and/or law enforcement as soon as possible. The CSA discusses with administration any safety issues which may arise during events at the College and the SCNM Medical Facilities.

Any student, faculty, or staff on campus may call the Facilities Department to accompany them across campus and to/from parking lots.

Emergency Preparedness Plan

The safety of the SCNM community, patients, and visitors is a high priority. SCNM is cognizant of its responsibility to provide a safe work environment and priority is given to the safety and welfare of all students, faculty, and staff. This Plan supports the College's intent to respond to any emergency situation in a safe, effective, and timely manner - starting with protecting human lives, the plan intends to preserve health and safety, protect assets, and maintain college services. The Annual Security Report, the Emergency Preparedness Plan, and Emergency Response Guide are available on MySCNM's Campus Life tab.

Injury and Accident Reporting

In order for the appropriate department to respond quickly to safety incidents, students must report any and all injuries, negative reactions, and untoward results by/to any student on campus or at an SCNM-sponsored location as soon as possible. This includes any accidents in or outside the classroom, in labs, during practice sessions, in SCNM Medical Facilities, at offsite offices, and in SCNM clinic locations. Every student is required to notify the person in charge at that location and to complete an Incident/Injury Report Form found on MySCNM Campus Life tab, Facilities forms.

Campus Building Access

Student Identification Card

All SCNM students are issued an institution photo identification card. On-ground based students will receive their ID card during orientation. Students enrolled in online distance learning programs will receive their ID by mail approximately two weeks after the start of classes. Students are required to wear and keep the ID in their possession at all times when on campus or at any SCNM affiliated site (please refer to the ID Card Policy). The photo ID is used as a security measure and

is required for students to receive access to various campus buildings, as well as certain services such as library borrowing and copy/printer privileges. The first card is provided free of charge. Replacement cards are available for a fee. (Please refer to the ID Card policy on MySCNM.)

Non-student Campus Visitors

Visitors on Campus

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

- All visitors must check in at the Welcome Center in the Community Commons Building upon each visit and receive a visitor badge.
- The student with whom they are visiting must accompany all visitors at all times.
- Adult visitors are only permitted in classroom areas with the prior permission of the faculty member. However, they may be asked to leave immediately, at any time and for any reason, at the discretion of the faculty member.

The student assumes responsibility and all liability for their visitor's actions.

Children on Campus

- Children are not allowed in any classrooms or labs, only in common areas with adult supervision.
- Children must be accompanied by an adult at all times, including in the Medical Center, Neil Riordan Center for Regenerative Medicine, and the Café. Unaccompanied children, and their parent or guardian, once found, will be requested to leave the campus.
- Children under 6 months are not allowed on campus at any time.

SCNM assumes no responsibility or liability for infants/children, nor for any accidents or injuries to infants/children.

Animals on Campus

Certified service animals, as approved by the Dean of Students' Office, are permitted on campus. All service animals must have proper identification of their function at all times. Owners are responsible for any damages that may occur to facilities and are responsible for appropriate training for the animal. The Dean of Students may require additional health or safety protocols, if deemed appropriate. All other animals, including emotional support animals, are prohibited from campus.

Campus Facilities

The College makes every effort to ensure that campus facilities, buildings, and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. The Facilities Department inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards.

Students are asked to report any unsafe conditions to the Facilities Manager, Dean of Students, or IT Director as soon as possible. If the unsafe condition remains unresolved, the student is required to submit a written report to the Dean of Students. Any student accident or injury must be reported utilizing the Incident/Injury Report Form located on MySCNM Campus Life tab, Facilities forms.

SCNM Equipment

No College equipment may be removed from its assigned location without authorization from the manager in charge and the Facilities Manager. No audiovisual or presentation equipment, or other classroom furnishings (including chairs, desks, computers, technology, peripherals, etc.) may be moved without permission from the Facilities Manager.

Parking

SCNM provides parking for student vehicles. Students 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 SCNM and to provide a deterrent to those whose improper parking may be a hazard to other members of the College community. Repeated violations will result in disciplinary action and/or fines. Students may not park in visitor, patient, or employee parking. However, students are allowed to park on the top two levels of the parking garage when regular surface parking is full. Overnight parking is prohibited without permission from the Facilities Manager or the Dean of Students. Vehicles left on campus without permission or in violation of any safety codes may be towed at the owner's expense. Students with a temporary medical condition, including pregnancy, may request a parking exemption from the Dean of Students. Student's bicycles must be parked in the provided bicycle racks outside of the campus buildings. For additional information, please review the Parking and Traffic Regulations Policy on MySCNM.

Student Spaces

SCNM's campus has a variety of communal spaces where students can meet, study, and connect.

Community Commons

This 48,000-square-foot LEED Platinum certified facility serves as a community center for the campus. Situated between the Medical Center/Administration Building and the Academic Building, the Community Commons houses the SCNM Medicinary, Library, Welcome Center, tutoring and testing centers, study lounge, resource rooms, classrooms, fitness and yoga rooms, and cafe.

Computer Center

The Computer Center, located within the SCNM Library, houses computers available for student use. These devices feature the Microsoft Office Suite – including Word, Excel, PowerPoint, etc. Note that other productivity applications are not supported. Students are licensed with a Microsoft 365 account – allowing them to download/install the full suite on five personal devices (Windows, Mac, mobile devices) at no charge. (Please visit the IT support section on MySCNM, Campus Life, Information Technology page for more information.)

Outdoor Areas

Students can enjoy the beautiful Arizona climate at a number of locations on campus, including the student picnic area, located behind the Academic Building and the outdoor seating available on the north patio of the Community Commons.

Study Rooms

Located on the second floor of the Community Commons, 18 study rooms provide faculty, staff, and students space to meet, study, or work. Rooms are equipped with whiteboards, monitors, tables, and chairs. When using these rooms, students can connect their personal laptop to the in-room monitor as needed.

SCNM Library

The SCNM Library offers 4100 sq. ft. of resource materials, literature, student study spaces, general seating, and a Computer Center for students' use. It also houses the Testing Center and Private Testing Rooms. (For a complete listing of services available please see SCNM Course Catalog.)

Student Lounges

Located in the Academic Building and on the second floor of the Community Commons, the student lounges are available 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, welcoming,

comfortable environment. Students are encouraged to use it freely but are responsible for keeping it clean.

Student Rights

Statement on Student Rights

Dedicated to the ideal that everyone deserves high-quality health care, SCNM engages students in rigorous innovative academic programs, discovery and expanding knowledge, and empowers individuals and communities to achieve optimal health.

While it is not possible to address all eventualities, it is important that the rights of SCNM students be embraced by the community and observed in the spirit of SCNM's mission and values. SCNM is guided by a set of core values that include we achieve excellence, we are resilient, we love, we shape the future, and we do the right thing. Our core values remind us of the culture to which we belong and the rights that our main constituencies have within our community.

These rights include, but are not limited to:

- The right to be treated equally in academic, social, and clinical settings
- The right to attend classes and/or clinical rotations, in a physically, emotionally, and socially safe environment
- The right to express diverse opinions in an intellectually safe environment
- The right to privacy
- The expectation of a positive learning environment
- The right to hold other students accountable to the Student Code of Professional Conduct and Academic Honor
- The right to be educated and nurtured
- The right to learn without disruption
- The right to access academic and support services that enhance student learning and development
- The right to engage in mutual collaboration
- The right to explore spiritual growth and development
- The right to participate in the creation of knowledge
- The right to know academic requirements and to be evaluated fairly
- The right to be informed of and share opinions on matters affecting the College community
- The right to equal access to available research and appropriate resources
- The right to engage in service opportunities that enhance learning outcomes, both within and outside of the campus community
- The right to associate with the student organizations of one's choosing

- The right to participate in a system of shared governance
- The right to be free from all forms of discrimination, including sex discrimination, at school.

FERPA Student Rights

SCNM complies with The Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receiving a request for access.
- The right to request an amendment to a record if a student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent such as if the information is necessary to protect the health or safety of the student or other individuals.

Student records are open to other school officials, including faculty and administration, and local and state education agencies that have been determined to have a legitimate educational interest. The College must maintain a record of each request for access to, and each disclosure of, personally identifiable information from the education records of each student. The full FERPA policy can be found in the SCNM Course Catalog.

Students with complaints about violations to student record privacy or access to records may contact the Office of the Registrar at 480.222.9211 or email Registrar@scnm.edu. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SCNM to comply with the requirements of FERPA.

For more information see. <https://studentprivacy.ed.gov/file-a-complaint>. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
 400 Maryland Avenue, Southwest
 Washington, DC 20202-4605
 1.800.U.S.A.LEARN (1.800.872.5327)

Consumer Information (Student Right to Know)

SCNM adheres to the Consumer Information Act, also known as Student Right to Know, in providing prospective students, current students and community members with information, facts and figures about Southwest College of Naturopathic Medicine and Health Sciences (SCNM). Privacy rights, student retention, program completion, career statistics, vaccine/immunization requirements, crime statistics, services for students with disabilities, and other required institutional information can be found online at www.scnm.edu/student-life/student-consumer-information/. For questions regarding this information or to be provided a paper copy of this information, please contact the Vice President of Student Affairs office at vpsa@scnm.edu or 480.858.9203.

Student Amenities

School Meetings

School meetings, such as Town Hall Meetings, may be held to share information and to enhance communication between students and College Administration. The meetings may be held either in person or virtually depending on the required audience, either during a designated lunch hour period or after normal school hours. The Student Government Association representatives will be asked to notify their respective classes and notices will be sent via student SCNM email account.

Community Boards

SCNM provides wall-mounted bulletin boards and digital signage for community members to share information on campus. The Dean of Students must provide approval for all material posted on bulletin boards.

Computers

SCNM provides on-campus students with access to on-campus wireless internet, printing, and scanning on-line services. It is the student's responsibility to protect the security of their username/password credentials, and ID badge. If a student needs assistance with downloading software, printer drivers, wi-fi access, or other computer functions, they may contact the SCNM IT Helpdesk at 480.222.9329 or submit a support ticket by email to it@scnm.edu.

Email

Official College communications will be distributed via SCNM email. Students are assigned an SCNM email address prior to matriculation and are responsible for checking their email

daily. We recommend that student configure their SCNM email account on their mobile device(s) for convenient and flexible access. Instructions are available on MySCNM at Campus Life - Information Technology.

Housing

SCNM does not provide on-campus housing. SCNM is located in Tempe, Arizona which offers many housing opportunities for students and while on-campus housing is not available, the Admission Office maintains a list of nearby housing for prospective and current students. Additionally, prospective and current students may post for roommates and/or housing on MySCNM's Campus Life tab, Classifieds.

Lockers

Student lockers are located next to the Anatomy Laboratory in the Academic Building. Lockers are assigned on a first-come, first-served basis through the Welcome Center.

It is important to note that students are not guaranteed a locker for the duration of their program of study.

Lost and Found

To retrieve lost items on campus, please check with the Welcome Center in the Community Commons. At the end of each quarter items left in Lost and Found will be donated to Naturopaths without Borders to be distributed to patients in need.

Mailboxes

Student mailboxes are located on campus in the Library. Mail for faculty and staff must be left with the Copy Center or placed in the outgoing bin at the Welcome Center desk.

Printing and Copying

SCNM provides students with access to a campus-wide printing system called iPrint. Students are gifted a printing allowance every term allowing for printing/copying capability from their personal device(s). Students can also scan content to their SCNM email account at no cost. Color printing is available at the Library printer location at a slightly increased cost. Additional information, including software installation, print-to-email, etc., is available at mobility.print.scnm.edu and on MySCNM. Each term, students are assigned a virtual print budget to moderate printing resources for all students, however, students may buy additional printing access if desired. Please note that this allowance is gifted and carries no cash value – students will not receive any credits or refunds for unused printing allowances.

Opportunities for Student Feedback

SCNM wants to hear your feedback. We offer several methods for submitting feedback on your experience, such as course evaluations, Student Government Association and the SCNM Comment/Suggestion form maintained by the Dean of Students Office.

Student Course Evaluations

Student course evaluations are administered online to students each quarter through SmartEvals, a third-party vendor, to ensure anonymity. The purpose of course evaluations is twofold: 1) they allow students an opportunity to provide specific feedback, including recommended program changes, adjustments, and improvements, and 2) they allow opportunities for faculty to improve instructional methodology and enhance the learning environment of their courses. It is the expectation that all students complete the course evaluations. Course evaluation results are 100% anonymous. The Academic Affairs Department tabulates the information from these evaluations and posts the aggregate results on MySCNM at the end of each evaluation period.

We are committed to offering you a world class education so your formative feedback about your experience in each course at SCNM is essential. The feedback from your Course Evaluations is completely anonymous and is used to inform faculty and administration about the effectiveness of each course and the areas requiring improvement. Constructive suggestions that can help faculty members improve the lectures, readings, and assignments are particularly valuable. Your feedback also helps the School of Nutrition and the School of Naturopathic Medicine at SCNM improve the overall student experience.

Student Government Feedback Form

For any inquiries, or suggestions that would benefit the campus community, students are encouraged to work through their Student Government Association (SGA) Class Representative, an SGA officer, or the SGA Board. The SGA also maintains an anonymous feedback form on the SGA page of MySCNM.

General Student Feedback.

Students are also encouraged to contact the appropriate staff member or department or the Dean of Students Office. The Dean of Students Office maintains the online Comment/Suggestion Form on MySCNM.

Voter Registration

The Higher Education Act requires institutions of higher education to provide students with voter registration information. For voter registration information by state, please visit <https://www.usa.gov/register-to-vote>

The state of Arizona has a voter registration web site at <https://servicearizona.com/VoterRegistration> that provides information on student eligibility to vote and a voter registration application that can be downloaded.

Student Ceremonies

New Student Orientation

New Student Orientation is overseen by the offices of the Dean of Students and Admissions to ensure new students have a smooth transition into their program at SCNM. New Student Orientation programming is strategically designed by our Learning Specialist in conjunction with program deans. Orientation is a way for new students to meet other students, become familiar with student services, register for their first quarter, and familiarize themselves with the academic rigor of their program. Orientation activities include, but are not limited to, Canvas training, MySCNM overview, policy and procedures review, and more.

ND New Student Orientation contains both virtual and in person elements, including social activities. MS New Student Orientation is completed online. As part of onboarding to SCNM all new students are enrolled in a New Student Orientation course through Canvas. This course remains open to students for the duration of their program as a source for all SCNM resources and software training tools.

ND Stethoscope Ceremony

The Stethoscope Ceremony, led by the Dean of Student's Office and the Advising and Engagement Office, formally welcomes new ND students to the SCNM community by presenting them with the ubiquitous instrument of the medical professional, the stethoscope. The ceremony also introduces these future doctors to the basic medical sciences faculty, who will be critical in preparing them for their next milestone, the transition into clinical practice. Current students, staff, and other faculty also join in this celebration of our newest ND students.

ND White Coat Ceremony

The White Coat Ceremony, led by the Dean of Students Office and the Student Advising and Engagement Office in collaboration with biomedical and clinical faculty, celebrates the ND student's achievement of a major milestone in their medical program and signals the advancement to the clinical experience. Eligibility for White Coat Ceremony and permission to enter the patient care environment requires the successful completion of CLTR 4304, and CAPS 6024, though students may still participate in the ceremony even if NPLEX scores are not yet known by the time of the ceremony.

SCNM Commencement

SCNM celebrates the hard work and achievements of its students with a Commencement Ceremony at the conclusion of Spring quarter in July and at the conclusion of Fall quarter in December. Graduating students will purchase all academic regalia, with the exception of honors recognitions. The event is free and open to all family and friends. The graduation ceremony is preceded by an MS student reception and activities and awards presentation for ND students, including the ND Gong Ceremony..

Student Health and Wellness

SCNM provides additional services to support student health and wellness.

On-campus Exercise and Fitness

Maintain your mind/body balance and manage the stresses of graduate/medical school with our fitness facilities on campus. As part of SCNM's commitment to student wellness, enrolled SCNM students enjoy the use of the SCNM Chi Equipment and Glasper Prana Yoga Rooms. Located in the Community Commons, the Chi Equipment room is equipped with strength training, stretch, and cardio equipment. Students must register and sign release forms prior to the use of campus exercise/fitness facilities.

On-campus Medical Services

As a commitment to the health and well-being of our students, the SCNM Medical Center and Neil Riordan Center for Regenerative Medicine provides discounted medical care to students for in-person visits. Discounts are also available in the

SCNM Natural Medicinary and for certain services such as laboratory IVs and injectables. For more information call 480.428.3232..

On-campus Wellness Rooms

Wellness rooms are available to students in the Academic Building and the Community Commons. Nursing mothers are encouraged to use these spaces, in addition to identified Lactation Rooms in each campus building.

