

SOUTHWEST COLLEGE OF

SCNM

NATUROPATHIC MEDICINE

**Student Handbook
2008/2009**

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Southwest College of Naturopathic Medicine and Health Sciences

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Southwest Naturopathic Medical Center






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Other SCNM Printed and Electronic Resources for Students

-  *SCNM College Catalog – Obtainable in Admissions and Records and on the SCNM website and MySCNM*
-  *Medical Center Student Handbook/Standard Operating Procedures – Obtainable at the Medical Center or upon Medical Center entry and on MySCNM*
-  *The Insider – Electronic publication distributed quarterly to all Students, Faculty, Staff and Alumni*
-  *SCNM Now Magazine-distributed bi-annually to all Students, Faculty, Staff, Alumni, and public*
-  *Financial Aid Information and Brochures – Obtainable in the Financial Aid Office and on MySCNM*

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

SCNM is a tax-exempt, non-profit corporation approved to offer degrees by the Arizona Naturopathic Physicians Board of Medical Examiners and the Arizona State Board of Private Postsecondary Education as described in the SCNM Catalog. Inquiries concerning educational standards or school compliance may be directed to the Council of Naturopathic Medical Education (CNME) and/or the Arizona State Board of Private Postsecondary Education. The CNME guidelines can be found in the College Library. The CNME can be reached at P.O. BOX 178, Great Barrington, MA 01230 or by phone at (413) 528-8877.

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

The Student Handbook is an official document of SCNM. Excerpts have been adapted in part from publications from many colleges and universities, including Arizona State University, National College of Natural Medicine and Bastyr University. Any member of the College Community has the right to propose changes to this Handbook. Such recommended changes should be presented, in writing (with an explanation for the change), to the Dean of Students by April 30th of each year. Anonymous suggestions will not be considered; however, all signed suggestions will be presented for consideration to the Academic Affairs Committee. For questions or further clarification on material contained in this Handbook, please contact the Dean of Students, SCNM, 2140 East Broadway, Tempe, AZ 85282.

Mission Core Values and Goals

Mission

We provide high quality student oriented medical education to advance the art and science of naturopathic medicine, producing physicians who successfully practice excellent patient-centered healthcare.

Core Values-S.P.I.R.I.T

- Service
- Professionalism
- Integrity
- Respect
- Innovation
- Teamwork

Core Goals

- Develop and implement an outcomes based academic assessment program
- Promote excellence in student learning and professional success
- Provide excellence in educational quality and learning outcomes
- Develop and utilize quality clinical outcomes

Supportive Goals

- Promote effective resource development and utilization
- Establish a learning community
- Provide effective research to the College and the community

Aspirational Goals

- Develop and enhance community service learning opportunities

Naturopathic Physician's Oath

Taken at Graduation

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 student of Naturopathic Medicine, I pledge to remain true to this oath.

Professional Conduct Oath
Academic, Medical Center, Off-sites, Extended Sites

[Signed upon Medical Center 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 Medical Center Student 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 Medical Center Student Handbook.

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

Student

Date

Statement on Student Rights

SCNM's Mission is to provide high quality student-oriented medical education to advance the art and science of Naturopathic Medicine, producing physicians who successfully practice excellent patient-centered healthcare. While it is not possible to address all eventualities, it is important that the rights of SCNM students be embraced by the community and observed in the spirit of SCNM's mission and values. Our core values of Service, Professionalism, Integrity, Respect, Innovation, and Teamwork (S.P.I.R.I.T) remind us of the culture for 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 live and/or attend classes and 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 living/learning environment
- The right to hold other students accountable to the Student Code of Conduct
- The right to be educated and nurtured
- The right to learn without disruption
- The right to access to academic and support services that enhance student learning and development
- The right to engage in mutual collaboration
- The right to explore spiritual growth and development
- The right to participate in the creation of knowledge
- The right to know academic requirements and to be evaluated fairly
- The right to be informed of and share opinions on matters affecting the College community
- The right to equal access to available research and appropriate resources
- The right to engage in service opportunities that enhance learning outcomes, both within and outside of the campus community
- The right to associate with the student organizations of one's own choosing
- The right to participate in a system of shared governance

Academically Related Information

See the current SCNM Catalog for further details and most recent policies

Board Review Classes

Naturopathic Physician Licensing Examination (NPLEX) Board exams are traditionally held in August and February. Exact dates and additional information can be obtained from NABNE, 8948 SW Barbur Blvd. #157, Portland, OR 97219 or by calling 503-778-7990. You can also obtain information at <http://www.nabne.org/html/index2.html>.

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 Office of the Registrar.

Class Scheduling

The Academic Coordinator, with input from the faculty, Department Chairs, Academic Deans and support services, develops a schedule with the student's and the school's best interest.

The approved schedule will be printed for students prior to registration. Once the final schedule is printed, the only changes that will be made are those due to extenuating circumstances. The Dean of Medical Education along with the Academic Coordinator will determine when a schedule change needs to be made.

In order to allow the Academic Coordinator to complete work regarding the current quarter and to start the next quarter's schedule, students should understand that no changes can be made to accommodate personal schedules.

Examinations

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

Academic Advising and Mentoring

The Admissions Team assigns each student a faculty mentor upon matriculation. Once a student matriculates, the advising process is monitored by the Registrar's Office. The academic advising specialist offers systematic academic advising throughout the entire academic year and appointments are strongly encouraged. Each student's academic progress is evaluated on a quarterly basis. Students are encouraged to meet at least once quarterly with the Academic Advising Specialist to assist with academic and professional development issues. Students on academic probation are required to meet with the academic advising specialist and the Dean of Students more often.

Student Tutoring and Peer Mentoring

Tutoring

The Doctoré Development Center (DDC) is a formal tutoring center staffed by paid upper-class students in good academic standing. They provide one-on-one tutoring in a structured environment helping with specific course content, study skills, time-management, and general advice for students struggling with the intensity of the program. It is facilitated by the Dean of Students and the Dean of Medical Education who oversee tutor selection, orientation, scheduling, and communication between tutors, students, faculty, and administration. For more information, please see the Dean of Students or the Dean of Medical Education.

Peer Mentor Program Description

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

Peer mentors are experienced medical students selected to act as advisors to new, incoming students regarding all facets of medical school: learning strategies, healthy stress reduction, issues of personal relationships, etc. Peer mentors assist entering students with the numerous issues of adjustment to medical school.

The peer mentor is a volunteer position available to students currently enrolled at SCNM, who fulfill the eligibility requirements, and who attend the required peer mentor training session.

Peer mentors will receive up to 20 community service hours towards the 45 required prior to graduation. Mentors will receive community service hours for attending mentor training meetings, time spent with “mentees,” quarterly lunches, and the peer mentor matching activity during orientation. For more information, please see the Student Ambassador or Admissions Team for more information.

Textbooks

The list of required texts is completed and made available to students during Registration Week. Changes in textbook requirement will occur after Registration Week only under exceptional circumstances (i.e., book is unavailable from publisher or out of print) and only with approval from the Department Chair.

Required texts are defined as material that is covered in class and that students will be expected to know and for which they will be tested. Recommended texts are defined as material that more fully explores and reinforces course information. 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.

Recommended texts are optional but highly recommended reading for students.

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

Textbook lists are available at the Office of the Registrar and in the Library. It is highly recommended that textbooks be acquired before the first day of class.

Catalog

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

General College Information

College Mission and Resources

Academic Program

Admission

Tuition/Fees and Financial Aid

Academic Policies

Naturopathic Medical Program

Academic Departments and Course Descriptions

Student Information, Services and Policies

Administration and Faculty Members

Tuition and Fee Schedule

Classroom Policies

Cellular Phones

The use of pagers and cellular phones that are sound activated is prohibited during classes, lectures, or in the Library. Cell phones are to be deactivated or adjusted to silent mode in respect of others.

Class Breaks

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

Class Time Changes and Cancellation

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

Food in Classrooms

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

Facilities, Services and Safety

Class Notes On-Line

Class notes, syllabi, and supplemental materials may be accessed through MySCNM. Each student is issued a password and the internet codes upon entry into the College.

Air Quality

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

Campus Safety

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

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

Students are asked to report any unsafe conditions to the Director of Facilities Management 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 injury must be reported in writing to both the Dean of Students and the Director of Facilities Management.

Campus Security

All buildings are locked nightly. Campus parking areas are monitored by video surveillance cameras. Any security issues or concerns should be reported to the Director of Facilities Management and/or law enforcement as soon as possible. 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.

Computers

SCNM provides students with access to computers and on-line services. As with other SCNM property, the student is responsible for the safekeeping of all computer hardware, software, and records. It is the student's responsibility to protect the security of his/her username and password.

- All computer records and documents generated on College computers are the property of SCNM and are governed by non-disclosure and confidentiality policies.
- Faculty, staff, and students are prohibited from the following actions on College or Medical Center computers:
- Installing, copying, or removing any software (including, but not limited to programs, utilities, screen savers, and desktop wallpaper) other than data files and documents.
- Altering any configuration settings (including, but not limited to display, network, printer, and system settings).
- Attempting to install, remove, or repair any hardware components.

