



 **SONORAN UNIVERSITY**  
OF HEALTH SCIENCES

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# STUDENT HANDBOOK

**2022-2023**

Academic Year



## Student Handbook

### **Sonoran University of Health Sciences**

2140 East Broadway Road, Tempe, AZ 85282

Phone: 480.858.9100 | Fax: 480.858.9116

[www.sonoran.edu](http://www.sonoran.edu)

### **College of Naturopathic Medicine**

Phone: 480.222.1136 | [admissions@Sonoran.edu](mailto:admissions@Sonoran.edu)

### **College of Nutrition**

Phone: 480.809.9738 | [online@Sonoran.edu](mailto:online@Sonoran.edu)

### **Ric Scalzo Institute for Botanical Research**

2140 East Broadway Road, Tempe, AZ 85282

[www.sonoran.edu/research](http://www.sonoran.edu/research) | [research@Sonoran.edu](mailto:research@Sonoran.edu)

### **Neil Riordan Center for Regenerative Medicine**

2152 East Broadway Road, Tempe, AZ 85282

Phone: 480.222.9300 | Fax: 480.222.9341

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### **Sonoran University Medical Center**

2164 East Broadway Road, Tempe, AZ 85282

Phone: 480.970.0000 | Fax: 480.970.0003

[patients.sonoran.edu](http://patients.sonoran.edu) | [psr@Sonoran.edu](mailto:psr@Sonoran.edu)

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2164 East Broadway Road, Tempe, AZ 85282

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2152 East Broadway Road, Tempe, AZ 85282

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## Welcome

Sonoran University of Health Sciences is pleased to welcome you to our University 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 Sonoran University. 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.

## About this Handbook

The Student Handbook is an official document of Sonoran University. 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.

As members of the Sonoran University 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 Student Handbook to not only know what is expected of them as members of the Sonoran University 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 University Policies and Regulations

This Handbook does not constitute a contract. Sonoran University 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, we 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 Sonoran University Student Handbook is the online version of the Handbook, which can be found at:

<https://www.sonoran.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 Sonoran University.

## About Sonoran University

Sonoran University of Health Sciences 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 Course Catalog. Sonoran University'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 University 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](http://www.cnme.org).

Sonoran University 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.sonoran.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 Sonoran University Printed and Electronic Resources for Students

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

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## Vision

A world that embraces the healing power of nature.

## Mission Statement

Sonoran University of Health Sciences shapes a healthier future by supporting students as they train to excel as healthcare professionals, by enhancing the health and wellbeing of our patients and communities, and by discovering effective treatments for humanity grounded in the healing power of nature.

## Value Proposition

Challenge your mind and engage your heart to change lives through healthcare at a school of medicine and health sciences renowned for its dynamic culture of innovation and collaboration.

## Core Values

Sonoran University 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 Sonoran University 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 Compassion: 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



## Strategic Plan 2022-2027

Sonoran University's 2022-2027 Strategic Plan envisions a vibrant future for our institution where we are renowned for our leadership in higher education health professions. The full plan can be found on MySonoran at [https://my.sonoran.edu/ICS/Campus\\_Life/Campus\\_Leadership/](https://my.sonoran.edu/ICS/Campus_Life/Campus_Leadership/)

### Sonoran University is Renowned For

- **Student-Centeredness** – empowering and supporting students to engage in a learning process that sparks curiosity, develops critical thinking, and respects their unique attributes and capabilities
- **Grounding in the Healing Power of Nature** – fostering the self-healing process in people and uncovering the health-promoting properties of medicinal plants
- **Strategic Partnerships** – with other academic, research, healthcare institutions, governmental and non-profit agencies, and businesses to expand the University's role in addressing health problems
- **Values-Based Education and Care** – applying our Core Values, "We Shape the Future, We Love, We Achieve Excellence, We Do the Right Thing, We Are Resilient" to the way we think, speak, and act
- **Interprofessional Synergy** – within the university, faculty, practitioners, and researchers who collaborate across disciplines to enhance learning, patient care, and discovery
- **Inclusive Excellence and Belonging** – a community that values the range of human experiences and where students, staff, faculty, and patients feel respected, included, supported, and valued
- **Innovative and Exceptional Education** – grounded in learning science and driven by data insights
- **Inclusive and Holistic Healthcare** practiced in the campus and community medical centers

### Three Strategic Imperatives

#### Delivering best-in-class Graduate and Certificate education

The University is measured by the success of its students, including graduation rates and professional examination scores. The University supports student learning by drawing upon learning science to incorporate best practices in teaching and learning, innovative technology and curricular design, faculty support and development, and collaboration between Academic, Student Affairs and Inclusive Excellence departments.

#### Engaging in impactful research

The University's research agenda is multi-faceted in that we are committed to investigating: 1) Medicinal plants – which already comprise 10% of the World Health Organization Model List of Essential Medicines – representing a rich source of medicines to treat current and emerging diseases; and 2) Lifestyle and other therapeutic interventions to address preventable illness and premature death.

#### Serving individuals and community through patient-centered care

During the pandemic, the public adopted healthcare innovations (e.g., telehealth), gained a deeper appreciation of stress and mental health, and saw healthcare equity gaps widen. Over the next five years, Sonoran University of Health Sciences will increase its investment in telehealth, deepen its commitment to cultural competence and inclusive excellence in the communities it serves, and continue to infuse patient care with evidence-based and patient-empowering treatments.