Student Health Insurance

SCNM does not provide student health insurance, however, students who resident in Arizona may be eligible to receive free insurance through the Arizona State Health Care Cost Containment System (AHCCCS). 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 Tempe Department of Economic Security (DES) offices: 5038 S. Price; 480-831-1408 or 1845 E. Broadway; 480-968-4013. For more information, go to www.azahcccs.gov. U.S. citizens who are not residents of Arizona may qualify for Medicaid. Please check eligibility at www.medicaid.gov. Students are encouraged to visit the SCNM Medical Center for discounted medical services.

Counseling Services

SCNM provides free individual counseling services through an independent third- party vendor, to currently enrolled students. Counseling services are meant to address short-term, minor personal issues. However, counseling services can also provide acute or long-term care via a student's insurance plan or through direct payment plans. To make an appointment, please email counseling@scnm.edu. You may review the counseling services page on MySCNM or contact the Dean of Students for additional information on the utilization of this service.

2-1-1™ Crisis Response Network

This community information resource and referral service is available anytime to help community members find the resources for human services, health needs, emergency food, crisis counseling, suicide prevention, emergency housing, mental health, legal assistance, financial assistance, disabilities resources, and support groups. Arizona residents, please refer to <https://211arizona.org/> for more detailed information or dial 2-1-1 for assistance.

Student Associations and Organizations

Student Government Association

The Student Government Association (SGA) is the College's student government and official student representative organization. The SGA is advised and overseen by the Dean of Students who acts as the official liaison between the SGA and College Administration. Any proposed changes to the SGA Constitution or Operating Codes must be facilitated through the Dean of Students Office.

The Southwest College of Naturopathic Medicine Student Government Association was founded with the purpose of fostering the highest quality academic and social life for students at SCNM. The SGA seeks communication and cooperation among students, faculty, and administration in matters of mutual concern and is intent on responding to student concerns in the areas of education, curriculum reform, student life and professional training. The SGA encourages school involvement in extracurricular issues and supports and fosters discussion about matters of health, social and political issues affecting the SCNM community. The SGA is an independent body, created for and by the students of SCNM. Additionally, the rights and duties of student government representatives and officers also carry with them an obligation on the part of their members, collectively, to model professional and positive behavior and at all times uphold the SCNM Student Code of Conduct.

SGA Membership and Officers

Each program cohort or class votes to select a 'class representative' who serves a term of one year. Additionally, each winter quarter the SCNM Student Body elects SGA officers to represent the SGA as a whole. SGA Officers (known as the SGA Board) include President, Vice President, Secretary, Treasurer, and the VP of Finance. Membership in SCNM's SGA and student organizations are open to all students who are currently enrolled and in good academic standing, with no SAP probations and a cumulative GPA higher than 2.5. The association represents the interests of the student body, acting as the liaison between administration, faculty, and students.

The SGA President, the official representative of SGA, is responsible for facilitating school meetings and SGA meetings. The Vice President is responsible for duties designated by SGA's President and is responsible for meeting with committee chairs and reporting back to the SGA. The Secretary is responsible for keeping and recording minutes. The VP of

Finance is responsible for keeping track of all funds acquired and spent by the SGA and financial activities associated with the Student Government Fee.

SGA Representatives refer students' concerns to the proper College officials for resolution. Several SGA Committees have been established to focus on specific areas of concern. These Committees address issues related to the SCNM Medical Facilities, tuition and fees, the Library, curriculum, facilities, physician licensing, and research, among others. There is student representation on President's Council, the College Board of Trustees, the Enrollment Management Committee, and the Curriculum Committee as well as other regulatory boards and associations such as the Arizona Naturopathic Medical Association (AZNMA) and the American Association of Naturopathic Physicians (AANP).

The SGA Board is responsible for selecting representatives from each of the programs, as required, to participate on the various committee and task forces requiring student representation. Some college committee operating codes allow for the committee chair to approve student members recommended by SGA. Elected representatives from each class and the SGA officers are elected in the winter quarter, serve one-year terms, and meet regularly. SGA will hold semi-annual town hall meetings with the entire student body to discuss the issues and concerns of students.

The College collects quarterly student government fees that are allocated to the SGA, which is accountable by way of annual budgets and audits provided to the entire student population. The VP of Finance controls the funds and all checks must have the signatures of two SGA officers. Amendments to policy found within the SGA Constitution are voted upon quarterly. (Please see SCNM Course Catalog, Tuition and Fees section for more information.)

Student Organizations

Registered Student Organizations (RSO) and clubs offer opportunities for students to interact with other students who share similar interests. A list of all registered student organizations can be found on MySCNM under the Student Services tab on the Clubs (Registered Student Organizations) page. Guest speakers are frequently invited by these organizations with event request approval to share their knowledge in specific areas, creating continuing education opportunities and an opportunity to socialize with fellow students. Contact the SGA VP of Clubs or Manager of Advising and Engagement for more information on student organizations. For a complete list of current student organizations visit MySCNM.

Event Requests

Student organizations and clubs wishing to host or conduct an event and/or fundraiser (see Fundraising Policy) must obtain

an approval using the Event Request form on MySCNM. Events need to be approved by various SCNM offices prior to being scheduled or advertised to the internal or external SCNM community. (For more information contact the Manager of Advising and Engagement in the Student Success Center or visit MySCNM.)

Contractual Agreements

All student organizations must contact the Manager of Advising and Engagement before entering into a legally binding contractual agreement. Students are not authorized to sign contractual agreements as official representatives of SCNM and will be held financially responsible in the event that SCNM did not provide official support of a contractual agreement.

Student Support

The following services and programs are available to support students' academic success.

SCNM Offices

Academic Advising and Student Success Counseling

Academic advising is available to all students through Student Affairs. Each student's academic progress is evaluated on a quarterly basis. Students are encouraged to meet with an Academic Advisor to assist with academic issues, as well as life changes that would impact their progress in the program of study. Academic Advisors are available to guide and assist students throughout their program, but ultimately the choice of courses and verification of requirements is the responsibility of the student. Doctor of Naturopathic Medicine students who are off their prescribed track are required to meet with the advisor each quarter during the designated period to develop a schedule for the next quarter. Contact information: advising@scnm.edu.

Student Success Counselors are assigned to each MS student upon admission to their program. Student Success Counselors (SSC) are available to help a student navigate their program, services, and any challenges the student may encounter. The SSC will help connect students with the appropriate support services or contacts at the college. Contact information: studentsuccess@scnm.edu.

Accessibility Office (ADA)

The SCNM Accessibility Office, under the Office of the Dean of Students, will work with each student individually to develop an effective and comprehensive plan for appropriate services and reasonable accommodations for on-campus and online students. The office is dedicated to providing information and resources necessary to allow students to pursue their academic, personal, and professional goals while enrolled in programs at SCNM. Contact information: 480.222.9237. Email: Accessibility@scnm.edu.

Career Services Center

The Career Services Center assists prospective and current SCNM students and alumni in pursuing and obtaining career opportunities. The Center supports students in developing prospective employment opportunities and mentors by providing information about health professions, curriculum vitae and cover letter preparation, and personal coaching. Conference and networking opportunities are also promoted by the Career Services Center to create a wealth of outside learning opportunities and professional relationships.

The Career Services Center maintains the Career Development Resource Center on MySCNM, which includes resources, career-building seminars, and webinars. It also maintains the online job posting resource for naturopathic doctors and natural health care providers. SCNM does not guarantee job placement upon completion of the program or upon graduation. The Career Services Center collects data on employment rates through annual student and alumni surveys; a summary of results is available on the College website.

The Center works with students in developing a personal action plan with the goal of securing a professional position prior to graduation. Students are encouraged to take advantage of the Career Services Center's programs early in their course studies. Contact information: CareerServices@scnm.edu or phone 480.222.9311.

Copy Center/Technology

The Copy Center processes print orders for Student Government and approved student organizations and color print copies for students. The Copy Center is also equipped to answer students' general computer-related questions. There is no self-service available. Standard print jobs require a completed Copy Request Form and a minimum of twenty-four (24) hours (One full business day) turnaround time. The Copy Center is able to print color copies for students for pick up during standard operating hours. Self-service monochrome/color printing for students is also available at the SCNM Library printer (please see MySCNM for more instruction and operating hours). Contact information: copycenter@scnm.edu and IT@scnm.edu.

Counseling

Graduate or Medical School is a time of great change and personal growth. It can be satisfying, exciting, and sometimes challenging. For some students, there are times when the demands and excitement may feel overwhelming. Sometimes, students don't have the internal or external resources to effectively manage the stress they are experiencing. In the interest of supporting our community's emotional well-being, SCNM has contracted with an independent third-party vendor to provide counseling services to our students. Currently, enrolled students are eligible for up to 6 sessions with the Counselor per unique issue. Contact information: counseling@scnm.edu.

Dean of Students

The Dean of Students manages the counseling services program, informal & non-academic counseling, policy and procedure advising, and certain student concerns (for academic program advising, please see Academic Advising). Students may contact the Dean of Students to schedule a meeting or submit issues through the Student Suggestion/Comment form on MySCNM. The Dean is also available, on a limited basis, for immediate ad hoc meeting requests and emergencies. Contact information: DOS@scnm.edu.

Information Technology

The SCNM Information Technology Department (IT) provides technology resources used by SCNM faculty, staff, and students. Any technology support requests can be directed to 480.222.9329 or by email to it@scnm.edu. We can support both on and off-campus support requests. Basic IT Helpdesk support is available 24x7 for general support, including:

- Account information, lockouts, etc.
- Password reset
- Access to SCNM systems
- Basic system navigation
- Software installation (Office 365, printing access, etc.)
- SCNM email account support

For escalated issues, the IT Helpdesk is available Monday-Friday, 8 am-5 pm AZ time. Please also refer to MySCNM for general information relating to SCNM technology resources. Visit MySCNM at my.scnm.edu and then navigate to Campus Life->Information Technology.

Important: Please visit our minimum hardware/software specifications at: <http://techcheck.scnm.edu>.

International Students Student Services

We are pleased to serve our international students throughout their studies at SCNM. The Office of International Student Services is housed within Student Affairs. SCNM is a Student and Exchange Visitor Program (SEVP) certified school. International students admitted to the ND program may qualify for an I20. The Primary Designated Student Official is the V.P. of Student Affairs. Designated Student Officials also include the Director of Admissions, the Dean of Students and the Registrar.

International Student Services can be found online at MySCNM. These resources and links are designed to support your studies at SCNM and include answers to commonly asked questions about studying in the U.S., traveling during enrollment, and Optional Practical Training (OPT) opportunities after graduation. Contact information: 480.222.9203 International@scnm.edu.

Financial Aid

The Financial Aid Office provides students with resources to financially support their educational and personal goals. The Office strives to educate and assist students with spending plans, credit card usage, saving options, and flexible loan repayment options, post-graduation. Students are encouraged throughout their enrollment at SCNM, to manage and evaluate their finances to keep debt manageable. For more tools and resources please visit the Financial Aid Office or MySCNM. Contact information: Finaid@scnm.edu.

Learning Specialist

The Learning Specialist assists students with resources to support and improve their academic performance. Possible support includes, but is not limited to, study methods, note-taking strategies, test-taking tips, test anxiety, stress management/relief, time management, board preparation, and referrals to peer Tutors. The office of the Learning Specialist works closely with the peer tutoring program, third-party tutoring services, and faculty, to provide content support across all academic areas. Additional offerings through the office of the Learning Specialist include group tutoring sessions and other group activities that support academic performance.

Veterans Support

SCNM supports our veteran students through Veterans Educational Benefits and student organizations. SCNM also participates in the Yellow Ribbon Program. To utilize VA educational benefits, such as the Yellow Ribbon Program, please contact the Registrar's Office. For more information about available veteran support, please contact the Dean of Students. Contact information: registrar@scnm.edu or DOS@scnm.edu.

Student Programs

Academic Tutoring

Named in honor of our late faculty member, Dr. Thomas Richards, the Doctoré Development Center (DDC), is located in the Community Commons building. The DDC is the formal tutoring center staffed by naturopathic medical students or nutrition students in good academic standing. DDC peer tutors provide one-on-one in-person or online tutoring for both ND and MS students to help with specific course content, study skills, time-management, and general advice for students struggling with the intensity of the program. It is facilitated by the Learning Specialist's Office, who oversees tutor selection, orientation, scheduling, and communication between tutors, students, faculty, and administration. Additionally, the Learning Specialist has contracted with a third-party tutoring service to supply tutoring services in basic science topics during off-hours when on-campus services are not available. (For more information, please contact the Learning Specialist.) Contact information: tutoring@scnm.edu

Board Review Classes

(ND Students)

Naturopathic Physician Licensing Examination (NPLEX) Board exams are traditionally held in August and February. Exact dates and additional information can be obtained from NABNE:

9220 Southwest Barbur Boulevard
Suite 119, #321
Portland, OR 97219
503.778.7990 | <http://www.nabne.org>

ND Students must take the NPLEX I exam at the first offering immediately following completion of the Basic Sciences curriculum (quarter 7 or quarter 11 of the five-year track) in order to be able to continue in the program and enter the clinic.

Board review classes are coordinated by the Academic Coordinator. Schedules will be posted as soon as they are available. Information on licensing laws throughout the U.S. may be obtained from the Career Services Center.

Student Employment

A College funded employment program and the Federal Work Study Program are available to all eligible students. The Financial Aid office oversees SCNM's Federal Work Study Program (On-campus employment). When applicable, the programs are structured to encourage student/school involvement and to provide essential services to the College.

Positions are advertised through email as opportunities arise. To comply with federal tax laws, any student earning \$600 or

more in a given calendar year will receive a form 1099 from the College. This may or may not affect a student's taxes and/or financial aid. Students are encouraged to consult a tax professional and/or the SCNM Financial Aid Office for further information.

Students are appointed for employment positions based on need and positive periodic performance reviews. Because the primary goal of the College is to ensure that students are successful in their academic program, those who receive a failing grade in a course in any term may not remain in the student employment program until receiving passing grades in all courses; they may remain in the program during an appeal. For more information please contact the Dean of Students.

Peer Mentor Program

(ND Students)

The Peer Mentor Program is an important component in the success of new ND students. Peer support provides ND students with a confidential and safe way to address issues and challenges relating to naturopathic student life at SCNM.

Peer mentors are experienced medical students who act as advisors to new, incoming ND students regarding all facets of medical school: learning strategies, healthy stress reduction, issues of personal relationships, etc. Peer mentors assist new students with adjustment to medical school. The peer mentor is a volunteer position available to students currently enrolled at SCNM, who fulfill the eligibility requirements and attend the required peer mentor training session.

Peer mentors will receive up to ten (10) community service hours per quarter towards the forty-five (45) required hours. Mentors will receive community service hours for: attending mentor training meetings, time spent with mentees, quarterly lunches, and the peer mentor meet and greets. Please contact the Manager of Advising and Engagement for more information.

Student Learning Systems

Canvas

Canvas is SCNM's cloud-based course management system that supports both traditional and online learning. It allows instructors to post grades, lectures, supplemental materials, and assignments online while allowing students to have instant access to coursework on all of their devices. Canvas also serves as a tool to facilitate communication between students and faculty. The Canvas course management system can be accessed directly at canvas.scnm.edu <https://scnm.instructure.com/login/canvas> or by following the link on MySCNM. For training on maximizing your Canvas experience, please see the New Student Orientation Course.

MySCNM

MySCNM is an online portal serving prospective students, current students, faculty, and alumni of the SCNM community. MySCNM provides students with access to their schedules, unofficial transcripts, grade reports, student forms, campus publications, institutional policies, and other student services. MySCNM also provides currently enrolled students access to their course instance in the Canvas course management system. Each course instance serves as a website where instructors will communicate with students and distribute course materials, including notes, syllabi, and supplemental materials. To access this tool, visit <https://my.scnm.edu/>. For a training on maximizing your MySCNM experience, please refer to the New Student Orientation Course.

Student Policies

In addition to the policies listed within the SCNM Student Handbook, students are required to be familiar with the academic and enrollment policies found within the SCNM Course Catalog.

The SCNM Course Catalog is published to provide applicants, students, and the general public with information about the College's educational and academic programs, policies, and procedures.

It is especially important that the student become familiar with all Academic Policies, particularly those that pertain to Student Academic Progress, Program of Study, and Graduation Requirements. See the current SCNM Course Catalog on MySCNM for further details and the Campus Life tab for the most recent policies.

Accommodations Based on Disability or Special Circumstances

The College welcomes and supports students with disabilities. SCNM adheres to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Accessibility Services are housed within the Office of the Dean of Students. Contact information: 480.222.9237, Accessibility@scnm.edu

Students with disabilities who believe they require reasonable accommodation to perform the essential functions of a student should initiate the accommodation process as soon as possible after offer of admission. The Accessibility Office will work with the student to create an Accommodation Plan that supports the student. Matriculated students with disabilities who believe they need reasonable accommodation to perform the essential functions of a student should contact

the Accessibility Services Administrator to make appropriate arrangements prior to the beginning of each quarter. Students will be required to provide evidence of a disability as defined by the ADA and complete the Accessibility Intake form on MySCNM.