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

Computer Center

The Computer Center, located within the Library, houses computers available for student use. The College uses a PC-based Microsoft Windows environment. The standard for word processing documents is Microsoft Word, for spreadsheets Microsoft Excel, and for databases Microsoft Access. Any other word processing documents, spreadsheets, or databases—including, but not limited to, Microsoft Office is not supported.

All user workstations in the Library Computer Center have high-speed Internet access.

Copy Center

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

The Copy Center is also equipped to answer students' general computer related questions regarding:

- Setting up wireless access
- Resolving password issues
- Guidance installing MS Office
- Obtaining media CD for MS Office

Equipment

No College equipment may be removed from its assigned location without authorization from the Director of Facilities Management. No audiovisual or presentation equipment, or other classroom

furnishings (including chairs, desks, etc.) may be moved without permission from the Director of Facilities Management.

Hours

The standard hours for the College are: Monday-Friday 7:00am – 10:00pm and Saturday and Sunday 7:00am – 5:00pm. If it becomes necessary to have the College open during non-standard hours, the Facilities Department requires a written notice and must receive written approval from the proper authorities (Executive Vice President of Academic and Clinical Affairs, President, or Dean of Students).

Housing

Information about available housing in the area may be obtained through MySCNM-Campus Life tab. Admissions maintains Housing information for prospective and current students to assist students find housing. On-campus housing is not available.

Lockers

Registration for lockers is handled through the Enrollment Services Center. Incoming students will be assigned a locker within the first two weeks of the quarter. Lockers are located next to the Anatomy laboratory.

Mail and Messages

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

Vehicle and Bicycle Parking on Campus

SCNM provides ample parking for student vehicles. Students, however, must park their vehicles in accordance with the specific conditions and restrictions that may apply at the College's various facilities. Policies have been established by the College to promote compliance with parking regulations at SCNM facilities and to provide a deterrent to those whose improper parking may be a hazard to other members of the College community. Repeated violations will result in disciplinary action and/or fines.

Students may not park in the red or yellow zones, in the handicapped spaces, or in visitor parking. Overnight parking is not allowed. Bicycles must be parked in the bicycle racks outside the building.

Parking at the Medical Center

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

Personal Property and Lost and Found

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

Posting of Information

SCNM provides wall-mounted bulletin boards for community members to share information with each other. The Tempe Campus front desk personnel must provide approval for all material posted on bulletin boards.

Telephones

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

Theft/Unprofessional Conduct

Theft is considered a serious infraction of the Student Code of Professional Conduct and Academic Honor. All students are expected to observe national, state and local laws and ordinances. Conduct, which the College believes, violates laws and ordinances will be reported to the proper authorities. Conduct that violates the provisions of the College, or national, state or local laws, will be handled according to the prevailing Student Disciplinary Process and may result in suspension or dismissal. Unprofessional or illegal conduct of any student or students registered as naturopathic medical students in Medical Center training and/or students discovered to be practicing medicine without a license is reportable to the State of Arizona Naturopathic Physicians Board of Medical Examiners, in compliance with Arizona statutes.

General College Policies

FERPA Annual Notification

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

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

The right to request the amendment of the student's education records that the student believes is inaccurate.

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.

Students with complaints about violations to student record privacy or access to records may contact the Office of the Registrar at 480-222-9211. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SSCNM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

College Logo

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

Compliance with Regulations

SCNM complies with the Equal Employment Opportunity Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, and the American Disabilities Act of 1990. These laws do not permit discrimination on the basis of age, sex, race, national or ethnic origin, religion or disability. In addition, the College does not discriminate on the basis of marital status or sexual orientation. Classes, clubs and activities at the College are open to all students, and each

building is handicapped accessible. As additionally necessary, the College provides reasonable accommodations for students with disabilities. When auxiliary aids or services are required, requests must be officially documented upon application. Any student who feels there may have been discrimination should contact the Dean of Students to begin investigation. The Dean shall notify the Executive Vice President of Academic and Clinical Affairs of the allegations. If resolution is not attainable, the Executive Vice President of Academic and Clinical Affairs may determine further investigation is necessary or request that a disciplinary process be initiated.

Contractual Agreements

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

Harassment Prohibition – Sexual and Other

SCNM has a strict policy against sexual harassment or harassment based on any legally protected basis. Conduct constituting sexual harassment, as defined herein, toward another person of the same or opposite sex is prohibited by this policy. The College explicitly prohibits harassment of any kind. 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.

Definition of Sexual Harassment

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's standing; or,
- Submission to or rejections of such conduct by an individual is used as the basis of employment or school decisions affecting such individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment.

Sexual harassment 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 use of inappropriate terms of address;
- Sexually explicit or sexist comments, questions, jokes, in writing or on t-shirts;
- Conduct of a sexual nature that creates a hostile work or educational environment.

Definition of Other Harassment

Harassment based on race, color, age, sex, religion, national origin, citizenship, marital status, physical or mental disability is a violation of federal and state law. In addition, SCNM's policy recognizes sexual orientation as a protected group. Harassment is defined to include verbal or physical conduct that creates an intimidating, hostile, or offensive work or school environment or that unreasonably interferes

with an individual's work or school performance. Examples of conduct that may constitute harassment based on a legally protected class include, but are not limited to:

- The use of slurs based 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.
- Written materials that show hostility towards any legally protected basis.

Discipline/Consequences

Any student who permits, does not report, or engages in sexual or other prohibited harassment will be subject to disciplinary action including dismissal.

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 or the Human Resources Director.

Upon notice, the SCNM Human Resources Director or Dean of Students will promptly investigate each complaint of harassment as thoroughly and as confidentially as possible, and take appropriate corrective action on all confirmed violations of this policy.

The Director of Human Resources or Dean of Students will put his/her findings in writing and forward a copy to the Executive Vice President of Academic and Clinical Affairs at the end of the investigation. The findings of the complaint and the action to be taken will be reported to the complainant and the alleged harasser as expeditiously as possible. 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, he/she is 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 complaint of sexual or other harassment. SCNM will not allow any reprisal in any form against any complaining party or corroborating witness. By the same token, irresponsible and frivolous complaints or accusations will not be tolerated.

Identification Badge

Each student is issued a photo identification badge during orientation. Students should keep the ID in their possession at all times when on the Tempe Campus or at the Medical Center. The photo ID is used as a security measure and is required for students to receive certain services such as Library borrowing copy/printer privileges.

Library Hours of Operation

The Library's REGULAR SCHEDULE (for Intensives week and weeks 1-9 of each ten-week term) is: M-F 7:00 a.m. to 7:00 p.m., and Saturdays 8:00-5:00. Four weeks out of the year the Library employs a FINALS SCHEDULE, with hours of 7:00 a.m. to 9:00 p.m. M-Th, and 7:00 a.m. to 5:30 p.m. on Friday or last day of finals. During times when no classes are scheduled, the Library employs a BETWEEN-TERMS BREAK SCHEDULE. During these times the Library is open from 8:00 to 5:00 M-F only. The Library is closed for all SCNM campus holidays, including the Winter Holiday and the week of New Year's Day, and on both the Saturday before Memorial Day and the Saturday before Labor Day, and whenever July 4 falls on, or is celebrated on, either a Monday or a Friday.

Library Conduct

The library's policies make it possible for the library to serve its users well, by helping to create a well-organized learning atmosphere that is pleasant, studious, and productive for serious learning.

Unacceptable acts include: rowdy or otherwise disruptive behavior, unauthorized removal of books or other materials without proper check-out, failure to return checked out items by their due dates, consumption of food or beverages within any of the library's public use areas, mutilation or obvious marking of books or journals, and careless heat damage to videocassettes. Persons who commit such offenses will be subject to library fines, delay of registration, dismissal from the library, suspension of

library privileges, normal college disciplinary procedures or be otherwise penalized by the College, according to the severity of the case.

Lobbying/Advocacy

The tax-exempt status of SCNM affects all staff and students. Tax-exempt organizations are limited in their political and legislative activity, even if the lobbying/advocacy activity would contribute directly and substantially to meeting the College's tax-exempt purposes. No lobbying is allowed by any person on SCNM premises or at any SCNM function unless pre-approved by the President and Dean of Students within 15 days of the event.

Personal Appearance

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

Public Information

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

Examples of these kinds of printed pieces are flyers, posters, brochures, press releases, business cards, marketing letters, advertising and any official correspondence on College letterhead. This review process is essential to creating and maintaining a consistent and appropriate public image for the College and Medical Center. It will help build high quality credibility and recognition for the College and the profession.

Students must have all correspondence that is transmitted on official College letterhead reviewed and approved by the Marketing Department at least 10 days prior to transmittal as well.

Smoking Policy

Smoking of any product is prohibited on the Tempe Campus and Medical Center buildings.