### With the Resources to Succeed

#### Expanding resources critical to the University's vibrant future

*Fulfilling our audacious goals – including changing the institution's name and brand – will require increased human and financial resources, and investments in training, technology, and philanthropic support.*

# Sonoran University Community

## Diversity

Sonoran University is committed as an institution to building a community where all individuals feel respected, included, supported, and valued. Sonoran University 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 our institution 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 Sonoran University's Diversity, Equity and Inclusion Task force outlined a Campus Plan based on the data collected via the 2020 HEDS climate survey and Center for the Study of Race and Democracy focus groups to make short and long-term initiative recommendations. To learn more about Sonoran University's initiatives on diversity, equity and inclusion please visit <https://www.sonoran.edu/about-sonoran/excellence-belonging/>

## Campus and Community Safety

The safety and security of Sonoran University'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 MySonoran. 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 University takes actions

to help increase security, students, staff and visitors also have the responsibility to contribute to their safety by following Sonoran University 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 University 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 University campus and Clinical Care 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 Sonoran University community, patients, and visitors is a high priority. Sonoran University 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 University'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 University services. The Annual Security Report, the Emergency Preparedness Plan, and Emergency Response Guide are available on MySonoran'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 Sonoran University-sponsored location as soon as possible. This includes any accidents in or outside the classroom, in labs, during practice sessions, in Sonoran University Clinical Care facilities, at offsite offices, and in Sonoran University community 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 MySonoran Campus Life tab, Facilities forms.

## Campus Building Access

### Student Identification Card

All Sonoran University 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 Sonoran University 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 MySonoran.)

## **Non-student Campus Visitors**

### **Visitors on Campus**

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

- All visitors must check in at the Welcome Center in the Lim 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.

Sonoran University 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. 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 necessary. All other animals, including emotional support animals, are prohibited from campus.

## **Campus Facilities**

The University 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 MySonoran Campus Life tab, Facilities forms.

## **Sonoran University Equipment**

No University 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 furnishings (including chairs, desks, computers, technology, peripherals, etc.) may be moved without permission from the Facilities Manager.

## **Parking**

Sonoran University provides parking for student vehicles. Students must park their vehicles in accordance with the specific conditions and restrictions that may apply at the University's various facilities. Policies have been established by the University to promote compliance with parking regulations and to provide a deterrent to those whose improper parking may be a hazard to other members of the University community. Repeated violations will result in disciplinary action and/or fines. Students may not park in visitor, patient, Café, 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, and solely at the risk of the vehicle owner. 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 requiring accommodations, including pregnancy, may request a temporary parking exemption from the Dean of Students. Student's bicycles must be parked in the provided bicycle racks outside of the campus buildings. Bicycles locked to other parts of the campus facilities will be subject to removal. For additional information, please review the Parking and Traffic Regulations Policy on MySonoran.

## Student Spaces

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

### Lim Commons

The Mr. Andrew C.G. and Dr. Ruth Tan Lim Commons (Lim Commons), a 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 Lim Commons houses the Medicinarian, Library, Welcome Center, tutoring and testing centers, study lounge, wellness rooms, teaching kitchen, classrooms, fitness and yoga rooms, and cafe.

### Computer Center

The Computer Center, located within the Sonoran University 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 MySonoran, Campus Life, Information Technology page for more information.)

### Outdoor Areas

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

### Study Rooms

Located on the second floor of the Lim 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.

### Library

The Sonoran University 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 Course Catalog.)

### Student Lounges

Located in the Academic Building and on the second floor of the Lim 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, Sonoran University 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 students be embraced by the community and observed in the spirit of Sonoran University's mission and values. Sonoran University 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 University 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.

## Identification of Chosen Name

Sonoran University is committed to creating an inclusive community where all community members feel they belong and are welcome. The chosen name policy reflects the University's commitment to inclusion and providing community members with an environment for personal expression in keeping with community standards. Through this policy, Sonoran University community members may utilize a chosen name on all university documents that meets community standards (not derived from hate-speech, used for fraud, used to misrepresent identity, profane, or lewd)

- Chosen names may be utilized on class rosters, Zoom, Teams, Canvas, grade books, ID cards, campus directories, advising, and email.
- Due to (federal and state) laws, community members' legal names must be utilized for employment and payroll, billing, financial aid, official transcripts, diplomas, medical records, employee benefits, expense reimbursements, travel and purchasing authorizations, enrollment reporting, conduct results, and immigration status documents.

Please contact the Dean of Students with questions at [DOS@Sonoran.edu](mailto:DOS@Sonoran.edu)

## FERPA Student Rights

Sonoran University 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 University 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 University 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 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 utilize the online informal grievance form on MySonoran. After exhausting the University's grievance procedures, students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Sonoran University 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.USA.LEARN (1.800.872.5327)

## Consumer Information (Student Right to Know)

Sonoran University 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 Sonoran University of Health Sciences. 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 <http://www.sonoran.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@sonoran.edu](mailto:VPSA@sonoran.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 University 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 Sonoran University email account.

## Community Boards

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

## Computers

Sonoran University 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 IT Helpdesk at 480.222.9329 or submit a support ticket by email to [IT@sonoran.edu](mailto:IT@sonoran.edu)

## Email

Official University communications will be distributed via Sonoran University email. Students are assigned a Sonoran University email address prior to matriculation and are responsible for checking their email daily. We recommend that students configure their Sonoran University email account on their mobile device(s) for convenient and flexible access. Instructions are available on MySonoran at Campus Life - Information Technology.

## Housing

Sonoran University does not provide on-campus housing. Sonoran University 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 MySonoran'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. Lockers should be emptied over break periods to allow for cleaning and repair of facilities, if necessary.

## Lost and Found

To retrieve lost items on campus, please check with the Welcome Center in the Lim 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.

## Printing and Copying

Sonoran University 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 Sonoran University 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](http://mobility.print.scnm.edu) and on MySonoran. 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 operational only and carries no actual cash value – students will not receive any credits or refunds for unused printing allowances at the end of the term.

## Opportunities for Student Feedback

Sonoran University wants to hear your feedback. We offer several methods for submitting feedback on your experience, such as course evaluations, Student Government Association and the Sonoran University Comment/Suggestion form maintained by the Dean of Students Office. Students may also submit feedback/comments to their respective program dean through the Compliments/Complaints/Grievances form available in the [Student Solutions Center](#) on MySonoran.

## 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 MySonoran 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 Sonoran University 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 College of Nutrition and the College of Naturopathic Medicine at Sonoran University 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 MySonoran.