Should a student require ADA: advice, assistance, information, or an adjustment to an approved ADA plan, please contact the Accessibility Office in a timely manner to ensure necessary provisions are put in place. Please note that some more common accommodations have already been addressed in the development of the course through the process of Universal Design. Students will be required to provide evidence of a disability or need to be eligible for accommodations.

In requesting accommodations, students are required to:

- Complete an Accessibility Intake Form on MySCNM to initiate a request and identify needed accommodations.
- Submit supporting documentation, including a clear diagnosis from a licensed physician identifying the diagnosis of the specific disability and the related required accommodations. The Accessibility Office must receive documentation before accommodations can be made in full but can discuss partial or temporary accommodations while documentation is obtained, depending on circumstance.
- Meet with the Accessibility Services Administrator to identify an ADA Accommodation plan. If necessary, the Accessibility Services Administrator will meet with various departments to identify methods of accommodations.
- Sign off on final approved ADA Accommodation plan.

Once a student has signed off on their final approved ADA Accommodations plan the Accessibility Office notifies all faculty each quarter of student's approved ADA Accommodation plan. Students are encouraged to speak with their faculty about their accommodations. Students are required to independently review their ADA Accommodation plan each quarter to ensure it continues to meet their needs. If an adjustment to the student's ADA Accommodation plan is deemed necessary by the student, the student should immediately notify the Accessibility Services Administrator.

Students on ADA Accommodation plans should utilize the Accessibility Office resources found on MySCNM containing important information about program requirements. ND Students with accommodations should work with the Accessibility Office at least two terms prior to critical milestone examinations in the event they must request a change to their approved ADA Accommodation plan.

ND Students who are pregnant or become pregnant are to inform the Accessibility Office immediately since taking any courses that may expose them to chemicals may be harmful. Accommodations may be made, and an alternative laboratory experience may be provided.

If a student, after following SCNM procedures, believes SCNM is not fulfilling its responsibilities under the ADA or other acts, the student should immediately bring their concern to the Accessibility Services Administrator for further advice and assistance. If the matter remains unresolved, the student may file an appeal with the Vice President of Inclusive Excellence and Belonging (SCNM's compliance officer for the ADA and Rehabilitation Act).

Notice of Non-Discrimination: Compliance with Regulations

SCNM 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. SCNM does not discriminate on the basis of race, ethnicity, gender, social-economic background, religion, sexual orientation, gender expression or identity, age, disability, veteran status, nationality, thinking styles, and life experiences in the administration of educational policies, admission policies, financial aid, employment, or any other program or activity. If a student believes they have been discriminated against by an employee or student of SCNM, the student should immediately notify the Title IX Coordinator (HR Director) at 480.222.9292 or the Title IX Deputy Coordinator (Dean of Students) at 480.222.9237.

Classes, clubs, and activities at the College are open to all students, and each building is ADA compliant. The College provides reasonable accommodations for students with disabilities. Any student who feels there may have been discrimination should contact the Dean of Students to begin an investigation.

Air Quality and Fragrance-Free Campus

SCNM strongly encourages voluntary compliance for a fragrance-free environment. We ask that all campus constituents avoid the use of scented products while on campus. SCNM requests all community members to come to campus fragrance-free and remain fragrance-free while on campus. This supports the health needs of those who identify as chemically sensitive but also creates a safer and healthier environment for all. This means refraining from wearing perfumes, aftershave, scented lotions, or bringing in any other items that may cause an allergic reaction in chemically sensitive individuals. However, the school reserves the right to officially ban any substances that cause allergies in others, as required by ADA Accommodations.

Burning of any substance including sage, moxa, sweetgrass, incense, and the opening of any essential oils in the building is prohibited unless it is required in a laboratory or botanical medicine course.

Drug and Alcohol Abuse and Prevention Policy

Drug-Free Workplace Act

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 101-690): Southwest College of Naturopathic Medicine and Health Sciences, SCNM Medical Center, Neil Riordan Center for Regenerative Medicine & the Ric Scalzo Institute for Botanical Research (hereafter referred to as SCNM Medical Facilities); and all associated patient care sites, will not tolerate and will take action against the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any student or employee on its property or as part of any of its activities.

Drug-Free Schools and Communities Act

On December 12, 1989, the United States federal government enacted the Drug-Free Schools and Communities Act Amendments of 1989. As outlined in the Act, an institution of higher education, as a condition for receiving federal funds under any federal program, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. To comply with this law and further its commitment to support society's effort to eliminate drug and alcohol abuse, SCNM adopted the SCNM Drug and Alcohol Abuse and Prevention policy (hereafter referred to as the DAAP policy) to supplement the code of student professional conduct. If there is a conflict between SCNM's DAAP policy and the Student Code of Professional Conduct, the Code will supersede the DAAP policy.

Prohibited Conduct

Students are prohibited from:

1. Unlawfully manufacturing, distributing, dispensing, or otherwise trafficking, possessing, or using any controlled substance, including illegal drugs or alcohol, in or around the premises of SCNM or any associated institutions or associated patient care sites;
2. Being under the influence of alcohol, illegal drugs, or other controlled substances, including being under the influence of legal drugs that may impair the student's performance or threaten the safety of the student or others, while on SCNM premises or while performing any SCNM business off SCNM premises;
3. To the extent such conduct is deemed to have a substantial impact on the safety or general welfare of SCNM or their patrons, engaging in the foregoing conduct—regardless of where or when such conduct occurs.

Unless there is a nexus to the health and safety concerns of SCNM, or as otherwise specified herein, the DAAP policy does

not apply to the legal use or possession of alcohol or legal drugs in the personal residences of the student.

Any employee or student who knowingly conceals or withholds information about a student's violation of the DAAP policy shall be subject to disciplinary action.

Health Risks

There are definite health risks associated with the use of alcohol and controlled substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include, but are not limited to, the following:

- People who abuse alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise;
- Alcohol and substance abuse may lead to financial difficulties, domestic violence, child abuse, harm to an unborn child, deterioration of the family structure, motor vehicle accident injuries, crime, and decline in job performance;
- Repeated abuse of alcohol and other controlled substances can lead to dependence.

Treatment and Counseling

The following state and national alcohol and drug prevention counseling resources, self-help, and peer-support groups are confidential and do not involve SCNM Administration. The list is provided to assist any member of the SCNM community who may have a drug or alcohol problem.

- A complete list of Arizona service providers is available through the Substance Abuse and Mental Health Services Administration (SAMHSA), <https://findtreatment.samhsa.gov/>
- Al-Anon, 1.800.344.2666 or <https://al-anon.org/>
- American Council on Alcoholism Helpline, 1.800-527.3344
- National Council On Alcoholism and Drug Dependence, 1.800.NCA.Call (622.2255)
- National Alcohol and Substance Abuse Information Center, 1.800.784.6776
- SMART Recovery, 1.866.951.5357 or <http://www.smartrecovery.org/>
- SCNM sponsored counseling services at https://my.scnm.edu/ICS/Students/Counseling_Services

SCNM Sanctions

Students who are the subject of investigations into alleged violations of the DAAP policy may be suspended in the interim, pending completion of the investigation, and any resulting

disciplinary procedures. In the event the investigation fails to substantiate a violation of the DAAP policy, the student will be provided an appropriate opportunity to make up any academic work missed as a result of the interim suspension.

If a substance test performed on a student, pursuant to the SCNM Drug Testing policy, demonstrates that the student is under the influence of a prohibited substance, the student shall be subject to discipline, up to and including, dismissal/expulsion from SCNM, pursuant to applicable disciplinary procedures.

- In order to assure fair and consistent treatment of all students and employees who are accused of illegal use of drugs and alcohol, the College will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the College (i.e. Student Code of Professional Conduct, Student Disciplinary Procedures, and Employee Handbook) and where appropriate, local, state, and federal regulations.
- Any violation of the DAAP policy may result in disciplinary action up to and including suspension or dismissal/expulsion, pursuant to applicable disciplinary procedures.
- If a student is convicted of a criminal drug violation, SCNM may require them to participate in a treatment program as part of the disciplinary process. If they agree to accept the help, they must satisfactorily complete the agreed-upon steps or risk being dismissed.
- The President/CEO must approve any exception to the DAAP policy for a special situation (e.g., moderate use of alcohol at SCNM sponsored social events).

Local, State, and Federal Sanctions

State and Federal laws impose significant criminal penalties for the unlawful possession, use, manufacture, or distribution of alcohol and illicit drugs. These penalties may include imprisonment, fines, and assigned community service. The following is a description of some of the applicable legal sanctions under federal, state, and local laws for the unlawful possession, use, or distribution of illicit drugs, including alcohol. This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$1 million.

Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g.,

methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million.

First offense penalties and sanctions for the illegal possession of small amounts of controlled substances range from up to one year in prison or a fine of at least \$1,000. For more information see USC Title 21, Chapter 13, <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

Information on local and state criminal drug-related offenses and sanctions for trafficking and possession of controlled substances is available at <http://www.azleg.gov/arsDetail/?title=13>. See Title 13, Chapters 34-34.1. Additional state and local penalties and sanctions may also apply.

Any student or employee who has been disciplined under the DAAP policy and successfully completes a drug or alcohol rehabilitation program approved by SCNM may, at the sole discretion of SCNM and upon presenting adequate documentation, be considered for reassignment or reinstatement (if employed) consistent with the availability of that person's former position. With regard to a student's re-enrollment and receipt of financial aid, the rehabilitation program entered must be in compliance with federal guidelines (see Financial Aid). Students shall comply with all terms of a written aftercare program and shall submit to random drug or alcohol testing in accordance with the provisions of the DAAP policy.

Reporting Responsibility

All students agree to abide by the prohibition against unlawful manufacture, distribution, dispensation, possession, and use of controlled substances and/ or alcohol at SCNM, the SCNM Medical Facilities, and all affiliated patient care site premises and to notify SCNM of any criminal drug statute conviction for a violation no later than five (5) days after such conviction. Within ten (10) days of our learning of the conviction, SCNM will, in turn, report such convictions to the appropriate federal agency.

The Dean of Students, Human Resources, and Dean of Academic Affairs must be notified immediately if there is suspicion of any student appearing to be under the influence of alcohol or illegal drugs.

Drug Testing

Unless otherwise prohibited or restricted by applicable state or federal law, SCNM may periodically conduct substance tests on students based on breath, saliva, urine, blood, and/or hair samples under any of the circumstances noted below. Testing for substances shall be conducted in accordance with and limited by applicable laws, including A.R.S. § 23-493, et seq., notwithstanding any terms of this policy to the contrary.

A student may be asked or required to submit to testing procedures designed to detect the presence of drugs and/or alcohol if they are acting in a manner that leads to a suspicion that the student either possesses, controls, or is under the influence of a drug and/or alcohol or has been involved in the use, possession, and/or sale of drugs or alcohol in areas controlled by SCNM.

Any student who does not consent to and cooperate fully with any search and/or medical testing procedure shall be subject to disciplinary action up to and including dismissal.

Workplace Searches

SCNM may conduct searches of SCNM property, including lockers, and any student's personal property in cases where there is reason to believe that a student has, or is, violating the ADAP policy. Any student who refuses to cooperate in the conducting of such searches will be subject to discipline, up to and including, dismissal from SCNM, pursuant to applicable disciplinary procedures.

Class Scheduling

The Academic Coordinator, with input from the faculty, Department Chairs, respective program Deans, and the Vice President of Academic Affairs, develops all course schedules.

The final schedule will be made available to students prior to quarterly registration. On-campus students should anticipate classes between Monday and Friday between the hours of 7:00 a.m. and 9:00 p.m., some weekend Intensives and Saturday examinations may occur. Online students have more flexible schedules but follow the same quarterly term system.

Class Breaks

Breaks may be taken during classes that are over one hour in length. Faculty generally allows a ten-minute break for each hour of class, depending on the situation. If you require additional breaks due to medical conditions, please contact the Dean of Students to discuss your situation.

Class Time Changes and Cancellation

If a class must be canceled, or a meeting time or classroom location changed, students will be notified by email or a notice will be posted on the classroom door, if a physical location.

Contact Information

Students are expected to ensure that their contact information, including physical address, phone, mobile phone, and alternate email is current on MySCNM. Official student communications will be delivered personally, via the postal service, or to a student's current preferred email as noted in MySCNM. P.O. addresses are not allowed.

Consumption of Food and Beverage in the Classroom

Adequate breaks are provided so that students may eat in the student lounge or designated areas on campus, therefore eating in the classrooms is discouraged. However, the consumption of food and drinks, within reason, is permitted in the classroom, with the exception of food-free zones in the front of the classroom. Students are asked to be considerate of others and to avoid consuming food items that create messes, smells, or noise. Students are expected to dispose of all trash and take responsibility for cleaning spills, food crumbs, etc. For health and safety reasons, neither food nor beverages are allowed in the laboratories or in any patient-contact area, with the exception of bottled water.

When and where necessary, to address documented ADA plan requirements, the school reserves the right to implement a ban on either specific foods & beverages or a total campus ban of all items, as needed. Students will be notified at the beginning of the term if there is any such ban, its scope, and extent. For more information, please see the Consumption of Food & Beverage in the Classroom policy on MySCNM.

Community Service Requirement

(ND Students)

This program, for our ND students, is overseen by the Manager of Advising and Engagement and has been established to allow students in the ND degree program to actively promote and support SCNM and the field of naturopathic medicine outside of the usual coursework experience. Community service hours may be acquired through direct service to any area of SCNM or through outreach to the general community. Students in the ND degree program are required to contribute 45 hours of their time to community service before graduation. The student does not receive academic credit or pay for these activities.

Community service opportunities may be posted on MySCNM, sent via email or in the Student Success Center (SSC). For a list of qualified activities please see the Community Service Policy on MySCNM.

Completed Community Service hours are to be logged on the College Community Service Verification form and signed by the community member supervising the work. Forms are available on MySCNM and in the Student Success Center (SSC). Completed forms are to be submitted online through MySCNM.

Additional hours beyond the required 45 will not be recorded however, they will be placed in the student's file. Students may reach out at any time with questions regarding the program or visit MySCNM to view recorded hours worked.

Designation of Status while attending School

To protect our students and the public, and to avoid confusion of health provider status, students enrolled in degree programs may only represent and identify themselves (on business cards, introductions, email signatures, letters, websites, and any other public-facing media formats, etc.), as a Student of SCNM. Students may add their current year of study or anticipated graduation date if desired. Examples are as follows:

- Student, SCNM, Class of Spring 20XX
- Student, Year 3, Southwest College of Naturopathic Medicine
- Student, Master of Clinical Nutrition Program, SCNM

ND Program Students

Failing to comply with this policy may lead to sanctions by the Arizona Naturopathic Physicians Medical Board, which may negatively impact application for licensure after graduation. ND students please see Naturopathic Medical Student Unauthorized Practice of Healing Arts section in this Student Handbook. For more information about student limitations and licensure requirements, please refer to the Naturopathic Physicians Medical Board website at www.AZND.org.

MSCN Program Students

Failing to comply with this policy may lead to sanctions by the Board for Certification of Nutrition Specialist (BCNS) for violation of their Code of Ethics. Violations can result in suspension, revoking, or denying certification. For more information about the code of conduct and certification requirements, please refer to BSCN's website at www.theana.org.

Students in all degree programs may not misrepresent their professional education, credentials, or academic standing, irrespective of licensure status in their home state, and must abide by the requirements of the state of Arizona, where the school is located. Failure to do so is seen as a Student Code of Conduct Violation for Unprofessional Behavior and Dishonesty, and subject to appropriate actions depending on the nature of the violation. If a student has a question about their ability to provide healthcare under a license that they hold during their enrollment at SCNM, the student is advised to speak with their program Dean for clarification and guidance.

Disclosure of Location (State Authorization)

US Residents

It matters where students live when taking any course outside the state of Arizona. Students are entitled to certain consumer protections and SCNM complies with state regulations in the state in which students live while taking any SCNM course. This State Authorization permission process includes any traditional, online, or hybrid program, or any course involving learning placements, outside Arizona. A learning placement includes an activity such as internship, externship, clinical rotation, practicum, independent study, study away, proctoring, etc. SCNM participates in the National State Authorization Reciprocity Agreement (SARA). Through this reciprocity SCNM is considered authorized in all SARA states outside of Arizona. SARA is overseen by a national council NC-SARA. A current list of member states can be found at <https://nc-sara.org/directory>.