Speaker Policy/Freedom of Speech

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

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

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

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

The Academic Coordinator and Facilities Director need to be contacted to obtain the appropriate forms to be completed. These forms requesting the presentation must be completed and returned to the Academic Coordinator before it can be approved. The Dean of Students and/or President's Council is responsible for approving or denying all presentations. A charge may be imposed according to established fee schedules.

Staff-Student Relationships

Staff and students are encouraged to develop congenial relationships to promote community-wide communication and a positive academic environment. However, intimate relationships between faculty, staff and students, with or without sexual relationships are not appropriate and will not be tolerated. Violations of this policy are subject to disciplinary action.

Student Photos, Media and Publicity

From time to time, SCNM community members may be asked to meet with a reporter or photographer who wishes to learn more about SCNM. If a member of the media contacts you directly, refer the request to the Marketing Department.

In order to promote SCNM and Medical Center through various media, including television, the SCNM web site, magazines, journals, newspapers and internally developed publications and advertisements, faculty, staff and students may be photographed and/or video recorded. SCNM retains ownership and reserves the right to publish these photographs and videos.

Students Requiring Accommodations Based on Disability or Special Circumstances

SCNM does not discriminate on the grounds of disability, race, sex, ethnic background, place of origin, domestic status, age, religious or spiritual belief, sexual orientation or political affiliations. The College supports and adheres to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Should a student require advice, assistance or information, please contact the Dean of Students in a timely manner in order to ensure necessary provisions are put in place. Students will be required to provide substantive evidence of a disability or need.

Should a student, after following College procedures, believe that the College is not fulfilling its responsibilities under the ADA or other Acts, the student should contact the Dean of Students for further advice and assistance. If the matter remains unresolved, the student may file a complaint with the Director of Human Resources (Compliance Officer for the ADA and Rehabilitation Act).

Students who are pregnant or become pregnant are to inform the Dean of Students immediately since taking any courses that may expose them to chemicals may be harmful. In most cases, accommodations will be made and an alternative laboratory experience may be provided.

Students are required to provide completion of the following:

- Special Accommodation form, which can be obtained through the Dean of Students office.
- A signed letter stating a specific diagnosis from a licensed physician, with the specific disability and any accommodations needed. This letter is to be returned to the Dean of Students before these accommodations can be made.

Visitation on Campus

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

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

*A nursing newborn up to the age of four months may be brought to the campus under limited circumstances. The nursing newborn will be allowed in the classroom subject to the approval of both the faculty member and the entire class. If the privilege is granted, it may be withdrawn if repeated disruptions occur. The school will make a semi-private area available (on a limited space-available basis) for nursing mothers who are not granted permission to bring their newborn into the classroom or who, for personal reasons, are not comfortable bringing their infant into the classroom.

Visitors at the Medical Center

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

Animals on Campus

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

Substance Abuse Policy

Drug-Free Workplace Act and Drug-Free Schools and Communities Act

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 101-690): Southwest College of Naturopathic Medicine & Health Sciences (SCNM), Southwest Naturopathic Medical Center (SNMC) and all affiliated 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, staff or employee conducting College, Medical Center or affiliated patient care activities.

If you are convicted of a criminal drug violation, the College may require you to participate in a treatment program as part of the disciplinary process. If you agree to accept the help, you must satisfactorily complete the steps agreed on or risk permanent dismissal.

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

Drug-Free Workplace, Schools and Communities

I. PURPOSE

Southwest College of Naturopathic Medicine & Health Sciences (“SCNM” or “College”) and Southwest Naturopathic Medical Center (“SNMC” or “Clinic”) are committed to providing a safe, healthy, and productive work/school environment. SCNM/SNMC recognize that employees and students involved in clinical rotations, whose expected performance may be impaired by alcohol or drugs, pose a risk to the safe and efficient operation of SCNM/SNMC and to their patrons. Accordingly, SCNM/SNMC and all affiliated patient care sites shall establish and implement the following Drug-Free Workplace and Testing Policy (“Policy”), as required and/or permitted, consistent with federal and state law.

II. SCOPE

- A. Except as may be expressly limited herein, the Drug Free Workplace and Testing Policy applies to all of the following (collectively, “Covered Persons”):
1. Employees of SCNM/SNMC and all affiliated patient care sites;
 2. All residents, interns, preceptors, fellows, and students involved in clinical rotations of SCNM/SNMC, while serving a residency, internship, preceptorship, studies, rotations, or similar association at an affiliated patient care site.
 3. Applicants for employment at SCNM/SNMC to whom a conditional offer of employment has been made, and students who seek entry into clinical rotations at SNMC; and
 4. Individuals who require follow-up testing for violation of this policy.
- B. No Covered Person shall be exempt from the terms and conditions of this Policy on the grounds that he/she is suffering from a drug, or alcohol addiction, or habituation.

III. DEFINITIONS

- A. Controlled Substance or Substance: As used herein, the term means:
1. Any substance defined as a “controlled substance” under federal or state law or regulation;
 2. Any illegal drugs or other substances made illegal under federal or state law;
 3. Any legal drug or other substance whether ingested, inhaled, injected subcutaneously, intramuscularly or intravenously, or otherwise that has known mind altering or function-altering effects upon the human body or that may potentially impair one’s ability to safely perform his or her work or may otherwise adversely affect the work/school environment;
 4. Alcohol; and
 5. As used herein, the term specifically includes, but is not limited to, “synthetic or designer” drugs; illegal inhalants; “look-alike” drugs; amphetamines, cannabis (marijuana and hashish), cocaine, phencyclidine (PCP), and opiates; and any other drugs (whether or not such drugs are narcotics).
- B. Drug Trafficking: The sale, purchase, theft, transfer, conversion, distribution, manufacture, or dispensing of an illegal drug, or possession with the intent to do any of the foregoing.
- C. Employee: As used herein, the term includes but is not limited to all supervisors, management and executive personnel at SCNM/SNMC; all faculty of SCNM/SNMC under contract whether in full-time or part-time employment, or under contract to act as quarterly adjunct faculty; all staff of SCNM/SNMC and affiliated patient care sites, all other compensated employees; and students hired under Federal Work Study (FWS) Program.
- D. Illegal Drug: Any drug defined as illegal under federal or state law, and any drug that does not otherwise satisfy the definition of legal drug.
- E. Legal Drug or Medication: Any drug that (1) is properly prescribed by a qualified medical professional for a specific individual or is sold over-the-counter, and (2) is legally obtained and used for the purpose for which it was prescribed or sold.
- F. Possession: To have on one’s person, in one’s personal effects, in one’s vehicle or otherwise under one’s care, custody, or control.
- G. Premises: For the purpose of this policy, all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, or under the control of SCNM/SNMC, to which such premises or property pertains. Private vehicles parked on premises or properties of SCNM/SNMC are also included under this definition.
- H. Prescription: A valid prescription issued by a licensed health care provider authorized to issue such prescription, and used as directed for its intended purpose as prescribed before any expiration date.
- I. Reasonable Suspicion/Belief: Belief based on specific observation concerning the appearance, behavior, speech, body odor, or diminished ability to perform tasks of an individual. The observations may include indications of the chronic use and/or withdrawal effects of a controlled substance or alcohol.
- J. Student involved in clinical rotations: A student who is registered in a post or rotation at the SNMC or who is otherwise authorized to see, treat, or interact with patients at the SNMC.
- K. Under the Influence: The condition wherein any of the body’s sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances. This also means the detectable presence of substances within the body, regardless of when or where they may have been consumed; having an alcohol test result of 0.08 or greater alcohol concentration of blood or breath; or having a positive test for other substances, regardless of whether the amount is sufficient to support prosecution under any relevant criminal law.

IV. PROHIBITED CONDUCT

- A. Covered Persons are prohibited from:
1. Unlawfully manufacturing, distributing, dispensing, or otherwise trafficking, possessing, or using any controlled substance, including illegal drugs or alcohol, in or around the premises of SCNM/SNMC or any all affiliated patient care site.
 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 Covered Person’s

performance or threaten the safety of the Covered Person or others, while on SCNM/SNMC premises or while performing any SCNM/SNMC business off SCNM/SNMC premises; and

3. To the extent such conduct is deemed to have a substantial impact on the safety or general welfare of SCNM/SNMC or their patrons, engaging in the foregoing conduct – regardless of where or when such conduct occurs.

B. The President/CEO or Executive Vice President of Academic and Clinical Affairs must approve any exception to this policy for a special situation (*e.g.*, moderate use of alcohol at SCNM/SNMC sponsored social events).

C. Unless there is a nexus to the health and safety concerns of SCNM/SNMC, or as otherwise specified herein, this Policy does not apply to the legal use or possession of alcohol or legal drugs in the personal residences of any Covered Person.

D. This Policy does not prohibit Covered Persons from taking action that is otherwise legally permissible and consistent with SCNM/SNMC policies in connection with the treatment of a patient of the Clinic, or in connection with an authorized SCNM/SNMC education-related activity.

E. Any employee or student who knowingly conceals or withholds information about a Covered Person's violation of this policy shall be subject to disciplinary action.