## **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 MySonoran.

## **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 Sonoran University. 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, MySonoran overview, policy and procedures review, and more.

ND New Student Orientation contains both virtual and in person elements. MS New Student Orientation is completed online. As part of onboarding to Sonoran University 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 resources and software training tools.

### **ND Stethoscope Ceremony**

The Stethoscope Ceremony, led by the Dean of Student's Office, formally welcomes new ND students to the Sonoran University 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 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.

## **Sonoran University Commencement**

Sonoran University 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, as venue space permits. The graduation ceremony is preceded by various, program-specific award ceremonies.

## **Student Health and Wellness**

Sonoran University 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 Sonoran University's commitment to student wellness, enrolled Sonoran University students enjoy the use of the Sonoran University Chi Equipment and Glasper Prana Yoga Rooms. Located in the Lim 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 Sonoran University Medical Center and Neil Riordan Center for Regenerative Medicine offer students who reside in Arizona two free visits per year and discounted medical care to students for in-person visits. Discounts are also available in the Sonoran University Natural Medicinary and for certain services such as laboratory IVs and injectables. For more information call 480.428.3232. Additionally, students have access to Basic Medical Services, provided in a virtual format, through the Virtual Care Group. Students have access to doctor visits for common colds, infections, and other similar common, non acute ailments. See the Counseling and Health Services section of the Student Services web site on MySonoran.edu.

## On-campus Wellness Rooms

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

## Student Health Insurance

Sonoran University 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](http://www.azahcccs.gov). U.S. citizens who are not residents of Arizona may qualify for Medicaid. Please check eligibility at [www.medicaid.gov](http://www.medicaid.gov). Students are encouraged to visit the Sonoran University Medical Center for discounted medical services.

## Counseling Services

Sonoran University provides free individual virtual counseling services through the Virtual Care Group, to currently enrolled students. Counseling services are meant to address short-term, minor personal issues. You may review the Counseling and Basic Medical services page on MySonoran 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 University'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 University Administration. Any proposed changes to the SGA Constitution or Operating Codes must be facilitated through the Dean of Students Office.

The Sonoran University Student Government Association was founded with the purpose of fostering the highest quality academic and social life for students at Sonoran University. 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 Sonoran University community. The SGA is an independent body, created for and by the students of Sonoran University.

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 Sonoran University Student Code of Conduct.

## **SGA Membership and Officers**

Each program cohort or class votes to select a class representative for their cohort. Additionally, each winter quarter the Sonoran University 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. Leadership positions in Sonoran University's student clubs and organizations (i.e. Board member SGA, RSO Chair positions, and University Committee representation) are open to all currently enrolled students who maintain the minimum cumulative GPA for their program (2.0 and above for ND, 3.0 and above for MS), do not exceed probation I, and are not currently enrolled in a course they have previously failed. Students engaged in a repeat who would otherwise be ineligible to retain their leadership position may file an appeal with the Learning Specialist for consideration to retain their position. Appeal must include plan reflecting minimum of 20 scheduled tutoring hours to occur prior to or during the term in which the repeat occurs. SGA Class representatives who have amended their program resulting in a change of graduation date are required to step down from their SGA Class President role and a new class election must occur. 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 Class Presidents 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 University officials for resolution. SGA also participates on multiple Committees that focus on specific areas of concern. These Committees address issues related to the Sonoran University Clinical Care facilities, tuition and fees, the Library, curriculum, facilities, physician licensing, and research, among others. There is student representation on President's Council, the Sonoran University 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 University 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 University 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 the 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 MySonoran 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 Dean of Students for more information on student organizations. For a complete list of current student organizations visit MySonoran.

## **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 MySonoran. Events need to be approved by various Sonoran University offices prior to being scheduled or advertised to the internal or external Sonoran University community. (For more information contact the Dean of Students or visit MySonoran.)

information: 480.222.9237.

Email:

[Accessibility@sonoran.edu](mailto:Accessibility@sonoran.edu).

## Contractual Agreements

All student organizations must receive approval from the Chief Financial Officer before entering into a legally binding contractual agreement. Students are not authorized to sign contractual agreements as official representatives of Sonoran University and will be held financially responsible in the event that Sonoran University did not provide official support of a contractual agreement.

## Student Support

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

## Sonoran University 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@sonoran.edu](mailto:Advising@sonoran.edu)

Student Success Coaches 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 University. Contact information: [Studentsuccess@sonoran.edu](mailto:Studentsuccess@sonoran.edu).

### Accessibility Office (ADA)

The Sonoran University Accessibility Office, within 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 provides information and resources necessary to allow students to pursue their academic, personal, and professional goals while enrolled in programs at Sonoran University. Contact

## Career Services Center

The Career Services Center assists prospective and current Sonoran University 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 MySonoran, which includes resources, career-building seminars, and webinars. It also maintains the online job posting resource for naturopathic doctors and natural health care providers. Sonoran University 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 University 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@sonoran.edu](mailto:CareerServices@sonoran.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 Sonoran University Library printer (please see MySonoran for more instruction and operating hours). Contact information: [Copycenter@sonoran.edu](mailto:Copycenter@sonoran.edu) and [IT@sonoran.edu](mailto:IT@sonoran.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, Sonoran University has contracted with the Virtual Care Group to provide free unlimited virtual counseling services to our students. Contact information: [Counseling@sonoran.edu](mailto:Counseling@sonoran.edu)

## Dean of Students

The Dean of Students manages the counseling and basic medical services program, accessibility Office, peer mentoring, student ceremonies, informal & non-academic counseling, policy and procedure advising, and certain student grievances (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 or Informal Grievance form on MySonoran. The Dean is also available, on a limited basis, for immediate ad hoc meeting requests and emergencies. Contact information: [DOS@sonoran.edu](mailto:DOS@sonoran.edu).