Admission into a distance or online education program is granted at the time of initial acceptance into the program and is dependent on program availability in the state where you live at the time of admission. If you move to, or live in, a different state after admission to the program, continuation within the program and Federal financial aid will depend on the availability of the program within the new state where you live. Whether military personnel stationed outside the state of Arizona may enroll or continue in a SCNM distance or online education program is based on where they are stationed.

Address Change Notification

It is the student's responsibility to notify SCNM's Registrar's Office of a change in location. Please send your new address to registrar@scnm.edu from your SCNM email account and include your SCNM Student ID number in the email. Online students are asked to verify their location each quarter during registration.

International Students in Online Programs

International students are advised to understand and be apprised of the rules, regulations, and requirements related to distance or online education programs in the country in which they live; particularly:

- If the country will recognize an online degree;
- Whether the program meets licensure or certification requirements in the country; and
- If the country charges any additional taxes, withholdings or fees associated with online distance education programs

If you're enrolled in an online program, please check to ensure the online degree you are seeking will serve its intended purpose.

Exams, Assignments, and Other Forms of Academic Assessment

Exams, assignments, and various other modes of assessment are employed by course faculty to determine student performance and comprehension of materials. These forms of academic assessment are given at the discretion of the faculty member during class time or as arranged by the course syllabus or Academic Coordinator. Descriptions of the assessments employed for individual classes are identified in the course syllabi which are distributed to all students via the course instance in Canvas at the beginning of each term for each class. Tests may be provided in various formats including practical (in-person), manual, and digital formats. Final exams, if administered, are usually given during the last week of the quarter as scheduled by Academics but could be scheduled at other times due to requirements. Intensive class finals are usually given on the last day of class. Laboratory finals and Practical finals may be scheduled prior to the final week of class. Assignments and class postings are listed with required due dates in the learning management system (Canvas).

Students are expected to take all examinations at the scheduled time and day as well as complete examinations and assignments by the published deadline. This includes didactic and clinical exams, quizzes, assignments, activities, assessments, midterms, finals, and meeting attendance requirements as applicable. In exceptional situations, the course faculty may allow a student to reschedule a missed exam, provide a comparable learning activity/assignment, or permit an extension of an assignment deadline, depending on attendance, examination, and/or assignment specifications, due to an extenuating circumstance as defined in the Excused Absence Policy.

Students who cannot take an exam, or other evaluations at the assigned time, due to an extenuating circumstance, must notify the Dean of Students prior to the examination or, if incapacitated, as soon as physically possible utilizing the Excused Absence Request Form on MySCNM. Simultaneously, they also need to notify their course faculty that they are requesting an excused absence from the Dean of Students to review their request for an absence. Appropriate documentation identifying the circumstance may be required to determine the validity of the request. The Dean of Students makes a determination as to whether the absence is excused, and the faculty at their discretion make a determination as to the student's eligibility to receive a makeup exam or an extension on other classroom exercises, assignments, and

assessments. Timing, location, and format for rescheduled exams are at the discretion of faculty unless otherwise stated in an ADA accommodations plan. Please see the Special Exams section and the SCNM Course Catalog for further details and most recent policies for examinations. If the absence is excused by the Dean of Students, students will reschedule missed exams directly with course faculty, at the time and place determined by course syllabus requirements.

Other types of assessments will also require an excused absence from the Dean of Student's Office but will be subject to the expectations identified in the course syllabus at the start of the course. Students should discuss concerns about these academic assessments directly with their course faculty.

Fundraising

Since SCNM is a non-profit school, fundraising activities are regulated and restricted. Therefore, all students, student organizations, alumni, volunteers, and employees must comply with the requirements of the SCNM Event & Fundraising policy found on MySCNM. Some of the key provisions of this policy include, but are not limited to:

1. All fundraising events must support the vision and mission of the school.
2. All use of SCNM logos or brands for fundraising purposes must be approved by the Marketing Department.
3. No products or services may be in competition with products and services already, or soon to be, offered by the school.
4. All solicitations for cash, gifts, services, and/or other sponsorships must be approved by the Development Department in advance of requesting such donations.
5. Only specific, recognized activities are permitted for fundraising purposes. There are no exceptions for unacceptable activities. Please see the Event and Fundraising Policy on MySCNM for a complete list of approved and restricted fundraising activities.
6. All funds raised must be deposited with the College's Business Office within two (2) business days.
7. Fundraising may occur either on or off-campus, but the Student Code of Professional Conduct will apply irrespective of location.
8. Fundraisers are limited to no more than one (1) per week for no more than five (5) weeks in a term for anyone student club or organization.

Fundraising event requests must be submitted for approval using the Event Request Form found on MySCNM. Questions and/or concerns about appropriate fundraising activities should be addressed to the Dean of Students or Manager of Advising and Engagement.

Diversity Incidents*

*Bias act, microaggression, discrimination, harassment, hate speech, hate crime

SCNM values and supports the dignity of all community members and is committed to building a community where all individuals feel respected, included, supported, and valued. For the health and well-being of the University community, it is critical that individuals or groups who are subjected to and/or affected by a diversity incident (bias acts, microaggressions, bullying, hate speech, hate crimes) can easily report the incident and receive services and support, as needed. Diversity incidents encompass a broad range of negative behaviors that individuals or groups are subjected to, based on actual or perceived characteristics and/or membership in groups. SCNM takes proactive steps to create an educational, work, and patient/client care environment that promotes diversity, equity and inclusion. It provides support to individuals affected by diversity incidents and strives towards creating an atmosphere free from threat, intimidation, discrimination, and harassment, in which all persons and groups can learn, work, and heal.

SCNM has established a team on campus, **Diversity Advocacy Response Team (DART)**, which shall assess all reported diversity incidents promptly to determine the appropriate response and to intervene in conjunction with the appropriate campus partners, utilizing existing university policies and established investigative and adjudicative resources, as necessary. DART serves as the coordinating hub of a network of existing campus resources, focused on ensuring an appropriate response effort promptly.

Diversity incidents may be reported via the [online diversity incident report form](#), or to any of the DART members. If at any time your safety and/or the safety of someone else is at risk, please immediately dial 911.

Examples of DART's specific responsibilities include:

- Reviewing and maintaining all reports of Diversity Incidents.
- Advising persons or groups that experience a diversity incident of the possible options that are available to them.
- Recommending or identifying appropriate responses to reports that do not constitute a violation of university policy (e.g., facilitated conversations for those who were involved, passive or active educational programming for individuals or groups, and restorative practice offerings such as circles or conferencing).

- Referring reports that constitute a violation of university policy or hate crimes that constitute a violation of criminal law to the appropriate agency or department for appropriate action.
- Providing referrals for services and support including but not limited to counseling, no contact orders, law enforcement referrals, medical visits, employee assistance, or on-going conversations.
- Serving as the campus response and referral resource. DART does not directly investigate or adjudicate cases but refers them to the appropriate campus office(s). (Refer to decision tree.)
- Maintaining a record of reports and generating summary reports for use in meeting compliance, education/ professional development and accreditation requirements.
- Developing and implementing a communication plan to inform the campus community about incidents that impact the broader university community in ways that consider applicable federal and state laws. Communication will include the general nature of the incident and no identifying information will be included.

Campus communications will be posted to alert about incidents. The scope of the communication will depend on the nature of the incident and will be consistent with the university's shared values, Arizona and Federal law, and responsibility that comes with freedom of speech.

Harassment and Assault Policy

SCNM takes the health and wellness of our students very seriously. To that end, and in compliance with the Clery Act, Title IX, and the Violence Against Women Act, Student Affairs maintains regular efforts to examine SCNM's policies, protocol, and programming as it relates to reducing sexual assault, harassment, dating abuse, and stalking, as well as substance abuse education.

Harassment Prohibitions – Sexual, Domestic or Dating Violence, and Stalking

Conduct constituting sexual harassment, as defined herein, toward another person of the same or opposite sex is prohibited by this policy. The College explicitly prohibits harassment of any kind, whether sexually based or not, including offenses of dating violence, domestic violence, and stalking. It is a violation of policy for any student to engage in any act or behavior constituting harassment toward any student, employee, vendor, customer, consultant, or any other

individual or group of individuals with whom the institution interacts or does business.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a cohabitating partner, or another person with whom the victim shares a child.

Stalking is defined as repeated behavior that causes other persons significant mental suffering or distress, or to reasonably fear:

- For their own safety or the safety of a family member, pet, or a current or former household member, or romantic or sexual partner
- Their property will be damaged

Stalking behavior includes:

- repeatedly following or spying on another person
- monitoring someone's Internet or wireless activity
- making verbal, written, or other express or implied threats
- communicating, more than once, through email or electronic communication directed at a specific person without authorization or a legitimate purpose

Title IX

Title IX prohibits discrimination based on sex or gender stereotyping if it interferes with a student's ability to participate in or benefit from school programs or activities. It prohibits discrimination based on sex or gender regardless of the student's sex, gender identity, or sexual orientation, and no matter where it occurs or whether the perpetrator is a student, an employee, or a third party.

Title IX also prohibits excluding students from an education program or academic activity based on pregnancy or related conditions.

While compliance with the law is everyone's responsibility at SCNM, listed below are the staff members who have primary responsibility for Title IX compliance.

Title IX Coordinator

Director of Human Resources
480.222.9292

Title IX Deputy Coordinator

Dean of Students
480.222.9237

Responsibilities and Reporting

The Title IX Coordinator is responsible for SCNM's compliance with Title IX and the process to investigate complaints and determine whether an individual accused of sexual misconduct violated SCNM's Sexual Harassment and Student Code of Conduct policies. Currently, that person is the Director of Human Resources. Additionally, the Dean of Students has been granted the authority, as Title IX Deputy Coordinator, to take corrective measures on behalf of the school to address all

types of sexual harassment, including providing supportive measures and initiation of investigations involving sexual harassment complaints, monitoring and oversight of overall implementation of Title IX compliance at SCNM including coordination of training, education, communications, and administration of incident reporting procedures for faculty, staff, and administration. If you wish to report an SCNM faculty member, administrator, staff member, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator. The Title IX Deputy Coordinator receives inquiries or incident reports against SCNM students for sexual discrimination, sexual harassment (including stalking), sexual misconduct (including sexual assault), or retaliation. Upon receiving an inquiry or report, the Dean shall notify the chief academic officer of the allegations. The chief academic officer will determine whether further investigation is necessary or request that a disciplinary process be initiated. Please utilize the Sexual Violence/Assault report form on MySCNM at <https://sexual-violence-assault-form.questionpro.com/>

When the Title IX Coordinator or Deputy Coordinator receives a report of a potential violation, they will provide information to the student regarding:

- Available services, such as counseling and healthcare
- Accommodations for working or study situations
- Alternative scheduling for courses or rotations
- Zero Tolerance Statement on retaliation
- Information about SCNM's responsibilities regarding an order of protection, including no-contact orders and restraining orders
- Information on SCNM's Privacy Policy regarding confidentiality of all parties involved in the incident, all records utilized in the report, and subsequent investigation

Additionally, in the case of medical and other licensed professionals on campus, students have the right to report the incident, if they chose so, to the appropriate credentialing body.

SCNM Employee Reporting Responsibilities

All SCNM employees that have been made aware of any harassment or misconduct offenses are required to report all details to the Title IX Coordinator and must make students aware of their reporting obligations. Additionally, they must make the student aware of the extent to which they may be able to maintain a student's privacy. If requested, a complainant's identity will remain private unless disclosure is necessary for campus safety reasons.

Right to a Confidential Employee

Students are also encouraged to report Title IX violations to other individuals on campus that have a professional duty to maintain confidentiality including the licensed Mental Health Counselors and Doctors in the Medical Center and Neil Riordan Pain Relief Center. They are not required to report the incident without your explicit permission. You may also utilize the online anonymous and confidential Sexual Violence/Assault Reporting Form on MySCNM.

Definition of Sexual Harassment and Sexual Assault/Rape

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, digital, 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 rejection 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.

Sexual harassment or abuse takes many forms; examples of conduct which might be considered sexual harassment under this policy include but are not limited to:

- Sexual exploitation of a relationship between individuals of unequal power and authority;
- Sexual exploitation of a relationship between peers and students that could affect the workplace or educational environment;
- Repeated and unwanted requests for dates, sexual flirtations, or propositions of a sexual nature;
- Subtle pressure for a sexual relationship;
- Sexist remarks about a person's clothing, body, or sexual activities;
- Unnecessary touching, patting, hugging, or brushing against a person's body;

- Direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, or academic standing;
- Physical assault;
- Conduct of a sexual nature that causes humiliation or discomfort, such as the use of inappropriate terms of address;
- Sexually explicit or sexist comments, questions, or jokes, in writing, digital format, or on clothing.
- Conduct of a sexual nature that creates a hostile work or educational environment.

Sexual abuse takes many forms; examples of conduct which might be considered under this policy include but are not limited to:

- Dating Violence: violence, whether physical, sexual, or the threat thereof, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim;
- Sexual Assault/Rape: an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program.

Definition of Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions if those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given at that time, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to choose fully, and knowingly, to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent for any reason. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Definition of Other Harassment

Harassment based on, but not limited to, race, color, age, sex, sexual orientation, gender, religion, national origin, citizenship, marital status, physical or mental disability, or any other protected or minority status is a violation of federal and state law.

Examples of conduct that may constitute harassment based on a legally protected class include, but are not limited to:

- The use of slurs biased toward any protected group;

- Epithets or negative stereotyping;
- The use of socially unacceptable words at the workplace, even between employees or students of the same protected basis;
- Hazing;
- Printed or digital materials that show hostility towards any legally protected basis.

Harassment is defined to include any verbal, digital, 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.

Harassment is conduct that seriously alarms or annoys another person, including:

- Following or spying on someone in a public place after being asked to stop;
- Anonymously or otherwise contacting or communicating with them;
- Making false reports to law enforcement, or a credit or social service agency;
- Interfering with their utility services.

It is also a crime to use electronic communications (e.g., cell phone, text message, instant message, or email) to terrify or intimidate someone by making:

- Lewd or lascivious suggestions or using offensive language;
- Threats of physical harm;
- Repeated anonymous or unwanted contact.

Any reported incidents are published in the Annual Security Report available on MySCNM.

Harassment Disciplinary Procedure Rights

If a formal incident report is filed by a person alleging sexual harassment or signed by the Title IX Coordinator or Deputy Coordinator, SCNM will initiate an investigation. The investigation will:

- Include a reasonably prompt, fair, and impartial process
- Be conducted by officials who are trained in investigating and resolving these issues
- Provide both the complainant and the respondent equal opportunities to:
 1. Access information that will be used at formal and informal meetings or hearings, and review any evidence obtained during the investigation
 2. Present witnesses and other evidence
 3. Have an advisor (who may be an attorney), or another support person present during the investigative process
 4. Allow advisors to cross-examine witnesses and parties
 5. Allow either party to request that they be in separate rooms with technology enabling them to see and hear witness or party questions

Additionally, both parties may agree to a temporary delay of the formal hearing to participate in an informal resolution process, except when the allegations involve an employee sexually harassing a student.

The complaint and respondent will receive simultaneous notification of:

- A statement of, and rationale for, the result of the proceeding and any disciplinary sanction imposed against the respondent
- Information on how to exercise the right to appeal the result
- Any change to the result
- When the result becomes final

Discipline and Consequences

Any student who permits, does not report, or engages in sexual or other prohibited harassment will be subject to disciplinary action, including dismissal. Legal action is also possible in addition to academic consequences. Any person who is a victim of or knows someone who is the victim of such harassment behavior must immediately contact the Dean of Students and/or the Director of Human Resources if a faculty or staff member is involved.

The Director of Human Resources and/or Dean of Students will put the findings in writing and forward a copy to the Vice President of Student Affairs, and the President, if a faculty or staff member is involved, at the end of the investigation. Results may be indeterminate. If so, the matter will be recorded as unresolved, and record of the investigation will be maintained in a separate file apart from any personnel or student file. If an individual is found to have engaged in sexual or other harassment, they are subject to all disciplinary action for violation of this policy up to and including suspension and/or dismissal as is consistent with existing policies and procedures. This policy explicitly prohibits retaliation against an individual who in good faith makes a formal incident report of sexual or other harassment. SCNM will not allow any reprisal in any form against any complaining party or corroborating witness. By the same token, irresponsible and frivolous incident reports or accusations will not be tolerated and may be subject to a Code of Conduct investigation.

Campus Sexual Assault Complainant's Bill of Rights

In accordance with the Campus Sexual Assault Victim's Bill of Rights (1992) and section 485 of the Higher Education Act of 1965 (revised 2010), SCNM has implemented the following Bill of Rights that shall be afforded to all complainants of reported campus-related sexual assaults. These rights have been adapted for SCNM from the language used in the Higher Education Act and are described in more detail throughout this section.