V. PENALTIES FOR VIOLATION OF POLICY OR POSITIVE TESTING

A. Any violation of this Policy may result in disciplinary action up to and including suspension, discharge, or loss of faculty or student status, pursuant to applicable disciplinary procedures. Any Covered Person engaging in prohibited conduct under this Policy may also be subject to legal action.

B. Covered Persons who are the subject of investigations into alleged violations of this Policy may be suspended in the interim (if a student) or placed on administrative leave with pay (if an employee), pending completion of investigation and any disciplinary procedures resulting therefrom. In the event the investigation fails to substantiate a violation of this Policy, the Covered person, if a student, will be provided an appropriate opportunity to make up any academic work missed as a result of the interim suspension.

C. If a substance test performed on a Covered Person pursuant to this Policy demonstrates that the Covered Person is under the influence of a prohibited substance, the Covered Person shall be subject to discipline, up to and including, dismissal from SCNM/SNMC, pursuant to applicable disciplinary procedures.

VI. WORKPLACE SEARCHES

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

VII. NOTICE OF PENDING CHARGES/CONVICTION

A. Any Covered Person who has been arrested for a criminal offense related to any criminal drug statute or other substance-related violation under state or federal law shall notify SCNM/SNMC in writing within five (5) calendar days of the arrest. SCNM/SNMC reserve the right to pursue their own investigation and, where appropriate, impose discipline, up to and including dismissal, in connection with the allegations surrounding the arrest, regardless of whether the arrest results in criminal prosecution, conviction, or other legal action.

B. Any Covered Person who is convicted of any criminal drug statute or other substance-related violation under state or federal law, or who pleads guilty or *nolo contendere* (*i.e.*, no contest) to such charges, must inform SCNM/SNMC in writing within five (5) calendar days of the conviction or plea. SCNM/SNMC reserve the right to impose discipline, up to and including dismissal, in addition to any penalty imposed by legal authorities in connection with the conviction or plea.

C. Upon receipt of notice that a Covered Person has been convicted of a violation of a criminal drug statute, SCNM/SNMC shall: Notify the U.S. Department of Health and Human Services with ten (10) days of receiving actual notice from any source, if the Covered Person has been convicted of a drug violation occurring in the workplace or school.

D. Failure of a Covered Person to inform SCNM/SNMC of an arrest/conviction/plea within the required timeframe will result in disciplinary action up to and including dismissal from SCNM/SNMC, pursuant to applicable disciplinary procedures.

VIII.DRUG TESTING

A. Unless otherwise prohibited or restricted by applicable state or federal law, SCNM/SNMC may periodically conduct substance tests on Covered Persons 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.

B. Pre-Employment Substance Testing:

1. Individuals to whom a contingent offer of employment is made, and students who become eligible for clinical rotations, will be subject to pre-employment substance testing. Unless otherwise specified by state or federal law, eligibility for employment or clinical rotations is contingent upon the satisfactory results of substance test of breath, saliva, urine, blood, and/or hair, in accordance with this Policy.

2. With respect to individuals to whom a contingent offer is made, if the pre-employment substance test(s) return positive results (except with respect to legal drugs whose use does not pose a threat to safety or performance), such individuals will be ineligible for employment. With respect to students who are eligible for clinical rotations, if the substance test(s) return positive results (except with respect to legal drugs whose use does not pose a threat to safety or performance), the students will be subject to disciplinary action as defined in the Student Handbook.

C. Post-Accident Testing:

1. If SCNM/SNMC reasonably believes that a Covered Person has caused an on-the-job injury that is considered recordable under OSHA guidelines (*i.e.*, requiring medical treatment) as a result of being under the influence, the supervisor may require the Covered Person to undergo a post-accident substance test. Post-accident testing shall occur as soon as practicable after an accident. A.R.S. § 23-493.04(B)(2).

D. Missing Substances:

1. When there is a medication administration/handling discrepancy or where a substance is missing, all Covered Persons who were involved in the handling of, or had access to, the missing or allegedly mishandled substance may immediately be required to submit to a substance test. Covered Persons who admit to diversion of medications will undergo substance testing.

2. This portion of the Drug Policy applies to the any Covered Person who has access to controlled substances maintained by SCNM/SNMC for educational purposes, for treatment of Clinic patients, or for other purposes.

E. Fitness for Duty:

1. In order to maintain safety for employees, customers, clients, students, and/or the public at large; and is necessary to maintain productivity, quality of services and/or security of property or information, Covered Persons who are reasonably suspected to be unfit for duty as a result of the use or reasonably suspected use of substances will be subject to substance testing.

F. Reasonable Suspicion:

1. SCNM/SNMC may require any Covered Person to submit to a substance test if it is reasonably believed that the Covered Person is using, is under the influence of, or is in possession of a controlled substance or has otherwise violated this Policy.

2. Any Covered Person who appears to be under the influence of any controlled substance, at the sole discretion of SCNM/SNMC, shall be removed from the work area and sent or driven to Human Resources who will coordinate transportation to the place of testing. If the Covered Person's condition appears to be life threatening, 911 should be called. SCNM/SNMC should call the emergency contact indicated by the Covered Person or, if unavailable, arrange for a taxi or other means to transport the Covered Person home following the test. Facilities will be contacted for assistance if needed.

3. Any person who knows or suspects that any Covered Person is or may be under the influence of a controlled substance, or is using a controlled substance on the property of SCNM/SNMC or any affiliated patient care site, shall immediately notify the Director of Human Resources, Executive Vice President of Academic and Clinical Affairs, or Dean of Students.

G. Random Selection Testing:

1. In order to maintain safety for employees, customers, clients, students, and/or the public at large; and is necessary to maintain productivity, quality of services and/or security of property or information, all Covered Persons are subject to random testing for controlled substances. Where random testing is prohibited or restricted by applicable federal, state, or local statute or regulation, or other legally-binding agreement, SCNM/SNMC will conform to all applicable laws, regulations, and agreements, notwithstanding the provisions of this Policy. A.R.S. § 23-493.04(C).

H. Testing Protocols:

1. Consent: Any Covered Person who is subjected to any substance test will be required to sign an Employee or Student Consent Form for Alcohol/Drug Screening. Failure to sign an Employee or Student Consent Form for Alcohol/Drug Screening will not invalidate the testing.
2. Refusal to Cooperate: Refusal to cooperate in any way with the testing process, including refusal to submit to the substance test, refusal to sign the consent form, or leaving the work area prior to the substance test without permission of the supervisor, shall be grounds for discipline, up to and including, dismissal from SCNM/SNMC, pursuant to applicable disciplinary procedures.
3. Scheduling of Tests/Costs: Testing of Covered Persons normally shall occur during, or immediately before or after, a regular work period. The testing shall be deemed work time for purposes of compensation and benefits for current employees. SCNM/SNMC shall pay actual costs for substance testing required by SCNM/SNMC for current employees under this Policy, including reasonable transportation costs, if any. See A.R.S. § 23-493.02.
4. Collection of Samples: Collection of testing samples shall be in accordance with the following:
 - a) Testing samples will be collected by a qualified individual only, at a site designated outside SCNM/SNMC. Such individuals are to be employees of an outside testing laboratory.
 - b) Collection of samples will be performed under reasonable and sanitary conditions. The chain of custody of the sample will be recorded, and this record should be retained by the testing facility.
 - c) Sample collections shall be documented and these documentation procedures shall include both of the following: (a) Labeling of samples in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided; and (b) an opportunity for the person to be tested to provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.
 - d) Sample collection, storage and transportation to the place of testing shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration or misidentification. A.R.S. § 23-493.03.
 - e) Sample testing shall comply with scientifically accepted analytical methods and procedures. Drug testing shall be conducted at a laboratory approved or certified by the United States department of health and human services, the college of American pathologists or the department of health services.
5. Confirmation of Positive Results: Any positive drug test results for a Covered Person shall be confirmed by use of a different chemical process than was used in the initial drug screen. The second or confirmatory drug test shall be a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method. A.R.S. § 23-493.03.

6. Covered Persons Rights: Any Covered Person subject to testing under this Policy may request a copy of any written test results, and, upon request, will be given an opportunity to explain any positive test result in a confidential setting. A.R.S. § 23-493.04(A)(8)-(9).

7. Alteration of Sample: Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and therefore grounds for discipline, up to and including, dismissal from SCNM/SNMC, pursuant to applicable disciplinary procedures.

8. Confidentiality of Test Results: All test results will be handled on a confidential basis and, except as required, authorized or permitted by law, will not be disclosed to any person other than SCNM/SNMC, an authorized employee, agent or representative of SCNM/SNMC, and the Covered Person tested, unless the Covered Person so authorizes in writing. A.R.S. §§ 23-493.04(A)(10), 23-943.09.

IX. FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL TRAFFICKING AND POSSESSION OF A CONTROLLED SUBSTANCE

Below are the federal penalties and sanctions for trafficking and possession of controlled substances. Additional state penalties and sanctions may also apply. Criminal drug-related offenses under Arizona law are outlined in Title 13, Chapters 34 and 34.1 of the Arizona Revised Statutes and are available at <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>.