## Information Technology

The Sonoran University Information Technology Department (IT) provides technology resources used by Sonoran University faculty, staff, and students. Any technology support requests can be directed to 480.222.9329 or by email to [it@scnm.edu](mailto: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 Sonoran University systems
- Basic system navigation
- Software installation (Office 365, printing access, etc.)
- Sonoran University email account support

For escalated issues, the IT Helpdesk is available Monday-Friday, 8 am-5 pm AZ time. Please also refer to MySonoran for general information relating to Sonoran University technology resources. Visit MySonoran at [my.scnm.edu](http://my.scnm.edu) and then navigate to Campus Life->Information Technology.

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

## International Students Student Services

We are pleased to serve our international students throughout their studies at Sonoran University. The Office of International Student Services is housed within Student Affairs. Sonoran University 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 MySonoran. These resources and links are designed to support your studies at Sonoran University 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@sonoran.edu](mailto:International@sonoran.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 Sonoran University, to manage and evaluate their finances to keep debt manageable. For more tools and resources please visit the Financial Aid Office or MySonoran. Contact information: [Finaid@sonoran.edu](mailto:Finaid@sonoran.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

Sonoran University supports our veteran students through Veterans Educational Benefits and student organizations. Sonoran University 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@sonoran.edu](mailto:Registrar@sonoran.edu) or [DOS@sonoran.edu](mailto:DOS@sonoran.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 Lim 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 managed by the Learning Specialist's Office, who oversees tutor selection, orientation, scheduling, and communication between tutors, students, faculty, and administration. Additionally, the Dean of Student's Office 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@sonoran.edu](mailto:Tutoring@sonoran.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 University funded employment program and the Federal Work Study Program are available to all eligible students. The Financial Aid office oversees Sonoran University'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 University.

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 University. 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 Sonoran University 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 University 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 Sonoran University.

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 Sonoran University, 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 Dean of Students Office for more information.

## **Student Learning Systems**

### **Canvas**

Canvas is Sonoran University'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.sonoran.edu](https://scnm.instructure.com/login/canvas) <https://scnm.instructure.com/login/canvas> or by following the link on MySonoran. For training on maximizing your Canvas experience, please see the New Student Orientation Course.

### **MySonoran**

MySonoran is an online portal serving prospective students, current students, faculty, and alumni of the Sonoran

University community. MySonoran provides students with access to their schedules, unofficial transcripts, grade reports, student forms, campus publications, institutional policies, and other student services. MySonoran 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.sonoran.edu/ICS/icsfs/SCNM\\_Diversity\\_and\\_Inclusion\\_Policy\\_Final\\_10\\_10\\_11.pdf?target=5bfd96c-41c6-4006-bd50-e0bc3146aa89](https://my.sonoran.edu/ICS/icsfs/SCNM_Diversity_and_Inclusion_Policy_Final_10_10_11.pdf?target=5bfd96c-41c6-4006-bd50-e0bc3146aa89). For a training on maximizing your MySonoran experience, please refer to the New Student Orientation Course.

## Student Policies

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

The Course Catalog is published to provide applicants, students, and the general public with information about the University'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 Course Catalog on MySonoran for further details and the Campus Life tab for the most recent policies.

## Accommodations Based on Disability or Special Circumstances

The University welcomes and supports students with disabilities. Sonoran University adheres to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Accessibility Services are handled by the Dean of Students Office within Student Affairs.

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 must make appropriate arrangements prior to the beginning of each quarter. Students will be required to provide substantive

evidence of a disability as defined by the ADA and complete the Accessibility Intake form on MySonoran.

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 substantive evidence of a disability or need to be eligible for accommodations.

In requesting accommodations, students are required to:

- Complete an Accessibility Intake Form on MySonoran 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 Office to identify an ADA Accommodation plan. If necessary, the Dean of Students 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 respective faculty are notified 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 Office before the start of a new term.

Students on ADA Accommodation plans should utilize the Accessibility Office resources found on MySonoran 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 though not a disability, are encouraged to inform the Dean of Students to discuss temporary accommodations that may be necessary during pregnancy.

If a student, after following Sonoran University procedures, believes Sonoran University is not fulfilling its responsibilities under the ADA or other acts, the student should immediately bring their concern to the Accessibility Office for further advice and assistance. If the matter remains unresolved, the student may file a grievance with the Vice President of Student Affairs (Sonoran University's compliance officer for the ADA and Rehabilitation Act).

## **Notice of Non-Discrimination: Compliance with Regulations**

Sonoran University 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. Sonoran University 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 Sonoran University, 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 University are open to all students, and each building is ADA compliant. The University 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**

Sonoran University strongly encourages voluntary compliance for a fragrance-free environment. We ask that all campus constituents avoid the use of all scented products, even all natural products, while on campus. Sonoran University 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 individual 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): Sonoran University of Health Sciences, Sonoran University Medical Center, Neil Riordan Center for Regenerative Medicine & the Ric Scalzo Institute for Botanical Research (hereafter referred to as Sonoran University 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, Sonoran University adopted the Sonoran University 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 Sonoran University'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 Sonoran University 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 Sonoran University premises or while performing any Sonoran University business off Sonoran University premises.

3. To the extent such conduct is deemed to have a substantial impact on the safety or general welfare of Sonoran University 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 Sonoran University, 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 Sonoran University Administration. The list is provided to assist any member of the Sonoran University 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/>
- Sonoran University sponsored counseling services at [https://my.sonoran.edu/ICS/Students/Counseling\\_Services](https://my.sonoran.edu/ICS/Students/Counseling_Services)

## Sonoran University 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 Sonoran University 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 Sonoran University, 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 University will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the University (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, Sonoran University 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 Sonoran University 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.justice.gov/>.

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 Sonoran University may, at the sole discretion of Sonoran University 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 Sonoran University, the Sonoran University Clinical Care facilities, and all affiliated patient care site premises and to notify Sonoran University 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, Sonoran University

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, Sonoran University 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 Sonoran University.

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

Sonoran University may conduct searches of Sonoran University 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 Sonoran University, 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 MySonoran. Official student communications will be delivered personally, via the postal service, or to a student's current preferred email as noted in MySonoran. 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 MySonoran.