1. The right to have any and all disclosures of domestic violence, dating violence, stalking, and sexual assault against them treated with seriousness and receive, from the institution, courteous, fair, and respectful health care, and counseling services, where available.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, if the victim so chooses, including make a report to local law enforcement and/or the state police; and the right to the full and prompt cooperation and assistance of College staff in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from College staff that complainants: (a) not report crimes committed against them to civil and criminal authorities or to campus safety or (b) report crimes as lesser offenses than the complainants perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault complainants not report, or under-report, crimes because: (a) complainants are somehow 'responsible' for the commission of crimes against them; (b) complainants were negligent or assumed the risk of being assaulted; or (c) by reporting crimes they would incur unwanted personal publicity.
5. The right to participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard and in so doing, to describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
6. The same right to legal assistance, or ability to have others present, including an advisor of their choice, in any campus disciplinary proceeding that the institution permits to the respondent; and the right to be notified of the outcome of such proceeding.
7. The right to counseling services from any mental health services previously established by the institution, or by other complainant-service entities, or by complainant themselves.
8. After campus sexual assaults have been reported, the complainants of such crimes shall have the right to require that appropriate College staff take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the immediate transfer of classes if requested by the complainant. College staff must also immediately honor any orders of protection issued by the court, including no-contact orders and restraining orders.
9. The right to receive simultaneous notification of the results of the proceedings and any sanctions imposed on the respondent(s).
10. Access to at least one level of appeal of a determination.
11. The right to report any inappropriate action, or lack thereof, in the handling of a reported sexual assault on the part of the College as a Title IX incident.
12. Be protected from retaliation by the institution, any student, the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
13. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of SCNM.
14. The right to have all information about the student, any proceedings, and resulting actions, remain confidential and available to campus administration only on a restricted need-to-know basis to implement any requirements of adjudication or court order. All information will be managed by the Dean of Students' office and will not be made part of any academic record or publicly available records.

Hardware/Software Standards

Students are expected to have access to an updated and reliable personal computer and internet connection meeting SCNM minimum specification. For more information please visit <https://techcheck.scnm.edu/>.

Information Technology

The Information Technology Acceptable Use Policy (available on MySCNM) defines the boundaries or acceptable use of SCNM computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of SCNM to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of SCNM students, faculty, employees, and visitors. SCNM does not tolerate the use of any of its technology to harass, demean, or intimidate any community member, or for use in conducting unauthorized business activities.

Integrity and Academic Honesty

SCNM values the pursuit of knowledge, research and personal growth. These pursuits cannot be achieved without an adherence to ethical standards of behavior and honesty. As we embrace this quest for academic growth, we are guided by an SCNM Core Value, Do the Right Thing. Academic Integrity is the commitment to and the demonstration of honesty and integrity within an academic or learning environment. 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 full disciplinary action up to, and including, permanent academic dismissal or reversal of conferral of a degree.

Academic Confidentiality of Examination and Assessment Structure and Content

Students are required to maintain the educational integrity and instructional value of academic training by honoring the confidentiality of the assessments utilized in evaluating professional progress. This includes not sharing information about content, process, and structure of assessments with other students, or discussing the assessment with unauthorized faculty or staff. Discussions about performance on assessments should occur solely with the designated faculty responsible for that assessment.

Cheating

- No student shall offer or provide information of any kind to another student during an examination or quiz unless otherwise instructed by a faculty member.
- 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.
- No student shall be in possession of any written or electronic material or other devices, which may be of assistance in taking a quiz or exam, which has not been authorized by the faculty member.
- 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.
- No student shall take, steal, or otherwise procure or utilize any pieces or work of writing, whether hard copy or electronic, from another student, individual or external source and attempt to present as their own original work.
- No student shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing, on hard copy or electronic form, which contain the questions or answers to an exam scheduled or an assignment or project to be given to any individual or group enrolled in any course of studies offered by the College.
- No student shall attempt to bypass security measures on electronic testing software or deliberately create computer issues with the intent of hiding inappropriate actions. Additionally, students will not use additional technologies to capture questions used in electronic testing.

Examinations

To ensure students understand what constitutes cheating and academic dishonesty, the following details are listed below. When taking in-person or online examinations or other individual graded assessments, students:

- Are expected to abide by SCNM's Code of Professional Conduct and Academic Honor as described in the Student Handbook. Cheating is a violation of the SCNM Code of Professional Conduct and Academic Honor policies and undermines the community of trust and integrity of which we are all stewards. Failure to follow the Code of Student Professional Conduct and Academic Honor policies as outlined in the Student Handbook will not be tolerated and may be subject to disciplinary actions, including suspension and dismissal.
- Should encourage honesty and discourage dishonesty among other students.
- Must refuse to assist other students in cheating.
- Are expected to adhere to all expectations as outlined in course syllabi as well as examination / assessment instructions. Some examinations and assessments have specific requirements and unique expectations.
- Are prohibited from taking a screenshot, photo, or transcribing questions and/or responses to questions or sharing answers with other students.
- May not receive/send answers from/ to other students (via text, instant message, phone, email, etc.)

In addition to the expectations outlined above, when taking in-person or online examinations students:

- Are required to leave all books and other aids in an inaccessible spot, such as in the front of the room or in another room (exception: open-book tests).
- Are not allowed to talk to each other during an examination.
- Must ensure that their line of sight does not cause suspicion of cheating and should not look in various directions that may cause suspicion as to intent.
- Should place as much space between themselves and other students as possible, when necessary.
- Are encouraged to take the initiative to prevent others from copying their work.
- May not leave the room or virtual testing environment and return to the test without expressed permission by the faculty or proctor, unless provided by an ADA Accommodation plan. ADA Accommodation plans should be discussed with faculty in advance of test.
- Students speaking to others or appearing to engage in academic dishonesty during an exam will result in a suspension of the exam result, pending investigation, and may be subject to further disciplinary actions.
- May not eat during exams unless covered under an ADA Accommodations plan.

- If note / blank paper is allowed, all notes must be turned in with the exam or destroyed as instructed.
- When using electronic testing, proctored technologies may be employed. This includes showing the testing environment before starting and remaining visible in camera/webcam view at all times.

Students who violate any standard above will receive an automatic zero for the examination or assignment and are subject to disciplinary actions.

Intellectual Property

SCNM's Intellectual Property policy clarifies the rights and responsibilities for Southwest College of Naturopathic Medicine & Health Sciences (SCNM) an Arizona non-profit corporation, its employees, non-employee students of SCNM, and anyone who creates Intellectual Property with significant use of SCNM resources in the development and use of educational materials and other intellectual property. In general, SCNM provides its employees with broad rights to use educational materials they create as SCNM employees, but with the exceptions as described in the Policy. Students engaged in research are required to sign off on SCNM's Intellectual Property policy prior to engaging in research at SCNM. For more information, please see College Policies on MySCNM Campus Life tab.

Plagiarism

Plagiarism occurs when one reproduces another's words, ideas, or work without proper acknowledgment; 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 (see also SCNM's Copyright policy on MySCNM.)

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

Lobbying/Advocacy

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/advocacy activity would contribute directly and substantially to meeting the College's tax-exempt purposes. No political lobbying activity is allowed by any person on behalf of SCNM at a state or federal level. Lobbying is also prohibited on SCNM premises, using SCNM

technology or at any SCNM function unless the activity is pre-approved by the President, Business Office, and Dean of Students 15 days prior to the event.

Personal Belongings

Please be sure to secure your belongings while on campus or at any campus affiliated site. Neither the College nor the SCNM Medical Facilities are 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.

Photographs, Images, and Video Recording

In order to promote all SCNM departments, including medical centers, through various media (including television, the SCNM website, magazines, journals, newspapers, online presentations and internally developed publications and advertisements) faculty, staff, visiting scholars/scientist and students may be photographed and/or video recorded. SCNM retains ownership and reserves the right to publish these photographs and videos.

Photography and video recording are not allowed in the gross anatomy lab. While SCNM supports and facilitates the recording of most classroom and laboratory sessions, permission to record any session remains at the discretion of session instructors with final determination by the program Dean.

Students must obtain written permission from the classroom instructor(s) before recording by audio, video, or any other electronic means any in person or virtual classroom session, by completing the SCNM Classroom Recording Permission Form. SCNM only allows students to record classroom sessions for their personal educational use. Students are explicitly prohibited from posting recordings online or publicly sharing recorded classroom sessions.

Safety and Prevention Courses

As part of our ongoing effort to support the health and safety of our entire SCNM community SCNM partners with a third-party vendor to bring staff, faculty, and students online training courses. These courses are not for credit and are free to students.

SCNM requires all incoming students to complete the following free online courses: AlcoholEDU, Diversity, Equity, and Inclusion, and in compliance with Title IX and the Clery Act, Sexual Assault Prevention for Graduate Students. Prior to

graduation, students are required to complete Prescription Drug Abuse Prevention, and Sexual Assault Prevention - Ongoing. This requirement is enforced during registration and applies to all degree-seeking students regardless of full- or part-time status.

SCNM Email Account

SCNM provides students with an SCNM email account to communicate with professors, administration, staff, and students. Students can access their email at 365.scnm.edu or on MySCNM. By joining the SCNM community you agree to receive school-related information through your SCNM email account. You can access your account online at 365.scnm.edu. You can also configure your mobile device to access SCNM email. Additional information is available on MySCNM.

This account is used as an effective and timely means in which to get pertinent information, including but not limited to:

Academic:

- Cancellation of classes
- Test notifications and instructions
- Class meeting changes
- Assignment notifications and deadlines
- Final Exam and Schedule Changes

Administrative:

- Business Office notices and updates
- Financial Aid information and deadlines
- Registration notices
- Policy Changes and Annual Required Notifications
- Campus updates
- Course Evaluations
- Student Support Services announcements (Dean of Students, Advising/Engagement, Learning Specialist, Career Services, etc.,)

As a student, you are required to monitor your SCNM email account often, at least daily. Failure to monitor email will negatively impact the student experience and will not be accepted as an acceptable reason for not reviewing important materials.

Students are responsible for keeping their accounts secure, do not share credentials with anybody outside of the SCNM IT team.

SCNM Logo

The Southwest College of Naturopathic Medicine name, trademarks, and logo are proprietary and are to be used by persons and associations both within and outside of the College only with permission of the SCNM Marketing Department. Outside parties, must obtain express written permission from the SCNM Marketing Department. When allowed, the printing of the logo and trademarks must be done

with original quality reproductions under the supervision of Marketing.

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

Textbook lists are posted in Canvas and in the Library. It is highly recommended that textbooks be acquired and/or downloaded before the first day of class.

Smoke-Free Campus

SCNM campus is smoke-free. Smoking of any product, including electronic cigarettes and other vaping products, is prohibited on the SCNM Campus. Consequently, use, distribution, or sale of tobacco, in College buildings or on College premises, without exception, is prohibited. This includes, but is not limited to sidewalks, parking lots, landscaped areas, recreational areas, and buildings on any SCNM property and in SCNM owned, rented, or leased vehicles, and at events on-premises. Please refer to Smoke-Free Campus Policy on MySCNM.

Social Media and Promotional Guidelines

All SCNM students, future, current, or graduate, are expected to represent themselves and the school, in all online, broadcast, and promotional circumstances, in a professional manner that reflects the values of the professional and SCNM. These behaviors include professionalism, accountability, integrity, honor, acceptance of diversity, inclusion, respect for difference of opinion, and commitment to ethical behavior.

Moreover, students should be aware that even personal activities could be subject to professional scrutiny when transmitted in a public forum. It is best to present yourself and your profession in an ethical, respectful, professional, and mature manner at all times. As members of a larger SCNM community, we expect all community representatives to:

- Use good judgment in anything you post, quote, transmit, or release to the public.
- Post only truthful, scientifically-researched, proven, and accurate information, differentiating your personal opinion from fact.
- Maintain HIPAA and FERPA requirements by avoiding personal interaction with patients, past or present, and offering medical advice, especially diagnosis and treatment, even if licensed to practice medicine.
- Avoid misrepresentation of SCNM in all public formats.
- Be transparent by using disclaimers distinguishing your views as your own and not those of SCNM.
- Do not present yourself as an official representative or spokesperson for SCNM.

- Be respectful of others and the diversity of all peoples.
- Follow copyright laws fully.
- Do not disclose any patient information, even without the identification of personal information.
- Carefully avoid political endorsements even on personal social media accounts. Endorsements of any candidates or political parties via SCNM social media channels is strictly prohibited.
- Comply with all legal restrictions and obligations of all online, broadcast, and promotional sites and weblogs.

Special Exams

Special Didactic Exam Requests

SCNM recognizes that under certain circumstances testing may occur at a different time, location or format than originally scheduled.

There are three categories of special exams:

1. ADA Accommodation Plan Requirements
2. Rescheduled Test due to Excused Absence
3. Non-excused / Discretionary Requests

Students are responsible for requesting a rescheduled didactic exam as soon as known but at least 72 business hours in advance of the regularly scheduled exam time, or within 24 hours of return from an unplanned absence. Requests received after that period will be processed, when possible, but there is no guarantee of test availability.

Please see below for more information on the various special exam request types and SCNM's Testing Facility. You may also visit MySCNM for the submission guidelines and expectations for each request type.

Accommodation Requests

Students who receive testing accommodations as part of their ADA documented plan will be allowed to schedule their tests according to their accommodations plan. Faculty will be notified at the beginning of the term of the student's testing accommodations. Information on testing accommodations will also be entered into Canvas. It is suggested that students send faculty a friendly reminder that they will be utilizing their accommodations in an upcoming test.

Depending on the testing format required, the Dean of Students may need to schedule a test in the Testing Center. Students must notify the Dean of Students and their faculty that they intend to utilize this accommodation at least one week in advance of the test. Please contact the Dean of Student's office if there are any concerns over testing and accommodations.

Excused Absence Requests

Absences must be reported (see the steps below) prior to the absence, scheduled exam, or assessment deadline unless due to sudden emergency or the student being incapacitated, in which case notifications are required upon resolution of the emergency or upon returning to class, whichever is sooner. Failure to submit documentation within this time frame will result in an Unexcused Absence. Qualified absences include documented illness, accident, family emergency, unavoidable medical appointment, death of a loved one, court appearance, religious holiday (with a religious exemption on file with the Dean of Students Office), or other unique extenuating circumstance as approved by the Dean of Students in advance of the request. Unexcused and non-qualifying absences will not be covered under this category.

The Dean of Students makes a determination as to whether the absence is excused, and the faculty at their discretion make a determination as to the student's eligibility to receive a makeup exam or an extension on other classroom exercises, assignments, and assessments.

To request an Excused Absence, students must complete the following steps:

1. Complete the Excused Absence Request Form and, when applicable, provide medical, religious, or other supporting documentation to the Dean of Students Office. For non-acute illness, medical documentation from a neutral (non-supervisory) qualified licensed health care professional must accompany their Excused Absence Request Form.
2. Immediately notify the course faculty by email. Clinical clerkship faculty must be notified by phone.

Please note: Absences for presenting at a conference must be pre-approved by the program dean prior to notifying faculty or completing the Excused Absence Request Form.

The Dean of Students will evaluate the submitted excused absence request along with supporting documentation to determine whether it conforms to the SCNM Excused Absence Policy. The Dean of Students will issue either an Excused Absence or Unexcused Absence decision. This decision is communicated to the student, the course faculty, and the program dean within one business day. The faculty will then notify the student as to whether or not the Excused Absence permits them to take a rescheduled exam, receive an assignment deadline extension, or complete a comparable learning activity/assignment. The format of any rescheduled exam will be determined by the faculty member, subject to any ADA testing accommodations required by law. Special Examination Fee(s) apply for missed exams (see Tuition and Fees).

Requests to reschedule tests or receive an assignment deadline extension, or comparable learning activity or assignment for Unexcused Absences are solely at the

discretion of the faculty member and will be refused if deemed not within the parameters of the assignment, activity, and/or course syllabus.

Students who are not permitted to make up a missed examination or assignment and/or believe they were not provided fair treatment may utilize the [Academic Compliments, Complaints and Grievances form](https://scnm.questionpro.com/a/TakeSurvey?tt=OUbNsHKC_SrU%3D). https://scnm.questionpro.com/a/TakeSurvey?tt=OUbNsHKC_SrU%3D

Testing Center

The Testing Center, located in the SCNM Library, is utilized by on-campus students or local online students for taking rescheduled or relocated didactic tests, as required and approved by the Dean of Students. Additionally, students on an approved ADA accommodation plan may take tests in the Testing Center. It is not open to general usage but students as an alternative testing location.

Non-didactic Special Exam Requests

Milestone Exams, Practical Exams, and other assessments, if approved, will be rescheduled in their suitable alternative locations directly through faculty and their academic coordinator.