Federal Trafficking Penalties (As of June 1, 1999)

CSA *	Penalty		Quantity	Drug	Quantity	Penalty	
	1 st Offense	2 nd Offense				1 st Offense	2 nd Offense
I & II	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than life	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life.	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life.	Not less than 20 years. Not more than life. If death or serious injury, not less than life.
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4.999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
	Fine of not more than \$2 million individual. \$5 million other than individual.	Fine of not more than \$4 million individual. \$10 million other than individual.	10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture	Fine of not more than \$4 million individual. \$10 million other than individual.	Fine of not more than \$8 million individual. \$20 million other than individual.
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more or 1 kg or more mixture		
CSA *	Drug	Qty	First Offense	Second Offense			
I & II	Others (law does not include marijuana, hashish, or hash oil).	Any	Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine \$1 million, individual; \$5 million, not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million, individual; \$10 million, not individual.			
III	All (included in Schedule III are anabolic steroids, codeine, and hydroquinone with aspirin or Tylenol and some barbiturates).	Any	Not more than 5 years. Fine not more than \$250,000, individual; \$1 million, not individual.	Not more than 10 years. Fine not more than \$500,000, individual; \$2 million, not individual.			
IV	All (included in Schedule IV are Darvonâ , Telwinâ	Any	Not more than 3 years. Fine not more than \$250,000,	Not more than 6 years. Fine not more than \$500,000,			

	, Equanilâ , Valiumâ , and Xanaxâ).		individual; \$1 million, not individual.	individual; \$2 million, not individual.
V	All (over-the-counter cough medicines with codeine are classified in Schedule V).	Any	Not more than 1 year. Fine not more than \$100,000, individual; \$250,000, not individual.	Not more than 2 years. Fine not more than \$200,000, individual; \$500,000, not individual.

* The Controlled Substances Act (1970) places all substances regulated under Federal law into one of five schedules based on the substance’s medical use, potential abuse, and safety or dependence liability.

Federal Trafficking Penalties – Marijuana (As of June 1, 1999)
(includes hashish and hashish oil)

Description	Quantity	First Offense	Second Offense
Marijuana	1.000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less life. Fine not more than \$8 million individual, \$20 million other than individual.
Marijuana	100 kg to 999 kg mixture or 100-999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
Marijuana	50-99 kg mixture or 50-99 plants	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
Marijuana	Less than 50 kg mixture	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.

X. TREATMENT AND COUNSELING

A. Covered Persons are encouraged to voluntarily seek treatment or counseling for drug, or alcohol addiction or habituation, including, where relevant, a leave of absence in accordance with established leave of absence policies and procedures or a referral to any employee assistance program then sponsored by SCNM/SNMC.

B. Any Covered Person who has been disciplined under this Policy and successfully completes a drug or alcohol rehabilitation program approved by SCNM/SNMC, may, at the sole discretion of SCNM/SNMC and upon presenting adequate documentation, be considered for reassignment, re-employment, or reinstatement 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.

C. SCNM/SNMC may, at its sole discretion, create a special job or position deemed appropriate for a rehabilitated employee.

D. As a condition of any reassignment, re-employment, reinstatement or re-enrollment, such Covered Persons shall comply with all terms of a written aftercare program and shall submit to random drug or alcohol testing in accordance the provisions of this Policy or as otherwise agreed to as a condition of reassignment, re-employment, reinstatement, or re-enrollment.

E. Alcohol and Drug Prevention and Counseling Services: The following national toll-free telephone numbers are provided to assist any member of the SCNM/SNMC community who may have a drug or alcohol problem.

- Al-Anon 1-800-356-9996
- American Council on Alcoholism 1-800-527-5344

- National Council On Alcoholism 1-800 NCA-Call (622-2255)
- National Institute On Drug Abuse Hotline 1-800-662-HELP (662-4357)
- National Institute on Drug Abuse Helpline 1-800-843-4971

References: Drug-Free Work Place Act of 1988, 41 U.S.C. § 701, et seq. (Public Law 101-690)
Drug Testing of Employees, A.R.S. § 23-493, et seq.

Information Technology Acceptable Use Policy

Introduction

This policy defines the boundaries of acceptable use of SCNM computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of SCNM to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of SCNM students, faculty, employees, and guests.

SCNM's computing and communication resources are the property of SCNM. They are to be used for the advancement of SCNM's educational, research, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users. When a user's affiliation with SCNM ends, SCNM will terminate access to computing and communications resources and accounts. SCNM may, at its discretion, permit the user to have the access to accounts and e-mail forwarded or redirected for a limited period of time.

Users of SCNM's computing and communications resources are required to comply with this policy, other applicable SCNM policies and state and federal laws. When necessary, enforcement will be consistent with other applicable SCNM administrative policies and procedures.

Requirements and Prohibited Uses

Requirements for the Use of SCNM Computing and Communications Resources

1. Users must comply with all applicable local, state, and federal laws and regulations, and with SCNM policies.
2. Users must respect academic freedom and free speech rights.
3. Users must be truthful and accurate in personal and computer identification.
4. Users must respect the rights and privacy of others, including intellectual property and personal property rights.
5. Users must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
6. Users must maintain the security of accounts and are advised to protect and regularly change their account passwords. Individuals responsible for system administration are required to regularly change passwords to protect information and maintain security.

Prohibited Uses of SCNM Computing and Communications Resources

1. Unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications, are prohibited.
2. Use of SCNM computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-SCNM organizations is prohibited.

3. The unauthorized reselling of SCNM computer resources is prohibited.
4. Unauthorized use of college trademarks or logos and other protected trademarks and logos is prohibited.
5. SCNM home pages may link to commercial Web sites, but any link that generates, or has the potential to generate, revenue to SCNM or to any individual or company, including click trade or banner advertising, must be approved by the Business Office.
6. Any alteration of addresses, uniform resource locator (URL), or other action that masks the SCNM.edu domain as a host site is prohibited.
7. Unauthorized anonymous and pseudonymous communications are prohibited. All users are required to cooperate with appropriate SCNM personnel or other authorized personnel when investigating the source of anonymous messages.
8. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
9. Unauthorized acquisition attempts to acquire, and/or use of passwords of others are prohibited.
10. Unauthorized use and attempts to use the computer accounts of others are prohibited.
11. Altering the content of a message originating from another person or computer with intent to deceive is prohibited.
12. Unauthorized modification of or deletion of another person's files, account, or news group postings is prohibited.
13. Use of SCNM computer resources or electronic information without authorization or beyond one's level of authorization is prohibited.
14. Interception or attempted interception of communications by parties not authorized or intended to receive them is prohibited.
15. Making SCNM computing resources available to individuals not affiliated with SCNM without approval of an authorized SCNM official at or above the level of dean or director is prohibited.
16. Intentionally or recklessly compromising the privacy or security of electronic information is prohibited.
17. Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law.
18. Interference with or disruption of the computer or network accounts, services, or equipment of others is prohibited. The intentional propagation of computer "worms" and "viruses," the sending of electronic chain mail, denial of service attacks, and inappropriate "broadcasting" of messages to large numbers of individuals or hosts are prohibited.
19. Failure to comply with requests from appropriate SCNM officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy is prohibited.
20. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization is prohibited.
21. Altering or attempting to alter files or systems without authorization is prohibited.
22. Unauthorized scanning of networks for security vulnerabilities is prohibited.
23. Attempting to alter any SCNM computing or networking components (including, but not limited to, bridges, routers, and hubs) without approval or beyond one's level of authorization is prohibited.
24. Wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services unless approved by an authorized network administrator is prohibited.
25. Negligent or intentional conduct leading to disruption of electronic networks or information systems is prohibited.
26. Negligent or intentional conduct leading to the damage of SCNM electronic information, computing/networking equipment, and resources is prohibited.

Information Posted to SCNM Computers or Web Pages

Restriction on Use of SCNM Web Pages

SCNM Web pages may be used only for SCNM business and only authorized individuals may modify or post materials to these pages. No other pages may suggest that they are college Web pages. If confusion is possible, pages should contain a disclaimer and links to SCNM sites.

Responsibilities of Individuals Posting Materials

By posting materials and using SCNM computing facilities, the user represents that he or she has created the materials or that he or she has the right to post or use the materials. The storage, posting, or transmission of materials must not violate the rights of any third person in the materials, including copyright, trademark, patent, trade secrets, and any rights of publicity or privacy of any person. The materials posted must not be defamatory, libelous, slanderous, or obscene.

College Control of SCNM Web Pages

The use of the site is at the sole discretion of SCNM. SCNM does not guarantee that the user will have continued or uninterrupted access to the site. The site may be removed or discontinued at any time at the discretion of SCNM in accordance with SCNM policy, or as needed to maintain the continued operation or integrity of SCNM facilities.

SCNM makes reasonable efforts to protect the integrity of the network and related services, but SCNM cannot guarantee backup, disaster recovery, or user access to information posted on personal computers or Web pages.

Access to services and file storage may be approved for emeriti, retired staff, alumni, and guests.