## Community Service Requirement

### *(ND Students)*

This program, for our ND students, is overseen by the Advising Office and has been established to allow students in the ND degree program to actively promote and support Sonoran University 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 Sonoran University 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 MySonoran, sent via email or in the Student Success Center (SSC). For a list of qualified activities please see the Community Service Policy on MySonoran.

Completed Community Service hours are to be logged on the University Community Service Verification form and signed by the community member supervising the work. Forms are available on MySonoran. Completed forms are to be submitted online through MySonoran.

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 MySonoran 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 Sonoran University. Students may add their current year of study or anticipated graduation date if desired. Examples are as follows:

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

## ND Program Students

Failing to comply with the Designation of Status 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](http://www.AZND.org).

## MSCN Program Students

Failing to comply with the Designation of Status 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](http://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 Sonoran University, 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 Sonoran University complies with state regulations in the state in which students live while taking any Sonoran University 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. Sonoran University participates in the National State Authorization Reciprocity Agreement (SARA). Through this reciprocity Sonoran University is considered authorized in all SARA states outside of Arizona. SARA is overseen by a national council [NC-SARA](http://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 Sonoran University distance or online education program is based on where they are stationed.

### Address Change Notification

It is the student's responsibility to notify Sonoran University's Registrar's Office of a change in location. Please send your new address to [Registrar@sonoran.edu](mailto:Registrar@sonoran.edu) from your Sonoran University email account and include your Sonoran University

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 MySonoran. 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 decides as to whether the absence is excused, and the faculty based upon the requirements of the course syllabus, 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 Sonoran University 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 Sonoran University 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 Sonoran University Event & Fundraising policy found on MySonoran. 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 Sonoran University 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 MySonoran 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 MySonoran. Questions and/or concerns about appropriate fundraising activities should be addressed to the Dean of Students or Manager of Advising and Engagement.

## Harassment and Assault Policy

Sonoran University 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 Sonoran University'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 University 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 Sonoran University, 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 Sonoran University's compliance with Title IX and the grievance process to investigate complaints and determine whether an individual accused of sexual misconduct violated Sonoran University'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 Sonoran University including coordination of training, education, communications,

and administration of grievance procedures for faculty, staff, and administration. If you have a grievance against a Sonoran University 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 grievances against Sonoran University students for sexual discrimination, sexual harassment (including stalking), sexual misconduct (including sexual assault), or retaliation. Upon receiving an inquiry or grievance, 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 MySonoran 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 Sonoran University's responsibilities regarding an order of protection, including no-contact orders and restraining orders
- Information on Sonoran University's Privacy Policy regarding confidentiality of all parties involved in the incident, all records utilized in the grievance, 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.

## Sonoran University Employee Reporting Responsibilities

All Sonoran University 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 MySonoran.

## 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 MySonoran.

## Harassment Disciplinary Procedure Rights

If a formal complaint is filed by a person alleging sexual harassment or signed by the Title IX Coordinator or Deputy Coordinator, Sonoran University 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 grievance of sexual or other harassment. Sonoran University will not allow any reprisal in any form against any complaining party or corroborating witness. By the same token, irresponsible and frivolous grievances 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), Sonoran University 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 Sonoran University 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 University 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 University 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 University 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. University 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 University as a Title IX grievance.
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 Sonoran University.
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 Sonoran University minimum specification. For more information please visit <https://techcheck.sonoran.edu/techregs.html>.

## Immunization/Vaccination Requirements

Sonoran University is committed to protecting the health and well-being of our students and patients. Because Sonoran University and naturopathic medicine play an increased role in the delivery of integrative healthcare through multiple partnerships with hospitals, clinics and treatment centers, our ND students are required to provide proof of immunity for various diseases.

Prior to enrollment, all incoming ND students must provide sufficient documentation regarding immunity. For a complete list of vaccination/immunity requirements please see Immunization Requirements on our [website](#). Incoming Doctorate of Naturopathic Medicine (ND) students should send proof of immunization or titer testing results to [ClinicalCoordinator@sonoran.edu](mailto:ClinicalCoordinator@sonoran.edu).

## Information Technology

The Information Technology Acceptable Use Policy (available on MySonoran) defines the boundaries or acceptable use of Sonoran University 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 Sonoran University to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of Sonoran University students, faculty, employees, and visitors. Sonoran University 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

Sonoran University 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 a Sonoran University 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 University.
- 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 University.
- 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 Sonoran University's Code of Professional Conduct and Academic Honor as described in the Student Handbook. Cheating is a violation of the Sonoran University 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

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

- 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 University personnel on a University document, including attendance rosters.

## Lobbying/Advocacy

The tax-exempt status of Sonoran University 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 University's tax-exempt purposes. No political lobbying activity is allowed by any person on behalf of Sonoran University at a state or federal level. Lobbying is also prohibited on Sonoran University premises, using Sonoran University technology or at any Sonoran University 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 University nor the Sonoran University Clinical Care 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 Sonoran University departments, including medical centers, through various media (including television, the Sonoran University 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. Sonoran University retains ownership and reserves the right to publish these photographs and videos.

Photography and video recording are not allowed in the anatomy lab. While Sonoran University 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 permission from the classroom instructor(s) before recording by audio, video, or any other electronic means any in person or virtual classroom session. Students allowed to record as a part of their ADA plan, still need to let faculty know that recording is occurring. Sonoran University 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. Posting any recordings online without written permission will be subject to disciplinary actions.

## Safety and Prevention Courses

As part of our ongoing effort to support the health and safety of our entire Sonoran University community Sonoran University 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.

Sonoran University requires all incoming students to complete the following free online courses: AlcoholEDU, Diversity, Inclusion and Belonging, and in compliance with Title IX and the Clery Act, Sexual Assault Prevention for Graduate Students. Prior to graduation, students are required to complete Sexual Assault Prevention - Ongoing. This requirement is enforced during registration and applies to all degree-seeking students regardless of full- or part-time status.