Textbooks/ Recommended Resources

The list of required texts or recommended resources is compiled and made available to students during New Student Orientation and prior to the start of each quarter. Changes in textbook or resource requirements will occur after week 8 of the prior quarter. Changes may only be made after week 8 under exceptional circumstances (i.e., book/resource is unavailable from the publisher, not available in digital format, or out of print) and only with approval from the Department Chair and/or Division Director.

Required texts and resources are defined as material that is covered in class and that students will be expected to know and for which they will be tested. Recommended texts are defined as materials that more fully explores and reinforces course information are optional but highly recommended reading for students. 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 textbooks is provided, there will be a limit of two choices. If the faculty feels that more than two choices of a required text are needed, the Department Chair must approve the choices. Texts are only required for a course if they will be heavily used within the course.

Weapons, Explosives, and Firearms

SCNM seeks to maintain a welcoming and safe environment for students, employees, patients, and visitors. Toward welfare, safety and for the preservation of property on campus, use, possession, display, or storage of any weapon, explosive device, or firearms is prohibited on College property including all land, buildings, and vehicles owned by SCNM, irrespective of individual licensing certifications. Additionally, they are not allowed at any associated clinical or off-site locations. Please refer to Weapons, Explosives, and Firearm Policy on MySCNM.

Weapons, Dangerous Instruments, or Materials – Possession and Use

This is defined as possession or use of any weapon, dangerous instrument, or material, regardless of its legality, on College premises, or at any activity or function sponsored, authorized, or approved by the College. Weapons, Dangerous Instruments and Dangerous Materials include, without limitation, anything that, under the circumstances in which it is used, carried, displayed, possessed, or attempted to be used or threatened to be used, is readily capable of, or may be perceived by a reasonable person as being readily capable of, causing death or injury. Instruments and materials properly used under the direct supervision of, and at the direct instruction of, College faculty in connection with legitimate curricular/clinical activities are excluded from this prohibition.

Student Code of Professional Conduct and Academic Honor

The purpose of the Student Code of Professional Conduct and Academic Honor (Code of Conduct or Code) is to foster a community of responsible citizens who conduct themselves according to principles of honor, integrity, respect, and civility. In order to maintain such a community, any and all students of SCNM are implicitly required to abide by its standards, and further agree to hold all other citizens of the community equally accountable for adherence to the provisions of the Student Code of Conduct.

SCNM is dedicated not only to learning and to the advancement of knowledge but also the development of ethically sensitive and responsible students and graduates. In furtherance of this objective, the Code recognizes the basic premise that learning is a process of individual effort and commitment, accompanied by moral and intellectual integrity, and coupled with adherence to basic standards of appropriate behavior.

The authority of SCNM to promulgate disciplinary and judicial procedures and impose sanctions upon students found responsible for violating the Code of Conduct derives from the Board of Trustees' November 1998 resolution (1998 Resolution), which provides as follows: "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."

Consistent with the 1998 Resolution, the purpose of the Code is to establish standards of conduct that:

- promotes a safe and respectful learning environment,
- is consistent with the Core Values and educational mission of the College, and
- protects access by all members of the College community to a campus atmosphere that is conducive to the College's educational endeavors.

Any student who engages in, or attempts to engage in, conduct that disregards, threatens to undermine, or otherwise impedes the purpose of the Code or the 1998 Resolution is subject to disciplinary action, regardless of whether the behavior at issue violates any standard of conduct specifically addressed in the Code. Further, all students are expected to make themselves familiar with—and are charged with knowledge of—this Code; ignorance of this Code is not a defense to, or grounds for excusing, violations of the Code of Conduct.

As a precondition for matriculation, students will sign an acknowledgment that they have read, understand, and agree to follow all the material contained in the Student Handbook and Course Catalog, including the Student Code of Professional Conduct and the Integrity and Academic Dishonesty policies and will adhere to their requirements.

SCNM welcomes alumni to our campus. Alumni and former students Additionally, are required to continue adhering to the requirements of the Student Code of Conduct. Violations in the Code of Conduct by former students may result in loss of access to the campus, resources, and all other SCNM sites and activities. The following presents a clear statement of student responsibilities, conduct, and behavior. It defines prohibited conduct, the disciplinary process for violations, and potential consequences for violations. As it relates to student conduct, a student is defined as any individual registered or enrolled in a class/rotation at SCNM, including and from the date they submit a tuition deposit toward enrollment until the last day of the quarter in which they graduate. SCNM retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal, or graduation.

Reporting Violations of Law

Within five (5) business days of an incident, all students must report to the Dean of Students any suspected violations of local, state, and federal laws and regulations.

To the extent the College believes that a disciplinary infraction may also violate applicable laws and ordinances, SCNM reserves the right to report such behaviors to proper authorities, in addition to any internal disciplinary action taken by the College pursuant to the Code. Specifically, the 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 Medical Board, NPBOMEX, in compliance with Arizona statutes. This includes practicing without a license.

Modification of Code

SCNM reserves the right to create, modify, or make changes to the policies from time to time, as needed, or when deemed necessary. SCNM will communicate those changes with reasonable notice to all interested parties. These regulations may be extended or amended to apply to new and unanticipated situations, which may arise.

Student Professionalism

SCNM students will demonstrate professionalism at all times. These behaviors and attitudes embody the commitment to excellence, honesty, and integrity, expertise, humility, respect, compassion, awareness of interpersonal boundaries, and comportment.

Expectations for professionalism include but are not limited to:

- Attendance at regularly scheduled instructional sessions, whether in person or through digital formats;
- Relating well to patients and establishing sensitive and professional relationships with them;
- Responding to criticism with appropriate modification of behavior;
- Interacting effectively, humanely, and consistently with faculty, peers, staff, and all members of the SCNM/SCNM community;
- Demonstrating honesty, courtesy, and integrity in all aspects of interaction with patients and others be it public or private;
- Being punctual and dependable;
- Being receptive to instruction by faculty and staff;
- Exhibiting grooming, dress, and hygiene commensurate with responsibilities, irrespective of the learning format;
- Demonstrating knowledge of medical and generally accepted ethics;
- Maintaining confidentiality at all times.

Online Behavioral Expectations

SCNM is committed to providing courses that meet the highest standards of excellence. The way you conduct yourself in an online course is a reflection of your professional and ethical choices.

Netiquette refers to the etiquette for online communication. Netiquette is a very important consideration when participating in an online classroom. Since your communication with classmates and your instructor will primarily be through written or nonverbal channels, the lack of facial expressions, voice inflection, and body language are absent and may lead to misinterpreted messages. For that reason, standards of etiquette have been created for communicating in an online environment. You will be expected to follow these guidelines in all your communications, including emails, discussion forums, and online meetings.

Online Course Expectations for Netiquette

- Embody SCNM's Core Values of: We Love, We Do the Right Thing, We Achieve Excellence, and We are Resilient.
- Be professional. Interact with your fellow course participants and faculty as you would in your future professional life.

- Adhere to standard rules for grammar and spelling.
- Online discussion boards allow for an exchange of ideas and practice of the skill of persuasion. Avoid using hurtful or hateful speech and inappropriate language. You may disagree with an idea without insulting the person. Question ideas, not people. Consider how issues may appear from other perspectives.
- Do not flame (personally attack) others. This can be considered cyberbullying, which can include, but is not limited to:
 - Insulting: posting and/or spreading false information about a person that could cause harm to a person or a person's reputation.
 - Targeting: singling someone out, pressuring others to attack, or tease others.
 - Excluding: pressuring others to exclude a person(s) from an online or offline community.
 - Harassment: repeatedly sending someone inappropriate, distasteful, mean, or insulting messages or images.
- Don't overshare personal information. Also, do not disclose the email address or phone number of your classmates or students. Doing so is a violation of FERPA.
- Review your comments before you publish them to ensure there are no unintended meanings.
- If you are writing an email or post about something that you are emotional about, be sure to review your comments before you publish them to ensure that accurate tone and meaning is reflected in your message.
- UPPERCASE letters in online communication are generally associated with shouting. In most cases, this will not be appropriate.
- Think critically and be concise, accurate, and clear to promote understanding.
- Be specific when asking questions. For example, if you are having difficulty with an assignment, explain what assignment it is, what you understand, and what you are having difficulty with so faculty can construct an appropriate response for you. Always make an effort to find answers to your questions before asking.
- Cite all quotes, references, and sources and use the proper citation format.
- Do not record any sessions, lectures, or activities without explicit permission from faculty and participants, or as approved by the SCNM administration as part of an accommodations plan.

This Netiquette policy was adapted from Rutgers University <https://onlinelearning.rutgers.edu/faq/netiquette>, New Mexico State University Online Course Developers Guide, Virginia Shea's The Core Rules of Netiquette, and Howard Community College's Netiquette Statement.

General Behavioral Expectation

SCNM expects students to always conduct themselves in an honest, responsible, and professional manner. The rules of student conduct are an expectation of student behavior regardless of the location or electronic format of the alleged violation/infraction. At all times students are expected to be respectful to others in the SCNM community; respectful to patients and others in the wider community; and to demonstrate professional behavior, accountability, and high ethical standards.

At a minimum the SCNM Code of Conduct requires that, all SCNM students, on and off-campus, are expected to:

- Conduct themselves in a courteous and professional manner;
- Observe federal, state, and local laws and ordinances;
- Comply with the specific standards of behavior set forth in the Code;
- Refrain from engaging in behavior that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the College;
- Refrain from any behavior that endangers or threatens the safety, or physical, mental, or emotional health, of any person, or that inflicts, or threatens to inflict, damage on the property of the College or a member of the College community.

Specifically Prohibited Behaviors

It is the intention of this Code to clarify the expectations of students and the standards of behavior essential to the College's educational mission and its community life. Please refer to the remainder of the SCNM Student Handbook and other SCNM publications, as well as the SCNM Course Catalog and, for ND students - the SCNM Clinical Handbook for additional areas related to clinical practice and training, each of which also discusses behaviors that may subject students to disciplinary sanctions under the Code of Conduct.

Violations of the Code of Conduct in any form may be grounds for immediate dismissal, even for first-time offenses. 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.

The following behaviors are prohibited on College premises and at all College activities and events. In addition, students are subject to discipline for engaging in prohibited behaviors, regardless of the location of their commission (on or off campus), particularly if the behavior at issue directly and adversely affects the College or members of the College community.

Abuse/Harassment

Abuse or Harassment will not be tolerated, as defined herein, on College premises or at functions sponsored by, or participated in by the College or members thereof. See Harassment and Assault policy.

Acts of Dishonesty

Dishonest, fraudulent, or deceitful behavior in any form, 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; or tampering with the election of any College recognized student organization (see Integrity and Academic Honesty Policy).

Aiding and Abetting Violations

Aiding or assisting in the commission of a violation, including assisting, or encouraging the active perpetrator of an offense and sharing the intent of that offender. A student's mere presence at the scene of the offense or failure to prevent the commission does not constitute an offense unless the student's passivity was designed to operate as an encouragement to or protection of the active offender.

Bullying Behaviors

Unwanted, aggressive, mean-spirited acts of verbal or cyber intimidation or taunting, spreading of rumors and/or private information with the purpose of doing harm, public exclusion and shaming, taunting, pejorative labeling, trolling, and other similar and/or repeated behaviors with the intent of dominating, controlling, or humiliating others, or with the intent of dissuading continuation of educational pursuits and goals will be regarded as bullying.

Campus Demonstrations

Participation in a campus demonstration which disrupts the normal operations of the College, incites others to disrupt scheduled and/or normal activities within any campus building or area, or otherwise infringes on the rights of members of the College community to participate in their educational pursuits.

Disorderly and Lewd Conduct

Conduct that is disorderly, lewd, obscene, or indecent; conduct that breaches the peace; aiding, abetting, or procuring another person to engage in such behavior. Obscene behavior includes any depiction, display, or distribution of materials that are offensive to commonly accepted standards of decency.

Disruptive or Disrespectful Behavior

Any behavior that disrupts, obstructs, interrupts, or otherwise distracts from the educational environment or any administrative, disciplinary, or other activity sponsored, authorized, or approved by the College, including teaching, research, administration, SCNM Medical Facilities, off- or extended-site activities, College public service functions, or other authorized activities. Disrespectful behavior includes, without limitation, any behavior that is rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another.

Drugs - Possession, Use, and Distribution

Possession, use, or distribution of drugs on or off College-controlled property, regardless of whether the violation ultimately results in conviction or prosecution under relevant criminal laws. Drugs include any controlled substance, as defined by law; any ingestible, injectable, inhalable, or mind-altering substance, the use of which may subject a person to criminal prosecution; any prescription medication, unless properly prescribed for personal use by a licensed practitioner of the healing arts, and used in the manner and for the purposes prescribed; any over-the-counter medication or medicine-like substance (including herbal or homeopathic products) intentionally misused in contravention of the manufacturer's written directions.

Substances that are properly used under the direct supervision of, and at the direct instruction of, College faculty in connection with legitimate curricular/clinical activities are excluded from this prohibition. For more information see the SCNM Drug and Alcohol Abuse and Prevention Policy.

Endangerment/False Endangerment

Violations of fire/life safety provisions including, but not limited to, arson or attempted arson; use/possession of fireworks; misuse or damage of fire/life safety equipment; tampering with, initiating, or causing to be initiated any false warning of emergency or life-threatening circumstances.

General Misconduct

Any violation of the General Behavioral Expectation; any actions or behaviors, not otherwise codified herein, which by their nature disrupt the life of the academic community or cause harm of any kind.

Insubordination

Failure to comply with directions of college officials, faculty, staff, janitors, or campus security who are acting in the performance of their duties; disobedience to, or defiance toward, College personnel; or inappropriate or disrespectful behavior toward employees performing job functions.

Interference with/Abuse of the Campus Judicial System

Interfering with or abusing any campus investigation, disciplinary proceeding, or incident report/grievance proceeding in any manner, including, but not limited to the following:

1. Failing to respond to the summons of a judicial body or College official;
2. Withholding, or failing to disclose, upon request of a College official, information relevant to an investigation of alleged misconduct;
3. Falsifying, distorting, or misrepresenting information before a judicial body during disciplinary proceedings;
4. Disrupting or interfering with the orderly conduct of a judicial proceeding;
5. Failing to maintain confidentiality concerning an investigation of alleged misconduct or disciplinary proceeding;
6. Causing or requesting the institution of an investigation of misconduct or the institution of a disciplinary proceeding knowingly without cause;
7. Attempting to discourage an individual's proper participation in, or use of the judicial system;
8. 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;
9. 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.

Identifying as a Representative of SCNM

Students may not present themselves as a representative of SCNM without unequivocal approval by direct SCNM supervision or an executive administrator of the college. This includes portraying yourself as an official or employee, claiming that you are speaking on behalf of the college, student body, or any subset of the SCNM community, representing while in attendance or engaged in outside activities that you are engaging on behalf of the college, and falsely presenting yourself as holding a leadership role in any type of student governance or official college function without being authorized in advance. Additionally, students are not authorized, at any time, to present their personal comments, opinions and beliefs as representative of SCNM, even if on official duty as a school representative. These statements should be limited and identified as personal only.

Recurrent Episodes of Interpersonal Conflict

Refusal to, or repeated failure to, work cooperatively with other students, faculty or staff; repeatedly engaging in or instigating disputes, quarrels, or arguments of a personal nature; persistent inability to get along with others.

Retaliation

Purposely seeking revenge or harm, through actions or words, against a fellow student who has filed a grievance or complaint with the college or outside the college, or who is cooperating with/participating in any school investigation is prohibited and may be grounds for disciplinary action up to and including academic dismissal, or other appropriate sanctions as warranted.

Sexual Assault/Harassment

Sexual assault, sexual harassment, or other non-consensual sexual contact or activity, as defined herein, on College premises or at functions sponsored by, or participated in by the College or members thereof. For more information see Harassment and Assault policy.

Sharing software

Sharing software with other students, in violation of the licensing agreement with the author/programmer and related Copyright laws, is considered theft of intellectual property and is deemed illegal behavior, subject to appropriate penalties. It is also considered a violation to share links or content from these applications unless approved by faculty.

Theft/Property Damage

Stealing, or otherwise taking or using without the permission of the rightful owner, property, or services of the College, property of a member of the College community, or other personal or public property; destroying, damaging, vandalizing, or otherwise mistreating any property of another. Theft includes knowingly possessing stolen property

Unauthorized Entry to or Use of College's Facilities and Equipment

Unauthorized entry to or use of 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. For more information see Campus Facilities.

Naturopathic Medical Student Unauthorized Practice of Healing Arts

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

- SCNM defines practicing medicine without a license as any conduct involving the unauthorized, intended, or perceived practice of any of the healing arts, including but not limited to, the unauthorized practice of naturopathic medicine or other healing arts, as set forth in Title 32 of the Arizona Revised Statutes, regardless of whether the

violation ultimately results in conviction or prosecution under relevant laws, and regardless of whether the violation results in any sanction or other formal or informal action by any administrative or regulatory body outside the College.