Electronic Mail and Electronic Communications

Conditions for Restriction of Access to Electronic Mail

Access to SCNM e-mail is a privilege that may be wholly or partially restricted without prior notice and without consent of the user:

1. if required by applicable law or policy
2. if a reasonable suspicion exists that there has been or may be a violation of law, regulation, or policy or
3. if required to protect the integrity or operation of the e-mail system or computing resources or when the resources are required for more critical tasks as determined by appropriate management authority.

Access to the e-mail system requires approval of the appropriate SCNM supervisory or management authority (e.g., department head, system administrator, etc.). In addition, SCNM administration reserves the right to revoke access to email or specific email groups at any time.

Conditions for Permitting Inspection, Monitoring, or Disclosure

SCNM may permit the inspection, monitoring, or disclosure of e-mail, computer files, and network transmissions when:

1. required or permitted by law, including public records law, or by subpoena or court order
2. SCNM or its designated agent reasonably believes that a violation of law or policy has occurred or
3. necessary to monitor and preserve the functioning and integrity of the e-mail system or related computer systems or facilities.

All computer users agree to cooperate and comply with SCNM requests for access to and copies of e-mail messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

SCNM Responsibility to Inform of Unauthorized Access or Disclosure

If SCNM believes unauthorized access to or disclosure of information has occurred or will occur, SCNM will make reasonable efforts to inform the affected computer account holder, except when notification is impractical or when notification would be detrimental to an investigation of a violation of law or policy.

Prohibition against Activities Placing Strain on Facilities

Activities that may strain the e-mail or network facilities more than can be reasonably expected are in violation of this policy. These activities include, but are not limited to: sending chain letters; "spam," or the widespread dissemination of unsolicited e-mail; and "letter bombs" to resend the same e-mail repeatedly to one or more recipients. In addition the use of streaming radio or video services not directly related to educational mission of the college is prohibited.

Confidentiality

Confidentiality of e-mail and other network transmissions cannot be assured. Therefore all users should exercise caution when sending personal, financial, confidential, or sensitive information by e-mail or over the network.

Privacy and Security

Routine Logging and Monitoring

Certain central service and network activities from workstations connected to the network are routinely logged and monitored. These activities include:

1. use of passwords and accounts accessed
2. time and duration of network activity
3. access to Web pages
4. access to network software
5. volume of data storage and transfers
6. server space used for e-mail.

Detailed Session Logging

In cases of suspected violations of SCNM policies, especially unauthorized access to computing systems, the system administrator concerned may authorize detailed session logging. This may involve a complete keystroke log of an entire session. In addition, the system administrator of the facility concerned may authorize limited searching of user files to gather evidence on a suspected violation.

Responsibility for Data Security

Software and physical limitations, computer viruses, and third party intrusions can compromise security of data storage and communications. SCNM takes reasonable precautions to minimize risk. Information Technology is not obligated to maintain backups of any file for any particular length of time. Users must protect and back up critical data. Individual users and departments should develop policies and practices to ensure regular backups of data and implement steps to ensure that all critical data is compatible with all current generations of computing equipment, storage media, and media readers.

Restriction of Access to Sensitive Data

All SCNM departments should implement policies to ensure that access to sensitive data is restricted to those employees who have a need to access the information. Passwords restricting access to information should be changed on a regular basis and systems should be developed and implemented to assure password records are regularly updated by appropriate supervisors.

Right to Examine Computers and Equipment

University-owned computers and equipment may be examined to detect illegal software and to evaluate the security of the network.

Reporting Violations

Any actual or suspected violation of the rules listed above should be brought to the system administrator of the equipment or facility most directly involved. In the case of a serious violation, a report may be made to Information Technology or the College Legal Counsel.

SCNM Response to a Reported Violation

Upon receiving notice of a violation, SCNM may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings.

A person accused of a violation will be notified of the charge and have an opportunity to respond before SCNM imposes a permanent sanction. Appropriate cases will be referred to the SCNM disciplinary authority appropriate to the violator's status (e.g., Dean of Students or employee's supervisor) or to appropriate law enforcement authorities.

In addition to sanctions available under applicable law and SCNM policies, SCNM may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, SCNM-administered computing rooms, and other services or facilities.

If SCNM believes it necessary to preserve the integrity of facilities, user services, or data, it may temporarily suspend any account, whether or not the account user is suspected of any violation. SCNM will provide appropriate notice to the account user. Servers and computers that threaten the security of university systems will be removed from the network and allowed to reconnect only with the approval of network administration.

Applicable Law and Policies

SCNM students and employees are bound by all applicable law and college policies.

Student Information

All-School Meetings

Periodically, all-school meetings for the purpose of sharing information and communication between students and the College administration will be held. The meetings are held at the Tempe Campus during a designated lunch hour. Every attempt will be made to offer at least a 24-hour notice for these meetings. Student Government Association class representatives will be asked to notify their respective classes and notices will be posted and sent via email.

College Community Involvement Program

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

Volunteer time benefits the student as well as the College and the Naturopathic Community. These Community Service hours can come from a myriad of activities, so long as the activity benefits the community and relates to students learning. Examples of community service include volunteering time in the library, assisting departments with special projects and programs, hospice, helping the needy or underserved, committee work, all-school meetings, student government work, assisting with the prospective student interview process, tutoring or mentoring students, helping people with disabilities and providing assistance at the Medical Center.

Specific community service opportunities are posted on MySCNM Campus Life tab as they become available. Many departments have opportunities that come up weekly and may not be posted. Students

are encouraged to check with the Enrollment Services Center or the Dean of Students for additional community service opportunities.

Completed volunteer hours are to be logged on College Community Involvement Program Verification Forms, available at the Enrollment Services Center and signed by the community member supervising the work. Completed forms are to be turned in to the Enrollment Services Center.

Additional hours beyond the required 45 may be turned in if the student would like the documentation in their student file. Students may check at the Enrollment Services Center at any time with questions regarding the program or to check their balance. Totals are updated regularly.

Student Government Association

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

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

SGA Representatives bring and/or refer the students' individual concerns to the proper College channels for resolution. Several SGA Committees have been established to focus on specific areas and concerns. These Committees address issues related to the SCNM Medical Center, tuition and fees, the Library, curriculum, community building, physician licensing, and research, among others. There is student representation on the President's Council, the College Board of Trustees, the Curriculum Committee and other regulatory boards and associations such as the Arizona Naturopathic Medical Association (AZNMA) and the American Association of Naturopathic Physicians (AANP). Students are also encouraged to bring their issues and concerns to their class representatives.

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

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

Student Suggestions

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

SCNM Publications

SCNM Now Magazine

The SCNM Now magazine is the official magazine for SCNM. It is published biannually and is distributed to students, employees, alumni, the Board of Trustees, and to the public. The SCNM Now

magazine features updates on the College, Medical Center, faculty, alumni, students, and major donors. Professional articles are submitted by Naturopathic physicians. The deadline to submit updates and articles is one month prior to the next issue (deadlines are March 17 and September 11). The SCNM Now magazine is produced by the Marketing and Public Relations Manager. The College reserves the right to edit submissions and determine whether information is appropriate for publishing.

The Insider

The Insider, the electronic internal newsletter of SCNM, is published for students, employees, alumni, and Board of Trustees. The Insider is published four times per year and submissions should relate to the life and work of SCNM, be factual, informative, or entertaining (such as original poetry, humor, or short prose). The current format of The Insider cannot support opinions and editorials. The deadline for articles is announced one month prior to the next issue (the deadline date changes each quarter). Submissions should be sent to the Marketing and Public Relations Manager via e-mail as attachments or embedded information. The College reserves the right to edit submissions and determine whether information is appropriate for publishing or not.

Student Services

Child Care

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

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

SCNM Counseling Center

SCNM provides no-fee individual counseling services to students. Common difficulties addressed include stress management, test anxiety, depression, grief/loss, trauma, eating disorders, and self care. Students can schedule an appointment with our licensed Psychologist or one of our clinical psychology doctoral students at 480-967-9193.

The Dean of Students provides the management of the counseling process, informal counseling, policy/procedure advising, non-academic student advising and student/school issue problem-solving (for academic course advising, please see the Academic Advising Specialist). Student advising and student/school issue problem-solving is offered by the Dean of Students by way of an open door policy designed to provide student assistance, leadership, and overall direction to the non-academic programs and services of the College.

Maricopa County Community Information and Referral (CIR)

Community Information Hotline, (602) 263-8856 or toll free, 800-352-3792, is open 24 hours a day, 7 days a week, 365 days a year helping 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. Please refer to www.cir.org for more detailed information.

Student Medical Services at the Medical Center

As a commitment to the health and well being of our students, the Southwest Naturopathic Medical Center provides discounted medical care to students. Discounts are also available in the Natural

Medicinary and for certain services such as laboratory, IVs and injectables. Specific information is available at the front desk at the Medical Center or by calling 480-970-0000.

Student Employment

A College funded employment program and Federal Work Study Program may be available for students. When applicable, the program is structured to encourage student/school involvement and to provide essential services to the College.