## Sonoran University Email Account

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

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 Sonoran University email account often, at least daily. Failure to monitor email will negatively impact the student experience and will not be accepted as a reason for not reviewing important materials.

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

## Sonoran University Logo

The Sonoran University of Health Sciences name, trademarks, and logo are proprietary and are to be used by persons and associations both within and outside of the University only with permission of the Sonoran University Marketing Department. Outside parties must obtain express written permission from the Sonoran University Marketing Department. When allowed, the printing of the logo and trademarks must be done with original quality reproductions under the supervision of Marketing.

## Smoke-Free Campus

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

## Social Media and Promotional Guidelines

All Sonoran University 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 Sonoran University. 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 Sonoran University 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 Sonoran University in all public formats.
- Be transparent by using disclaimers distinguishing your views as your own and not those of Sonoran University.
- Do not present yourself as an official representative or spokesperson for Sonoran University.
- 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 Sonoran University 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

Sonoran University recognizes that under certain circumstances testing may need to occur at a different time, location or format than originally scheduled

There are two categories of special exams:

1. ADA Accommodation Plan Requirements
2. Rescheduled Test due to Excused Absence

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 Sonoran University's Testing Facility. You may also visit MySonoran 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, as per the course syllabus, 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 and/or University-employee) 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 as soon as an absence is known.

Please note: Absences for presenting at a conference on behalf of the University 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 Sonoran University Excused Absence Policy criteria. The Dean of Students will issue a final 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 the testing or assignment rescheduling requirements, as per the course syllabus. Faculty make the final determination of when the rescheduled exam or comparable learning activity/assignment will occur, or the new assignment deadline.

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 may apply for milestone and practical-type 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 University grievance procedure.

## Testing Center

The Testing Center, located in the Sonoran University 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. Student Services also has alternative testing locations depending on request volume and special needs. Please contact the Dean of Students Office for details, if needed.

## 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.

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.

## Weapons, Explosives, and Firearms

Sonoran University 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 university property including all land, buildings, and vehicles owned by Sonoran University, 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 MySonoran.

## 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 university premises, or at any activity or function sponsored, authorized, or approved by the University. 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, University 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, all students of Sonoran University 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.

Sonoran University 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 Sonoran University 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 Sonoran University 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 University, and
- protects access by all members of the University community to a campus atmosphere that is conducive to the University'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.

Sonoran University 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 Sonoran University 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 Sonoran University, including and from the date they submit a tuition deposit toward enrollment until the last day of the quarter in which they graduate. Sonoran University 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 University believes that a disciplinary infraction may also violate applicable laws and ordinances, Sonoran University reserves the right to report such behaviors

to proper authorities, in addition to any internal disciplinary action taken by the University 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

Sonoran University reserves the right to create, modify, or make changes to the policies from time to time, as needed, or when deemed necessary. Sonoran University 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

Sonoran University students will display matured interpersonal behaviors at all times. These behaviors embody the commitment to excellence, honesty, and integrity, expertise, humility, respect, compassion, awareness of interpersonal boundaries, and comportment.

Expectations for such behaviors and actions 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 and correction with poise and grace of character;
- Interacting effectively, respectfully, and empathetically with faculty, peers, staff, and all members of the Sonoran University 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 appropriate grooming, dress, and hygiene commensurate with the future responsibilities of your chosen profession, irrespective of the learning format;
- Demonstrating and practicing both medical and generally accepted ethics;
- Maintaining confidentiality at all times.

## Online Behavioral Expectations

Sonoran University 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 Sonoran University'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 Sonoran University 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

Sonoran University expects students to always conduct themselves in an honest, responsible, and matured manner. The rules of student conduct are an expectation of behavior regardless of the physical location or electronic format of the alleged violation/infraction. At all times students are expected to be respectful and empathetic towards others in the Sonoran University community, patients, and others in the wider community.

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

- Conduct themselves in a courteous and mature 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 University;
- 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 University or a member of the University 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 University's educational mission and its community life. Please refer to the remainder of the Sonoran University Student Handbook and other Sonoran University publications, as well as the Course Catalog and, for ND students - the 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.

While generally addressed under the guidelines of proper behavioral expectations, the following list, though not all inclusive, identifies some specific behaviors that are particularly detrimental to the development of an inclusive, respectful and effective community of future medical professionals.

## Abuse/Harassment

Abuse or Harassment will not be tolerated, as defined herein, on University premises or at functions sponsored by, or participated in by the University 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 University 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 University document, record, or instrument of identification; or tampering with the election of any University 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 an attempt to encourage or protect 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 University, 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 University community to participate in their educational pursuits.

## **Disorderly and Lewd Conduct**

Conduct that is disorderly, lewd, obscene, or indecent; 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 University, including teaching, research, administration, Sonoran University Clinical Care facilities, off- or extended-site activities, University 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(s).

## **Drugs - Possession, Use, and Distribution**

Possession, use, or distribution of drugs on or off University-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, University faculty in connection with legitimate curricular/clinical activities are excluded from this prohibition. For more information see the Sonoran University 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.

## **Insubordination**

Failure to comply with directions of University employees or hired third-party services who are acting in the performance of their duties; disobedience to, or defiance toward, University 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 grievance proceeding in any manner, including, but not limited to the following:

1. Failing to respond to the summons of a judicial body or University official;
2. Withholding, or failing to disclose, upon request of a University 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 Sonoran University**

Students may not present themselves as a representative of Sonoran University without unequivocal approval by direct Sonoran University supervision or an executive administrator of the University. This includes portraying yourself as an official or employee, claiming that you are speaking on behalf of the University, student body, or any subset of the Sonoran University community, representing while in attendance or engaged in outside activities that you are engaging on behalf of the University, and falsely presenting yourself as holding a leadership role in any type of student governance or official University 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 Sonoran University, 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 and respectfully 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 University or outside the University, 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 University premises or at functions sponsored by, or participated in by the University 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.