- For professions that are regulated by the state of Arizona licensure (including medicine, acupuncture, massage, etc.): No SCNM ND student shall practice, advertise to practice, or accept compensation of any type for practicing these professions unless the student has obtained the required license in the state of Arizona.
- For healing modalities that are not licensed in the state of Arizona (iridology, herbalism, etc.): No SCNM ND student shall practice medicine, advertise to practice, or accept compensation of any type for practicing any unlicensed healing or diagnostic modality. ND students shall not offer their status as an SCNM medical student as a qualification to perform healthcare modalities, except within the scope of college-approved programs under the direct supervision of professionals recognized and appointed as supervisors by SCNM.
- ND students are allowed to practice skills enhancement of techniques learned as part of their curriculum.

Unauthorized Practice by Clinical Nutrition Students

To maintain high standards for quality and to avoid potential certification issues, the following policies apply to all clinical nutrition students enrolled at SCNM:

- SCNM defines nutritional practice and advising as any conduct involving the unauthorized, intended, or perceived advisement of any persons regarding the nutritional guidelines and suggestions, regardless if their current location requires official certification for practice of their degree.
- No SCNM student shall practice, advertise to practice, or accept compensation of any type for services until they have completed all coursework of the program and have received conferral of their degree, regardless if a license is required in their location.
- Students shall not offer their status as an SCNM clinical nutrition student as a qualification to perform or suggest any nutritional practices, except within the scope of college-approved programs under the direct supervision of professionals recognized and appointed as supervisors by SCNM.

Unauthorized Use of College Documents and Logo

Unauthorized use of College records, attendance records, documents, or identification, including unauthorized use of the name, logo, seal, or address of the College.

Unlawful Conduct

Violation of any criminal or civil law, including federal, state, or local ordinances and regulations, regardless of whether the violation ultimately results in conviction or prosecution by civil or criminal authorities. Students are required to self-disclose if have been arrested or convicted of a crime (other than a minor traffic violation). Pursuant to policy, a student must disclose to the Dean of Students within five days any arrests or convictions of a criminal offense, excluding minor traffic violations that do not result in an arrest or injury to others, regardless of whether they occur inside or outside the State of Arizona and regardless of whether SCNM classes/rotations are in session at the time. Students should err on the side of disclosure if they believe an arrest or conviction may be covered by this policy.

Standards of Classroom Behavior

SCNM expects high standards of behavior in the classroom and rules of reasonable behavior will prevail. Classroom behavior should follow guidelines established by the course's assigned faculty member and outlined in the course syllabus. Students who engage in prohibited or unlawful acts that result in the disruption of a class/lab or clinical rotation may be directed by the faculty member to leave the class/lab or clinical rotation for the remainder of the class period with the status of attendance (present or absent) up to the faculty. Recurrent unprofessional classroom/laboratory or clinical rotation behavior may result in the student being dropped from the course for disciplinary reasons, with the student receiving a final grade of fail. Disruptive acts include, but are not limited to, behavior prohibited by the faculty, 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 the classroom, putting feet on desks or tables, leaving and entering the classroom or laboratory without authorization, recording without consent, and studying/reading material not related to the attended class. Student Code of Professional Conduct Violation

Violations of Policy

College Policies

SCNM considers any behavior that violates College policies and procedures as found in the SCNM Student Handbook, SCNM Course Catalog, SCNM Clinical Handbook, and on MySCNM to be a violation of College policy.

SCNM Medical Facilities Regulations

Failure to follow SCNM Medical Center or Neil Riordan Center for Regenerative Medicine regulations published by the SCNM Clinical Handbook and SCNM Administration, including but not limited to, the obligation to maintain strict patient/doctor

confidentiality during the course of clinical training, diagnosis a patient without Doctor review, performing any modality or procedure without a doctor's permission or supervision, and any regulations regarding on-site, off-site and extended-site clinic shifts.

Professional Standards

Failure to comply with dress codes, professional decorum, appropriate behaviors, good patient service, and other professional standards as may be established by the College. ND students; failure to comply with standards of professional behavior expected of naturopathic physicians in training, including as a guideline, any applicable Standards of Unprofessional Conduct for Naturopathic Physicians as defined in A.R.S. § 32-1501(31).

Sanctions for Code of Conduct Violations

In determining which sanction(s) are appropriate for any violation of the Code, the Dean of Students may consider mitigating and aggravating factors, such as 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.

If a student withdraws from the College after receiving notice of possible action concerning discipline, expulsion, or suspension, the College may continue with the action after the withdrawal and may record the results of such action in the student's permanent file and on their official SCNM transcript.

Repeated violations of the Code will result in the imposition of progressively more severe sanctions, although any sanction, including dismissal, may be imposed as appropriate depending upon the severity of the offense under the circumstances, regardless of whether the student is a repeat offender.

The Dean of Students may impose one or more of the following sanctions for any violation of the Code. The following sanctions listed are not exhaustive but are intended to serve as guidelines.

Administrative Hold

A status documented in the Registrar's office that precludes the student from registering from one or multiple programs, if dual enrollment for future quarters, receiving transcripts, or graduating until clearance has been received from the Dean of Students.

Disciplinary Probation

A written reprimand for a specified period of time for violation of regulations. Probationary status may include requirements or restrictions. Failure to meet the requirements or further violation of College policy during the period of probation may result in suspension or dismissal from one or multiple programs, if dual enrollment.

Suspension

SCNM recognizes and exercises different types of suspension. In all cases, a suspended student will not participate in any class, lab or clinical rotation, or SCNM sponsored activities and will not be permitted on the College's physical property or any College affiliate property during the suspension period without the express consent of the Dean of Students.

Disciplinary Suspension

Temporary separation of the student from one or multiple programs, if dual enrollment for a specified period of time or until specific conditions, if imposed, have been met. An indication of suspension may appear on the student's transcript.

Interim Action Suspension

Suspension of a student for an interim period prior to final resolution of the SCNM disciplinary proceeding.

Indefinite Suspension

Indefinite suspension, as defined by SCNM, is dismissal from SCNM with the possibility, but not the promise of readmission (reinstatement) at some future time.

Non-Academic Dismissal/Expulsion

Permanent separation of the student from SCNM. An indication of dismissal/expulsion will appear on the student's transcript. The expelled student will not participate in any SCNM-sponsored activities and will be barred from the College's property, websites, and activities, both in-person and virtual.

A student who has been issued a non-academic dismissed/expelled from SCNM will be ineligible for re-enrollment or re-admission.

Education and Reflection

Activities with the intent of providing opportunities for students to learn about and reflect on issues related to College policies, their behaviors, and impacts on the community of these behaviors. These may include, but are not limited to, coursework, seminars, workshops, research, and written statements for reflection.

Coaching, Training or Counseling Support Program

A student may be required to participate in and complete an educational or training support program or counseling.

Fine

A monetary penalty that may include property damage, theft, or other violations that result in cost or inconvenience to others.

Restitution

Charge for repair or replacement costs resulting from the violation.

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.

Restricted Contact

In cases involving sexual misconduct, harassment, or assault sanctions may also include actions to minimize contact between the complainant and responsible student (e.g. delayed course registration, course or clinic rotation changes, and restriction in co-curricular activities).

Service

Designated work performed for the benefit of the College or the community.

Warning

A written statement from the Dean of Student's Office advising the student that a violation of the Code has been committed and that further misconduct may result in more severe disciplinary action including a formal Code of Conduct sanction. A copy of any warning will be maintained in the student's file.

Disciplinary Procedures

The purpose of this policy is to establish disciplinary procedures to guide the enforcement of the Student Code of Professional Conduct. These procedures apply to any student or student organization that is charged with a violation of the Code. However, 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 these procedures precisely. Deviations from the outlined timeline and/or procedures may occur on occasion and will not invalidate a decision or proceeding.

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.

Records that are generated during the investigation/decision-making process associated with these procedures are generally education records under the Family Educational Rights and Privacy Act (FERPA).

Initiation of Investigation

Investigation of alleged violations of the Code may be initiated at the discretion of the Dean of Students, with or without a referral from a member of the College community.

A member of the College community may refer a matter for investigation by submitting an email to the Dean of Students or submitting a completed Sexual Violence/Assault Reporting Form on MySCNM. These forms gather 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 investigation/fact-finding is necessary.

Where the alleged misconduct is related to discrimination or harassment, the Dean of Students will consult with the Office of 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

At any time following the initiation of an investigation into alleged misconduct, the Dean of Students may suspend a student for an interim period prior to resolution of the disciplinary proceeding, if the Dean of Students believes that the information supporting 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.

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. The decision will also identify the specific restrictions and limitations that have been placed on the student, including access to facilities, services, and activities.

The interim suspension will remain in effect until a final decision has been made on the pending charges or until the Dean of Students determines that the reasons for imposing the interim suspension no longer exist.

A student who is suspended for an interim period may request that the Dean of Students reconsider the interim suspension, explaining in writing the reasons the student believes the

interim suspension is unwarranted. Within five (5) days following the receipt of a request for reconsideration, the Dean will determine whether, in light of the request for reconsideration, the interim suspension remains warranted. The Dean's decision on any request for reconsideration is not subject to further review.

The College reserves the right to place a hold or suspend the release of all federal financial aid funds until the investigation of alleged allegations and/or disciplinary process is completed, and the student is allowed to resume regular classroom or clinical studies.

Review and Decision by Dean of Students

Upon their own initiative or based upon a referral by a member of the College community, the Dean of Students will investigate allegations of misconduct involving the Code. Such investigation may include interviewing the complainant, the alleged perpetrator, and other witnesses; gathering and reviewing documents; and taking other action to obtain information relevant to the allegations. Dean of Students will notify the Dean of the respective school that an investigation has begun on a suspected student.

Members of the College community will be expected to comply with any request or directive issued by the Dean of Students in connection with an investigatory/disciplinary proceeding.

A student who is charged with violating the Code will be provided an opportunity to meet with the Dean of Students. Such meetings may occur simultaneously with the Dean of Student's interview of the student in connection with the Dean of Students investigation or may occur separately, at the discretion of the Dean of Students. A student who fails to respond to the meeting invitation and/or fails to attend the meeting with the Dean of Students will forfeit their right to respond on their behalf regarding the alleged violation.

At the meeting, the student will be provided with an explanation of the charges which have been made. If the student denies the charges, the student will be provided an oral or written summary of the evidence against the student and will be given an opportunity to explain their side of the story.

Upon completion of the investigation, 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.

The Dean of Students will inform the student of the decision, in writing. A copy of the decision will be maintained in the student's file.

The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. This decision is final and is effective immediately. However, in the case of a suspension in excess of 10 school days (long term suspension) or expulsion, the student may request an appeal

hearing to review the determination. If the Dean imposes a sanction of long-term suspension or expulsion, the student shall be advised of their right to request an appeal as part of the notification of the decision.

If the sanction imposed includes either long term suspension or expulsion, the student may request an appeal hearing before a Hearing Officer by filing a written request with the Dean of Students no later than five (5) business days following the date on which notice of the written determination is sent to the student. If no written request for an appeal hearing is received within five business days, the determination becomes final and is effective immediately on the expiration of the fifth business day and is not subject to further review.

The filing of a timely written request for a hearing may suspend the imposition of the disciplinary sanction of expulsion or long-term suspension, except for an interim suspension, pending the outcome of the appeal hearing. If the sanction is long-term suspension or expulsion, and the student requests a hearing, the student will not be permitted to graduate until the hearing process has been concluded.

Appeal Hearing before Hearing Officer

Applicable to long-term suspensions and expulsions only.

Purpose of the Appeal Hearing

Upon request of the student, an impartial hearing officer will conduct a hearing to review appeals submitted to the Dean of Students regarding long-term suspensions and expulsions. The purpose of the appeal hearing is to hear the evidence and formulate a recommendation to the Vice President of Student Affairs (VPSA) as to whether a violation of the Code of Conduct was more likely than not committed by the student, and if so, the appropriate sanction to be imposed.

Selection of the Hearing Officer

Upon receipt of a request for an appeal hearing, the Dean of Students will notify the VPSA of the request, and the VPSA will select an impartial hearing officer to conduct the appeal hearing. Subject to the requirement that the hearing officer be impartial and disinterested, the VPSA may select a member of the SCNM faculty or a non-faculty employee to serve as the hearing officer. Alternatively, at the VPSA's discretion, an independent hearing officer may be hired to conduct the hearing.

Pre-Hearing Procedures

In the absence of extenuating circumstances, when the College is in session, the hearing officer will convene the appeal hearing no later than twenty (20) business days following receipt of the student's written request for a hearing.

The hearing officer, who may be assisted by the Dean of Students, will prepare and send a written notice to the student

no later than ten (10) business 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 their hearing request. A copy of the notice may also be delivered via email.

The notice will include:

- A statement of the date, time, location, and nature of the hearing;
- A written statement of the charges, drafted by the Dean of Students, which specifies the allegations of misconduct in sufficient detail to enable the student to respond;
- A copy of the Student Code of Professional Conduct and these Student Disciplinary Procedures;
- Notification as to whether the Dean of Students intends to be represented by legal counsel at the hearing;
- The name and contact information for the hearing officer.

If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, they must promptly notify the hearing officer in writing. The hearing officer will determine whether to approve or deny the request to reschedule the hearing.

No later than five (5) business days prior to the hearing, the parties will exchange the following information in writing:

- A list of the names and addresses of the witnesses who may be called to speak at the hearing;
- A concise summary of the anticipated statements of each witness;
- Copies of all documents or statements to be presented at the hearing;
- The name and title of the person who will present the evidence on behalf of the party making the disclosure.

A student may challenge the participation of the hearing officer on the grounds of personal bias by submitting a written statement to the hearing officer setting forth the basis for the challenge no later than seven (7) business days prior to the hearing. The VPSA will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement hearing officer will be appointed.

Members of the college community will be expected to comply with any request or directive issued by the hearing officer in connection with a disciplinary proceeding.

Conduct of the Hearing

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 will be conducted in a closed (non-public) session.

The hearing officer will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, and hearsay is admissible, although objections to the

introduction of specific statements or documents may be considered by the hearing officer. The hearing officer may exclude irrelevant, immaterial, privileged, or unduly repetitious information. The hearing officer may establish reasonable limits upon the time allotted to the student and the Dean of Students for oral presentation and examination of witnesses.

The Dean of Students will present the information that supports the charges and will have the burden of showing that a violation of the Code was more likely than not to have been committed by the student.

The student who has requested the hearing will present information on their own behalf. A student who fails to appear at the hearing will be deemed to have abandoned their request, and the Dean of Students' initial determination will be summarily affirmed and immediately effective without further action by the hearing officer or the College, except that the hearing officer will sign a statement reflecting the student's failure to appear at the hearing.

If an attorney represents the Dean of Students, the student may, at their own expense, be represented by legal counsel as well. Otherwise, neither party will be permitted to be represented by legal counsel at the hearing.

The hearing will be recorded manually or by a recording device and will be transcribed in whole or in part on the request of the student charged with the misconduct. The student will pay the cost of such transcript.

At the request of either party, witnesses other than the Dean of Students and the student alleged of misconduct will be excluded from the hearing except during their own testimony. However, a witness who is alleged to have been directly injured by the student's alleged misconduct may be permitted to continue to attend the hearing after giving their testimony.

The order of presentation will be as follows:

1. The Dean of Students may present an opening statement, which summarizes what the information that has been gathered is expected to show.
2. The student 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 and other documentary evidence. Witnesses will be questioned by means of direct examination.
4. At the conclusion of each witness's statements, he or she may be questioned by the student.
5. Following the questioning by the student or his/her representative, the Dean of Students and the hearing officer 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. Following the close of the student's presentation, the Dean of

Students may call witnesses to refute the student's documentary evidence or statements made by the student or the student's witnesses. If such rebuttal witnesses are called, they will be subject to the same procedure outlined above.

8. Throughout the proceeding, the parties may introduce written documents. All such documents, which are admitted, will be marked as exhibits, (i.e. Dean's Exhibit #1 or Student's Exhibit #1) and may be considered by the hearing officer in reaching his/her decision.
9. Following the presentation of witnesses, the parties will be allowed to present closing statements, which summarize the information that has been presented. The student presents his/her closing statement first, followed by the Dean of Students.

Hearing Officer Decision and Recommendations

Following the presentation of information and closing statements, the hearing officer will consider, outside of the presence of the parties, the evidence that has been presented, along with and reasonable inferences to be drawn from this information, prior to reaching a decision.

Based solely upon the information presented during the hearing, the hearing officer will formulate a recommendation to the VPSA as to whether a violation of the Code of Conduct was more likely than not committed by the student, and, if so, the appropriate disciplinary sanction to apply.