Positions are posted on the student employment bulletin board , or information may be obtained from individual departments offering opportunities. To comply with federal tax laws, any student earning \$600 or more in a given year will receive a form 1099 from the College. This may or may not affect a student's taxes and/or financial aid; students are encouraged to consult a tax professional and/or the SCNM Financial Aid Office for further information.

Students are appointed for employment positions on the basis of need and positive periodic performance reviews. Because the primary goal of the College is to ensure that students are successful in their 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 or during remediation. For more information, contact the Dean of Students.

Student Health Insurance Options

While the College does not provide student health insurance, information on companies that offer emergency medical coverage is available in the Enrollment Services Center. Students are encouraged to visit the Medical Center for discounted medical services.

Previous research by the SCNM Student Government Association produced the following recommendation for students who wish to obtain individual health insurance: The Sentry Student Security Plan. For more information or to enroll, go to www.ejsmith.com.

Students may also 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.ahcccs.state.az.us.

Student Lounge, Outside Picnic Area and Amphitheater

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

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

Student Clubs

Numerous clubs offer opportunities for students to interact consistently with those of the same interests. Student clubs include: American Association of Naturopathic Physicians, Bible Club, Naturoprenuers, Arizona Naturopathic Medical Association, Naturopaths without Borders, , the Naturopathic Society, Naturopathic Public Awareness Campaign, Naturopathic Physicians Board of Medical Examiners, Library Committee, Imhotep Circle Spectrum (LGBTF), and Naturopathic Medical Student Association. Guest speakers are frequently invited by these organizations to share their knowledge in specific areas, and the groups enjoy a continued education process outside of class, as well as socialization. Please see the Student Services Specialist, SCNM website, or members of the Student Government Administration for more information regarding any updates on student organizations.

Student Grievance Procedures

Procedures

SCNM has an informal and formal procedure to resolve complaints and concerns that students may have about the implementation of the policies and procedures that govern the institution. The institutional community benefits from prompt resolution of issues. The Student Grievance Procedure will be followed only in cases where there is not a procedure governing a specific policy.

Students appealing a grade should follow the grade appeal procedures in the College Catalog. Appeals related to a student's academic standing or exceptions to academic policy should be directed to the Academic Progress Committee (APC). The decisions of the APC are final in these matters, except in the case of suspension or dismissal, which may be appealed to the Executive Vice President of Academic and Clinical Affairs (see also Student Disciplinary Procedures). Complaints related to harassment should be directed to the Dean of Students or the Human Resources Director who will investigate the complaint (see Harassment Policies).

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

The appropriate administrator or chair, including committee or panel chair, for good reason, may extend any timelines stated herein.

Informal Grievance Process

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

1. Discussion with Faculty, Staff or Administrator

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

2. Discussion with Chair or Supervisor

If a satisfactory resolution is not reached with the individual, the student must request in writing a meeting with the Chair of the Department, Dean, or direct supervisor of the staff member within 5 working days after the student determines that the grievance cannot be resolved with the person. The Chair, Dean, or supervisor shall meet with the student within 7 days after receipt of the request. The Chair, Dean, or supervisor may then elect to meet with the student and person together or separately in an effort to resolve the grievance.

3. Discussion with Dean of Students

If a satisfactory resolution through the Chair, Dean, or supervisor is not achieved, the student must request in writing a meeting with the Dean of Students within 5 days after the student determines the grievance cannot be resolved. The Dean will meet with the student within 5 days after receipt of the request.

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

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

Formal Grievance Process

In the event the grievance is not resolved through the informal process, the student may proceed with a formal grievance. A written grievance letter must be submitted to the Dean of Students no later than 5 days after the failed informal process. At this time, an ad-hoc committee would be developed to appropriately handle the grievance. The decision of this ad-hoc committee is final. Deviations from the outlined timeline and/or procedures may occur on occasion and will not invalidate a decision or proceeding - this process not to exceed 45 business days.

1. Filing of Grievance

Within 5 business days after receiving a statement from the Dean of Students that the grievance was not resolved informally, the student must file a written statement of the grievance addressed to the Dean of Students who will forward it to the ad-hoc committee. The grievance must include a description of the specific events, actions, faculty, student, staff or administrator, course and grade (if applicable), relating to the grievance and the resolution the student is seeking.

2. Receipt of Grievance

Within 10 business days of receipt of the grievance, the ad-hoc committee chair will do the following:

- a. Appoint members of the committee, including one student member, to act as a hearing panel to process the grievance;
- b. Designate at least one faculty member on the hearing panel to chair the panel for the grievance;
- c. Forward the grievance to the panel chair for processing.

3. Grievance to Person

Within 7 business days after receiving the grievance, the Hearing Panel Chair will forward a copy of the grievance to the person against whom the grievance is filed and request the person to file five copies of a written response to the Committee within 5 days after receiving a copy of the grievance.

4. Response of Person

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

5. Hearing

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

6. Conflict of Interest or Bias

If either party believes a member of the hearing panel should not participate, based on perceived or actual bias or conflict of interest, they may request, in writing, that the panel member be excused and the Chair of the Committee can, if the conflict appears to generate bias, appoint another member of the Committee to serve on the panel to hear the grievance. If a designated Committee panel member believes he or she has a bias or conflict of interest which would negatively impact their ability to decide the grievance fairly, the panel member will excuse him or herself, notify the chair of the Committee, and the chair will appoint a new panel member.

7. Documents

Both parties may provide documents to the Committee for review and consideration. If provided, five copies of the documents must be provided to the Chair at least 7 days before the first scheduled date of the hearing. However, the Committee will advise the parties that they will only consider documents that specifically relate to the grievance and the response. The panel

chair will retain one set of documents and forward the other sets to the other members at least 5 days before the hearing.

8. Family Education and Privacy Rights Act

It is presumed that matters or information contained in the grievant's academic or educational records, maintained by SCNM, are open to review due to the filing of the grievance. In the event any information will be reviewed or provided to the Committee related to grades or information contained in the educational records or academic files of students other than the grievant, such information is considered confidential under the Family Education and Privacy Rights Act and the panel shall proceed as follows:

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

9. Closed Hearing

The hearing shall be closed to the public.

10. Counsel

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

11. Witnesses

Parties may bring witnesses to the hearing. Both should limit the number of witnesses to three. The student and faculty must provide the names of their witnesses to the chair of the panel at least 5 days before the first scheduled day of the hearing. Witnesses will be excused from the hearing except when testifying or may stay at the discretion of the Dean. The grieving student, the defendant and faculty shall remain throughout the hearing.

12. Presentations of Student and Person

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

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

13. Committee Deliberation

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

14. Committee Recommendation

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

15. Committee Report

Within 14 days after the conclusion of the hearing, the Dean will provide copies of the written

report with the Committee's decision to the grievant and the person. The decision of the Committee is final. The report shall include the following:

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

If the complaint cannot be resolved after exhausting the 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. The State Board address is 1400 W. Washington St, Room 260, Phoenix AZ 85007; phone 602-542-5709; website address: <http://azppse.state.az.us>.

Integrity and Academic Honesty

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

Cheating

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

Examinations

When taking examinations, students:

1. are required to leave all books and other aids in an inaccessible spot, which is usually in the front of the room or in their locker (exception: open book tests);
2. may not leave the room and return to the test, or hand test/papers to faculty/proctor without express permission;
3. are not allowed to talk to each other during an examination;
4. must ensure that their line of sight does not cause suspicion of cheating and should not look in the direction of another student's papers during examinations;
5. are encouraged to use a blank sheet of paper placed over their work and take the initiative to prevent others from copying their work;
6. must refuse to assist other students in cheating;
7. should encourage honesty and discourage dishonesty among other students;
8. should place as much space between themselves and other students as possible.

Students speaking to one another or appearing to engage in academic dishonesty during an exam will have their exams confiscated and will receive an automatic zero for the examination and may be subject to failing the entire course and other disciplinary actions including dismissal.

Plagiarism

Plagiarism occurs when one reproduces another's words, ideas or work without proper acknowledgement; when one paraphrases another's ideas or arguments in a way that leads the reader to believe they originated with the paraphraser; or when someone signs the name of another individual on an academic/administrative report or document.

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

Standards of Classroom Behavior

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

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

Code of Student Professional Conduct and Academic Honor

I. GENERAL INFORMATION/PURPOSE OF CODE

SCNM is dedicated not only to learning and the advancement of knowledge but also the development of ethically sensitive and responsible students and graduates. In furtherance of this objective, the student Code of Professional Conduct and Academic Honor ("Code of Conduct" or "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. As the minimum standard of honor for a naturopathic medical student, this premise forms the link to the high standards demanded of physicians in the practice of Naturopathic Medicine.

The **authority of SCNM to promulgate disciplinary and judicial procedures** and impose sanctions upon students found responsible for violating the Code of Conduct derives from the Board of Trustees' November 1998 resolution ("1998 Resolution"), which provides as follows: "The Board of Trustees empowers the judicial structure set in place by SCNM in accordance with its mission statement to

maintain a sense of order, protect persons and property and promote a sense of community with full authority to impose and administer appropriate sanctions.”