## **Theft/Property Damage**

Stealing, or otherwise taking or using without the permission of the rightful owner, property, or services of the University, property of a member of the University 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 University's Facilities and Equipment**

Unauthorized entry to or use of University's facilities, including buildings, desks, files, computers, software, and equipment; unauthorized possession of keys to University 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 Sonoran University and the naturopathic profession. To maintain high standards for quality, the following policies apply to each student enrolled at Sonoran University:

- Sonoran University 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 University.

- For professions that are regulated by the state of Arizona licensure (including medicine, acupuncture, massage, etc.): No Sonoran University 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 Sonoran University 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 a Sonoran University medical student as a qualification to perform healthcare modalities, except within the scope of University-approved programs under the direct supervision of professionals recognized and appointed as supervisors by Sonoran University.
- 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 Sonoran University:

- Sonoran University 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 Sonoran University 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 a Sonoran University clinical nutrition student as a qualification to perform or suggest any nutritional practices, except within the scope of University-approved programs under the direct supervision of professionals recognized and appointed as supervisors by Sonoran University.

## Unauthorized Use of University Documents and Logo

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

## 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 Sonoran University classes/rotations are in session at the time. Students should error on the side of disclosure if they believe an arrest or conviction may be covered by this policy.

## Standards of Classroom Behavior

Sonoran University expects respectful, mature, collaborative behavior in the classroom. Classroom expectations will also be addressed in the course syllabus. Students who disrupt class/labs or clinical rotations may be directed by the faculty member to leave, will receive no attendance credit for the day and will be referred to the Dean of Students Office for review. Recurrent unprofessional behavior may result in the student being dropped from the course as well as other disciplinary actions per the Code of Conduct. Disruptive acts include, but are not limited to, such actions as persistent speaking without being called upon, challenging faculty in a hostile or disrespectful manner, lack of respect for others with differing opinions, putting feet on desks or tables, leaving and recording without consent, and studying/reading material not related to the attended class.

## Violations of Policy

### University Policies

Sonoran University considers any behavior that violates University policies and procedures as found in the Sonoran University Student Handbook, Sonoran University Course Catalog, Sonoran University Clinical Handbook, and on MySonoran to be a violation this Student Code of Conduct.

### Sonoran University Clinical Care facilities Regulations

Failure to follow regulations published in the Clinical Handbook, including but not limited to, the obligation to maintain strict patient/doctor confidentiality during the course

of clinical training, diagnosis of 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, appropriate behaviors, good patient service, and other best medical practice standards as may be established by the University. ND students; failure to comply with standards of 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 Sonoran University 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 University after receiving notice of possible action concerning discipline, expulsion, or suspension, the University 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 Sonoran University 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 university policy during the period of probation may result in suspension or dismissal from one or multiple programs, if dual enrollment.

## **Suspension**

Sonoran University recognizes and exercises three types of suspension. In all cases, a suspended student will not participate in any class, lab or clinical rotation, or Sonoran University sponsored activities and will not be permitted on the University's physical property or any University 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 Sonoran University disciplinary proceeding.

## **Indefinite Suspension**

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

## **Non-Academic Dismissal/Expulsion**

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

A student who has been issued a non-academic dismissed/expelled from Sonoran University 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 University 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 Sonoran University Property**

A student's access to Sonoran University 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.

## **University 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.

## **Notice**

A written statement from the Dean of Student's Office advising the student that an action did not rise to the level of a Code of Conduct Violation but will be considered a violation if current actions continue or are expanded. Notices are meant to provide a learning opportunity for a student to modify behaviors in an effective way before becoming impactful and negative. A copy of any notice will be kept in the Dean of Students Office only but will be used in any future violations as an example of continued counterproductive behaviors.

## 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 University 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 Sonoran University.

Records that are generated during the investigation/decision-making process associated with these procedures are general education records protected 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 University community.

A member of the University community may refer a matter for investigation by submitting a completed Grievance or Violence/Assault Reporting Form on MySonoran, or through direct report to the Dean of Students. Based on the information provided, the Dean of Students will determine appropriate next steps. The Dean of Students will 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 Sonoran University poses a threat to any individual, property or University function.

The Dean of Students will notify the student of a decision to suspend for an interim period effective immediately as of the date of the written decision. The notification 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 is reached on the pending charges or until the Dean of Students determines that the reasons for imposing the interim suspension no longer exist.

A suspended student who is suspended for an interim period may request that the Dean of Students reconsider the interim suspension by providing a written explanation why they believe the interim suspension is unwarranted. The Dean of Students will provide the student with a final determination of the reconsideration request within five (5) business days of receipt. The Dean's decision on any request for reconsideration is not subject to further review.

The University 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 University 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 University 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 Office no later than five (5) business days following the date on which notice of the written determination is sent to the student. After five (5) days, the determination becomes final, is effective immediately 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 Sonoran University employee with no prior knowledge of the case and no direct interest in the outcome to serve as the hearing officer. Alternatively, at the VPSA's discretion, an independent hearing officer may be hired to conduct the hearing if an impartial and unfamiliar employee is not available. The hearing officer must be selected and identified to both parties within five (5) business days of the receipt of a request for an appeal hearing.

A student may challenge the participation of the hearing officer on the grounds of personal bias by submitting a written statement to the VPSA setting forth the basis for the challenge within two (2) business days of identification. The VPSA will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement hearing officer will be appointed.

### **Pre-Hearing Procedures**

In the absence of extenuating circumstances, when the University is in session, the hearing officer will notify the student, by both written and electronic mail, within ten (10) business days of their selection, when the appeal hearing will convene and the specifics of the hearing (hearing notice). The hearing date should be set no farther than twenty (20) days from selection of the hearing officer. Up to an additional five (5) days may be added, if agreed upon by both parties, to allow for extenuating circumstances.