The hearing officer will render a written recommendation following the hearing and will communicate the recommendation to the student, the Dean of Students, and to the VPSA in writing no later than five (5) business 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 hearing officer.

Recommendation Review and Final Decision

Following a review of the hearing officer's recommendation, the VPSA will render a decision, which either affirms, denies, or modifies the recommendation of the hearing officer. The VPSA will not be bound by the recommended findings of fact. The VPSA will issue a written decision no later than ten (10) business days following receipt of the hearing officer's recommendation unless the VPSA determines that it is necessary to conduct further investigation or to remand the matter to the hearing officer for additional proceedings. The student will be notified in the event that the VPSA determines that such additional proceedings are necessary, and, in such cases, the VPSA's final written decision will be transmitted to the parties and the hearing officer no later than ten (10)

business days following completion of the investigation or the subsequent recommendation of the hearing officer.

Request for Reconsideration

A student who is dissatisfied with the decision reached by the VPSA may move for reconsideration by filing a written request with the President no later than five (5) business days following the date of issuance of the written decision. The request may be based on one or more of the following grounds:

1. Irregularities in the proceedings, including but not limited to any abuse of discretion or misconduct by the hearing officer or by the Dean of Students, which has deprived the student of a fair and impartial disciplinary process;
2. Newly discovered material evidence which could not have been presented during the fact-finding or hearing process;
3. Excessive severity of the sanction;
4. That the decision is not justified by the evidence or is contrary to law.

Following receipt of the student's request for review, the President will make whatever review is deemed necessary to resolve the issues that have been raised.

The President will respond in writing to the student's request for review or rehearing within ten (10) business days of receipt of the request. The President may uphold or modify the previous decision or grant a rehearing on the issues raised by the request. The decision of the President is final.

Disciplinary Files and Records

Holds on Records

In addition to any disciplinary sanction imposed for a Code of Conduct violation, 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

Disciplinary records of students found to have violated the Student Code of Conduct shall be retained for five (5) years from the quarter of the determination or until graduation, whichever occurs first. Disciplinary records may be retained for a longer period, or permanently, if so, specified in the sanctions applied.

Disciplinary records concerning long-term suspension or expulsion shall be retained permanently, regardless of whether the sanction so specifies. SCNM Student Complaints

Concerns and Complaint Resolution:

SCNM offers mechanisms for the prompt resolution of complaints/reports. Students may file a complaint or report where there is alleged improper, unfair, or arbitrary action by a university employee or involving the application of a specific provision of a policy/procedure. Each complaint/reporting process is designed to help ensure the safety, security, and fair treatment of all students. In the spirit of respect and collegial conflict resolution, SCNM encourages direct communication between the student and other party (respondent) whenever possible.

Students should consult with the Dean of Students at dos@scnm.edu if they are unsure about how to address a concern. All direct links below can also be accessed on myscnm.edu in the **Student Solution Center** page at: https://my.scnm.edu/ICS/Students/Student_Solution_Center.jnz

Academic Concerns/Complaints

- Program of Study/progression/academic status: [Academic Progress and Policy Committee Requests](#)
- General academic policies and procedures complaints: [Academic Compliments, Complaints and Grievances](#).
- Change of Grade Appeal: [Grade Appeal Form](#)

Campus Safety/Injury Reports

- Reporting safety/injury/accidents occurring on campus: [Safety/Incident Report Form](#)
- Blood Borne Pathogen Report Form: [Blood Borne Pathogen Report Form](#)

Disability Services Appeal and Complaint Process

- Reporting problems, appeals, or conflicts related to SCNM's disability compliance: Please contact the Accessibility Office at Accessibility@scnm.edu
- Appealing your SCNM Accommodations Plan: Please contact the V.P. of Inclusive Excellence and Belonging at Inclusion@scnm.edu

Family Educational Rights and Privacy Act (FERPA) Violation

Reporting complaints regarding access to student records and allegations that student records are inaccurate, misleading, inappropriate or otherwise maintained in violation of student rights to privacy: Please contact the Registrar's Office at Registrar@scnm.edu Unresolved FERPA violations with the Registrar's Office should be directed to the V.P. of Student Affairs: VPSA@scnm.edu

Discrimination, Harassment, Bias Incidents, Hate crimes, Hate speech:

Please use the Diversity Incident Report Form for reporting complaints against faculty, staff, or students or visitors in the community that have engaged in behaviors that are perceived as discriminatory or harassing in nature related to any one of the following categories (race, color, national origin, ancestry, body size, gender, gender identity or gender expression, genetic information, political, religion, religious practice, level of education, age, ability, learning styles, or sexual orientation, ethnicity, veteran status, creed, marital or domestic partnership status, socioeconomic standing or any combination of these or any other characteristics.). More information on DART and reporting bias/discrimination. For more information on DART please see page 23.

[Diversity Incident Report Form](#)

Medical Center Concerns/Patient Complaint

Please email or call a Patient Service Representative at PSR@scnm.edu or call 480-970-0000

Research Misconduct Process

To address instances of misconduct within research activities at the Ric Scalzo Institute for Botanical Research. Contact Research@scnm.edu. You may also contact the President's Office at p.mittman@scnm.edu

Sexual Violence and Sexual Harassment (including Title IX) Incident Reporting:

Reporting complaints against faculty, staff, students, or visitors in the community that have engaged in behaviors that fall under the umbrella of sexual harassment, sexual assault and sexual discrimination should be reported immediately using the Sexual Incident Reporting Form found on MySCNM. These violations are reviewed by the Title IX Deputy Coordinator (Dean of Students) or the Title IX Coordinator (Director of Human Resources).

[Sexual Incident Reporting Form](#)

Student Code of Conduct Reporting:

To report an incident involving student(s) or student organizations who have allegedly violated the Code of Conduct, please contact the Dean of Students Office at dos@scnm.edu

Institutional Concerns & Complaints Contacts

For assistance with other concerns and complaints related to the University that have not been resolved through other means, a student may contact the following:

For concerns and complaints related to the academic mission of the college:

Vice President for Academic Affairs, Dr. Garrett Thompson

Phone: 480-222-9219

Email: vpaa@scnm.edu

Dean of School of Naturopathic Medicine, Dr. Jessica Mitchell

Phone: 480-222-9809

Email: j.mitchell@scnm.edu

Dean of School of Nutrition, Dr. Gena Kadar

Phone: 480-222-9255

Email: g.kadar@scnm.edu

For concerns and complaints related to business services, facilities or administration:

Chief Financial Officer, Edward Podol

Phone: 480-222-9244

Email: e.podol@scnm.edu

For concerns and complaints related to discrimination, bias, harassment:

Vice President of Inclusive Excellence and Belonging, Dr. Michelle Cromwell

Phone: 480-222-9289

Email: m.cromwell@scnm.edu

For concerns and complaints related to student life, services and the campus experience:

Vice President of Student Affairs, Melissa Winquist

Phone: 480-222-9203

Email: [yps@scnm.edu](mailto:ypsa@scnm.edu)

Still unsure of where to begin with your complaint?

- One resource students can access is the Dean of Student's Office dos@scnm.edu. We are happy to help assist you.
- Another resource is the **Diversity Advocacy Response Team (DART)**. If you would like assistance in sorting through a campus-related conflict or concern, please contact [DART](#). A DART team member will listen to your concerns, serve as a sounding board, explore options with you, and help you get a new perspective and determine the next steps to take. The office is strictly confidential, and no one will know you have spoken with them unless you give permission. The only exception to this confidentiality is where there appears to be an imminent risk of serious harm or danger.

- Another resource students can access is the Student Government Association (SGA) and/or their SGA class representative. Students have representation on many college committees, including President’s Council, and on the SCNM Board of Trustees. To provide feedback to the SCNM Student Government Association please utilize the [SGA Student Feedback Form](#)

Zero Tolerance for Retaliation

SCNM takes all complaints and reports seriously and is dedicated to a retaliation-free environment. If you believe you are the subject of retaliation, which includes retribution of any kind as a result of submitting complaint or grievance, please notify the Diversity Advocacy Response Team (DART) or the Dean of Students Office dos@scnm.edu immediately.

Informal Problem-Solving

SCNM understands that there are times when challenges may arise during a student’s enrollment. As future health care professionals and leaders, students are encouraged to learn and develop skills to solve problems and manage conflict proactively and in a respectful manner. In the spirit of promoting student self-efficacy, resiliency, and conflict resolution, SCNM encourages students to follow the steps below to work through conflicts and challenges.

1. Clearly articulate the problem/challenge:
 - Document the problem.
 - Identify who, what, where, when, why, and how.
 - Provide evidence to support the issue.
2. Prepare to resolve the problem/challenge:
 - Try to see both sides of the issue. How might the Respondent see the issue?
 - Research and review the appropriate college policy, process, guideline, protocol, and/or published requirement. Cite the provision(s) that may have been violated
 - Collect any additional information and background you may need.
 - Try to see both sides of the issue.
 - Seek advice and support.
 - Identify at least one potential solution that would settle the issue.
3. Have a conversation with the Respondent:
 - Request and schedule an appointment in person or virtually.
 - Clearly and succinctly articulate your points.
 - Listen to seek to understand the other individual’s point of view.
 - Discuss all possible solutions.
 - Always maintain professionalism, decorum, and a calm demeanor.
4. Resolution:
 - Apply your problem-solving skills to find a solution.

- Review and reality-check your expectations.
- Accept the outcome of the situation, which may be a compromise.
- Identify proactive measures to avoid the same issue in the future.

Filing a Complaint Outside SCNM

Higher Learning Commission

The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution’s ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response. A complaint regarding an HLC member institution must be submitted using the [complaint form available on HLC’s website](#). HLC does not accept complaints via mail, email or phone.

See HLC’s website for more information on how to file a complaint.

Higher Learning Commission

230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 312.263.0456 | Fax: 312.263.7462

Arizona State Board for Private Postsecondary Education

The Arizona State Board for Private Postsecondary Education (State Board) is responsible for the licensing and regulation of private postsecondary educational institutions operating in Arizona.

To file a complaint, visit state [Board’s website](#) for procedure and form. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all available complaint procedures established by the institution, Arizona Administrative Code Rule R4-39-403.

If the Student complaint cannot be resolved after exhausting the institution’s complaint procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education

1740 West. Adams Street, Suite 3008
Phoenix, Arizona 85007
Phone: 602.542.5709
<https://ppse.az.gov/>

Office of Civil Rights, Disability Basis

Any individual who believes that they or a specific individual or class of individuals has been subjected to discrimination on the basis of disability may file a complaint with the Department of Health and Human Services, Office for Civil Rights (OCR). Complaints must be filed within 180 days from the date of the alleged discrimination. For more information on how to file a complaint and the complaint process visit the OCR website at <http://www.hhs.gov/civil-rights/filing-a-complaint/index.html>.

Department of Health and Human Services
Office for Civil Rights
Phone: 800.368.1019 | TDD: 800.537.7697

Department of Education, Title IX

Office for Civil Rights

400 Maryland Avenue, Southwest
Washington, DC 20202-1100
Phone: 800.421.3481 | Fax 202.453.6012
TDD: 800.877.8339
OCR@ed.gov

For more information on how to file a complaint of discrimination with OCR, visit <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Department of Education

Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007
Phone: 602.542.5393
Toll Free: 800.352.4558
adeinbox@azed.gov

For more information on how to file a complaint visit www.azed.gov

State Authorization Reciprocity Agreement (SARA) Complaints

For out-of-state* students taking a distance education course through SCNM who reside in SARA states, the Arizona SARA Council has jurisdiction over Arizona SARA-participating institutions including SCNM in relation to non-instructional complaints. Instructional complaints, such as grade appeals, are not reviewed by the Arizona SARA Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, the student/complainant must first complete SCNM's Grievance Process. If the complaint is not resolved through SCNM's process, the student/complainant should submit their complaint to the Arizona State Board of Private Post-Secondary Education's [Complaint Procedure](#).

If the non-instructional complaint has not been resolved through the complaint processes of either SCNM or the Arizona State Board of Private Post-Secondary Education, the complaint may be submitted to AZ-SARA via <https://azsara.arizona.edu/content/complaint-process>. Complaints must be submitted within two years of the incident.

**Students of SCNM residing in California can file financial or academic complaints online at www.dca.ca.gov or call toll-free 833.942.1120.*

Naturopathic Physician's Oath

Students in the ND program are expected to adhere to the Naturopathic Physician's Oath. Students graduating from the ND program will recite the Naturopathic Physician's Oath at the Commencement Ceremony.

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.
- **Praevenire** – Prevention is the best cure.

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 Physician [Student] of Naturopathic Medicine, I pledge to remain true to this oath.

**Association of Accredited Naturopathic Medical Colleges, 2021:
<https://aanmc.org/about/naturopathic-medical-doctors-oath/>*

Naturopathic Medical Student Professionalism Oath

Signed upon SCNM Medical Facilities 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 Student, and for ND students, the Clinical Handbook).

I affirm never to act without the permission of my supervising physician on any issues of patient care. I will not be a party to unprofessional or illegal conduct such as criminal behavior, 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 the Clinical Handbook.

I understand that any violation of this oath is subject to one or more of the following: verbal and/or written warning, probation, expulsion, or other possible disciplinary action. I further affirm that Southwest College of Naturopathic Medicine by law is required to report unprofessional or criminal student conduct that occurs during the clinical training to the State of Arizona Naturopathic Physicians Medical Board.

Certified Nutrition Specialists Code of Ethics, Principles, and Interpretive Guidelines

The following ethical principles are based on the core values of the Board for Certification of Nutrition Specialists and apply to all BCNS certificants. Guidelines included for each ethical principle are a non-exhaustive list of behaviors and situations that can help to clarify the principle. They are not meant to be a comprehensive list of all situations that can occur.

A CNS/CNS-S that is clinically practicing nutrition care agrees to adhere to the following code of ethics, principles, and interpretative guidelines:

- Foremost, do no harm. A CNS/CNS-S consciously avoids harmful actions or omissions, embodies high ethical standards and adheres to all applicable local, state, and federal laws and regulations in the choices he or she makes.
- A CNS/CNS-S places service, and the health and welfare of other persons before self-interest and conducts oneself in the practice of the profession so as to bring honor to oneself, peers and to the nutrition science profession.
- A CNS/CNS-S respects and understands that he or she is a health care professional dedicated to providing competent and scientifically sound nutritional and other appropriate care within their own scope of practice, with compassion and respect for human dignity and rights.
- A CNS/CNS-S employs his/her best good faith efforts to provide unbiased information and facilitate understanding to enable the patient/client to make informed choices in regard to all recommended plans of care or assessment. The patient/ client should make his or her own determination on such recommendations and assessment. A CNS/CNS-S shall not mislead patients into false or unjustified expectations of favorable results of treatment.
- A CNS/CNS-S upholds the standards of professionalism and is honest in all professional interactions. A nutrition science professional will additionally be knowledgeable about established policies and procedures for handling concerns about unethical behavior. These include policies and procedures created by BCNS, licensing and regulatory bodies, employers, supervisors, agencies, and other professional organizations (see BCNS Disciplinary and Complaint Policy).
- A CNS/CNS-S upholds the standards of professionalism and commits to performing his/her duties competently, safely, and ethically. Drug and alcohol abuse will not be tolerated by the BCNS. Any person discovered using

alcohol or drugs in a professional practice will be subject to discipline, including certification revocation (see BCNS Disciplinary and Complaint Policy).

- A CNS/CNS-S respects the rights of patients, clients, colleagues and other health professionals, and safeguards patient/client confidence, trust, and privacy in accordance with the law. This includes, but is not necessarily limited to, being familiar with and carrying out all HIPAA compliance requirements.
- A CNS/CNS-S commits to the study, application, and advancement of scientific knowledge, continues to seek nutritional and related health education, and makes relevant nutrition science information available to patients/clients, colleagues, and the public. They also obtain consultation, and recognizes the talents of other health professionals when indicated, referring patients/clients to appropriate healthcare providers when their care requires services outside the scope of practice of a CNS.
- A CNS/CNS-S values his or her responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.
- A CNS/CNS-S truthfully and accurately states one's credentials, professional education, and experiences. CNS and
- CNS-S may be used as a post-nominal credential. The Board for Certification of Nutrition Specialists does not recognize "board-eligible," and such nomenclature is to be avoided.
- A CNS/CNS-S may not undertake any communications to third-party institutions or organizations that could be construed as representing the CNS credential, the BCNS or the ANA, unless duly authorized by the BCNS or ANA.
- A CNS/CNS-S may not use BCNS or ANA proprietary information, names, trademarks, or other confidential information for the purposes of another venture, non-profit organization, business, or other conflict of interest.
- A CNS-S that is not clinically practicing nutrition care agrees to adhere to the following code of ethics, principles, and interpretative guidelines:

**American Nutrition Association, 2021.*

<https://theana.org/certify/currentCNS/codeofethics>.

Notes