The hearing notice provided to the student 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;
- Identification of where to review a copy of the Student Code of Professional Conduct and these Student Disciplinary Procedures in the Student Handbook;
- 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. The Student and Dean of Students Office will submit a written statement of evidence that will be presented at the hearing, to the hearing officer for distribution to all parties, at least five (5) days before the hearing date. The statement of evidence will include: A list of the names and titles of all witnesses who may be called to speak at the hearing;

- A concise summary of the relevance of each witness;
- Copies of all documents or statements to be presented ;

University

## Conduct of the Hearing

The hearing will be conducted in a closed (non-public) session 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 officer will preside at the hearing and will rule upon all procedural matters. Only evidence and witnesses identified in the statement of evidence will be allowed. Presentation of any additional evidence or witnesses will be at the discretion of the hearing officer, based upon relevance to the discussion. The hearing officer may exclude irrelevant, immaterial, privileged, or unduly repetitious information. The hearing officer may also 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 forfeits their request, and the Dean of Students' initial determination will be affirmed, effective immediately. 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 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
8. 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.
9. 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.
10. 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 University President no later than five (5) business days following the date of issuance of the written decision by the VPSA. The request must 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 Arizona or Federal laws.

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 University 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 University President may uphold or modify the previous decision or grant a rehearing on the issues raised by the request. The decision of the University 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.

## Concerns and Complaint Resolution:

Sonoran University of Health Sciences 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, we encourage direct communication between the student and other party (respondent) whenever possible.

Students should consult with the Dean of Students at [DOS@sonoran.edu](mailto:DOS@sonoran.edu) if they are unsure about how to address a concern. All direct links below can also be accessed on [myscnm.edu](http://myscnm.edu) in the Student Solution Center page at: [https://my.scnm.edu/ICS/Students/Student\\_Solution\\_Center.jnz](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 Sonoran University's disability compliance: Please contact the Accessibility Office at [Accessibility@sonoran.edu](mailto:Accessibility@sonoran.edu)
- Appealing your Sonoran Accommodations Plan: Please contact the V.P. of Inclusive Excellence and Belonging at [Inclusion@sonoran.edu](mailto:Inclusion@sonoran.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@sonoran.edu](mailto:Registrar@sonoran.edu) FERPA violations with the

Registrar's Office should be directed to the V.P. of Student Affairs: [VPSA@sonoran.edu](mailto:VPSA@sonoran.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@sonoran.edu](mailto:PSR@sonoran.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@sonoran.edu](mailto:Research@sonoran.edu). You may also contact the President's Office at [p.mittman@sonoran.edu](mailto:p.mittman@sonoran.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 MySonoran. 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@sonoran.edu](mailto:DOS@sonoran.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 university:

Vice President for Academic Affairs, Dr. Garrett Thompson

Phone: 480-222-9219

Email: [VPAA@sonoran.edu](mailto:VPAA@sonoran.edu)

Dean of College of Naturopathic Medicine, Dr. Jessica Mitchell

Phone: 480-222-9809

Email: [j.mitchell@sonoran.edu](mailto:j.mitchell@sonoran.edu)

Dean of College of Nutrition, Dr. Gena Kadar

Phone: 480-222-9255

Email: [g.kadar@sonoran.edu](mailto:g.kadar@sonoran.edu)

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

Chief Financial Officer, Edward Podol

Phone: 480-222-9244

Email: [e.podol@sonoran.edu](mailto:e.podol@sonoran.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: [VPSA@sonoran.edu](mailto:VPSA@sonoran.edu)

## Still unsure of where to begin with your complaint?

- One resource students can access is the Dean of Student's Office [DOS@sonoran.edu](mailto:DOS@sonoran.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 Sonoran University Board of Trustees. To provide feedback to the Sonoran Student Government Association please utilize the SGA Student Feedback Form

## Zero Tolerance for Retaliation

Sonoran University 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@sonoran.edu](mailto:DOS@sonoran.edu) immediately.

## Informal Problem-Solving

Sonoran University 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, Students are encouraged 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 concern.
2. Prepare to resolve the problem/challenge:
  - Try to see both sides of the issue, not just your side. Be open to understanding how 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, remembering that the Course syllabus are the guidelines for operation and implementation of a course,
  - Collect any additional information and background you may need.
  - Seek advice and support from an impartial third party that can help you see different perspectives.
  - Identify at least one, preferably more, potential solution(s) that would settle the issue.

3. Have a calm, rational conversation with the Respondent:
  - Request and schedule an appointment in person or virtually.
  - Clearly and succinctly articulate your points. Cite the relevant policy, process, guideline, protocol, and/or published requirement provision(s).
  - Listen objectively to understand the other person's point of view.
  - Provide your possible solution(s).
  - Listen to their possible solution(s).
  - Always maintain decorum, and a calm demeanor.
4. Resolution:
  - Apply your problem-solving skills to find a solution.
  - Have realistic expectations.
  - Be open to a compromise instead of an "all-or-nothing" solution.
  - Be gracious if no solution is reached.
  - Identify measures to avoid the similar issues from reoccurring.

## Filing a Complaint Outside Sonoran University

### 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 grievance procedures established by the institution, Arizona Administrative Code Rule R4-39-403.

If the Student complaint cannot be resolved after exhausting the institution's grievance 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](mailto: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](mailto:adeinbox@azed.gov)

For more information on how to file a complaint visit [www.azed.gov](http://www.azed.gov)

## State Authorization Reciprocity Agreement (SARA) Complaints

For out-of-state\* students taking a distance education course through Sonoran University who reside in SARA states, the Arizona SARA Council has jurisdiction over Arizona SARA-participating institutions including Sonoran University in relation to non-instructional complaints. Instructional complaints, such as grade grievances, 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 Sonoran University's Grievance Process. If the complaint is not resolved through Sonoran University'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 Sonoran University or the Arizona State Board of Private Post-Secondary Education, the complaint may be submitted to AZ-SARA via <https://azsara.arizona.edu/complaints>. Complaints must be submitted within two years of the incident.

*\*Students of Sonoran University residing in California can file financial or academic complaints online at [www.dca.ca.gov](http://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 Sonoran University Clinical Care 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 Sonoran University of Health Sciences 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