Consistent with the 1998 Resolution, **the purpose of the Code is to establish standards of conduct that (1) promote a safe and respectful learning environment, (2) are consistent with the Core Values and educational mission of the College, and (3) protect access by all members of the College community to a campus atmosphere that is conducive to the College’s educational endeavors.**

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

As a precondition for matriculation a student code acknowledgement and integrity and academic dishonesty **statement will be signed** by every student.

GENERAL BEHAVIORAL EXPECTATION

At a minimum, all students at the College are expected (a) to conduct themselves in a courteous and professional manner; (b) to observe federal, state, and local laws and ordinances; (c) to comply with the specific standards of behavior set forth in the Code; (d) to refrain from engaging in behavior that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the College; and (e) to 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 property of the College or a member of the College community.

II. REPORTING VIOLATIONS OF LAW; MODIFICATION OF CODE.

To the extent the College believes that a disciplinary infraction may also violate applicable laws and ordinances, SCNM reserves the right to report such behaviors to proper authorities, in addition to any internal disciplinary action taken by the College pursuant to the Code. In particular, unprofessional conduct of registered naturopathic medical students in clinical training (or in academic training, if applicable) is **reportable** to the State of Arizona Naturopathic Physicians Board of Medical Examiners, **NPBOMEX**, in compliance with Arizona statutes. This includes practicing without a license. SCNM **reserves the right to create, modify, or make changes** in the policies from time to time, as needed, or when it determines necessary in particular circumstances. SCNM will communicate those changes with reasonable notice to interested parties. These regulations may be extended or amended to apply to new and unanticipated situations, which may arise.

III. SPECIFICALLY PROHIBITED BEHAVIORS

It is the intention of this Code to clarify the standards of behavior essential to the College’s educational mission and its community life. The Code is not written with the specificity of criminal statutes, nor are the standards applicable to criminal prosecution (*e.g.*, proof beyond a reasonable doubt and other heightened substantive or procedural requirements) incorporated into the Code. Nor is the Code an exhaustive attempt to codify every possible type of problematic behavior. (*See supra*, General Behavioral Expectation.) Please refer to the remainder of the Student Handbook and other SCNM publications, as well as the Catalog and Student Clinical Handbook for additional areas related to clinical practice and training, each of which also discuss behaviors that may subject students to disciplinary sanctions under the Code of Conduct. (*See e.g., infra*, Violation #11.)

Violations of the Code of Conduct in any form may be grounds for immediate dismissal, even for first-time offenses. Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

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

1. **Abuse/Harassment:** Actions, which mentally or physically endanger, abuse, or harass others, including physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person. Forms of abuse/harassment include, but are not limited to, the following: direct oral expression, physical gesture, or action; notes, letters, U.S. mail, campus mail, or other form of written communication; phone calls or phone messages; E-mail or other computer-based or electronic methods of communication. Making false accusations – *i.e.*, intentionally making false charges against another member of the college community to harass, harm, defame and/or intimidate – is punishable as abuse/harassment.
2. **Acts of Dishonesty:** Dishonest, fraudulent, or deceitful behavior in any form, including but not limited to, the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member or office, either on official forms, attendance rosters or applications or during judicial or disciplinary procedures; forgery, alteration, or misuse of any College document, record, or instrument of identification; or tampering with the election of any College-recognized student organization.
3. **Theft/Property Damage:** Stealing, or otherwise taking or using without the permission of the rightful owner, property or services of the College, property of a member of the College community, or other personal or public property; destroying, damaging, vandalizing, or otherwise mistreating any property of another. Theft includes knowingly possessing stolen property.
4. **Drugs (Possession, Use, Distribution):** Possession, use, or distribution of drugs on or off College-controlled property, regardless of whether the violation ultimately results in conviction or prosecution under relevant criminal laws. “Drugs” include any controlled substance, as defined by law; any ingestible, injectable, inhalable, or mind-altering substance, the use of which may subject a person to criminal prosecution; any prescription medication, unless properly prescribed for personal use by a licensed practitioner of the healing arts, and used in the manner and for the purposes prescribed; any over-the-counter medication or medicine-like substance (including herbal or homeopathic products) intentionally misused in contravention of the manufacturer’s written directions. Substances that are properly used under the direct supervision of, and at the direct instruction of, College faculty in connection with legitimate curricular/clinical activities are excluded from this prohibition.
5. **Unauthorized Practice of Healing Arts:** Any conduct involving the unauthorized practice of any of the healing arts, including but not limited to, the unauthorized practice of naturopathic medicine or other healing arts, as set forth in Title 32 of the Arizona Revised Statutes, regardless of whether the violation ultimately results in conviction or prosecution under relevant laws, and regardless of whether the violation results in any sanction or other formal or informal action by any administrative or regulatory body outside the College.
6. **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.
7. **Disruptive or Disrespectful Behavior:** Any behavior that disrupts, obstructs, interrupts, or otherwise distracts from the educational environment or any administrative, disciplinary, or other activity sponsored, authorized, or approved by the College, including teaching, research, administration, Medical Center business, Off- or Extended-Site activities, College public service functions, or other authorized activities. Disrespectful behavior includes, without limitation, any behavior that is rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another.
8. **Insubordination:** Failure to comply with directions of college officials, faculty, staff, janitors or campus security who are acting in performance of their duties; disobedience to, or defiance toward, College personnel; or inappropriate or disrespectful behavior toward employees performing job functions.

9. **Unauthorized Entry to or Use of College's Facilities/Equipment:** Unauthorized entry to or use of College's facilities, including buildings, desks, files, computers, software and equipment; unauthorized possession of keys to College facilities and equipment, including buildings, desks, files, etc.
10. **Unauthorized use of College Documents:** Unauthorized use of College records, attendance records, documents, or identification, including unauthorized use of the name, seal, or address of the College.
11. **Violation of College Policies:** Any behavior that violates College policies, procedures, rules, or regulations, including but not limited to the following: Code of Conduct, policies published in the SCNM Student Handbook and in other SCNM Handbooks and publications, parking and vehicle policies, academic policies, facilities policies, any policies/directives distributed to the student body as a whole, and any notices from the Safety Committee or other College administrative body.
12. **Violation of Medical Center Regulations:** Failure to follow Medical Center regulations as may be set and published by the Medical Center administration, including but not limited to, the obligation to maintain strict patient/doctor confidentiality during the course of clinical training, and any regulations regarding on-site, off-site and extended-site clinic shifts.
13. **Recurrent Episodes of Interpersonal Conflict:** Refusal to, or repeated failure to, work cooperatively with other students or staff; repeatedly engaging in or instigating disputes, quarrels, or arguments of a personal nature; persistent inability to get along with others.
14. **Violation of Professional Standards:** Failure to comply with dress codes and other professional standards as may be established by the College; failure to comply with standards of professional behavior expected of naturopathic physicians in training, including as a guideline, any applicable standards of "unprofessional conduct," as defined in A.R.S. § 32-1501(30).
15. **Weapons/Dangerous Instruments or Materials (Possession/Use):** Possession or use of any weapon or dangerous instrument or material, regardless of its legality, on College premises or at any activity or function sponsored, authorized, or approved by the College. "Weapons," "Dangerous Instruments" and "Dangerous Materials" include, without limitation, anything that, under the circumstances in which it is used, carried, displayed, possessed, or attempted to be used or threatened to be used, is readily capable of, or may be perceived by a reasonable person as being readily capable of, causing death or injury. Instruments and materials properly used under the direct supervision of, and at the direct instruction of, College faculty in connection with legitimate curricular/clinical activities are excluded from this prohibition.
16. **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.
17. **Campus Demonstrations:** Participation in a campus demonstration which disrupts the normal operations of the College, incites others to disrupt scheduled and/or normal activities within any campus building or area, or otherwise infringes on the rights of members of the College community to participate in their educational pursuits.
18. **Disorderly/Lewd Conduct:** Conduct that is disorderly, lewd, obscene, or indecent; conduct that breaches the peace; aiding, abetting, or procuring another person to engage in such behavior. Obscene behavior includes any depiction, display, or distribution of materials that are offensive to commonly accepted standards of decency.
19. **General Misconduct:** Any violation of the General Behavioral Expectation; any actions or behaviors, not otherwise codified herein, which by their nature disrupt the life of the academic community or cause harm of any kind.
20. **Sexual Assault/Harassment:** Sexual assault, sexual harassment or other non-consensual sexual contact or activity, including but not limited to, unwelcome verbal or physical conduct of a sexual nature on College premises or at functions sponsored by, or participated in by the College or members thereof.
21. **Aiding/Abetting Violations:** Aiding or assisting in the commission of a violation, including assisting or encouraging the active perpetrator of an offense and sharing the intent of that offender. A student's mere presence at the scene of the offense or failure to prevent the commission does not constitute an offense unless the student's passivity was designed to operate as an encouragement to or protection of the active offender.

22. **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:
- a. Failing to respond to the summons of a judicial body or College official.
 - b. Withholding, or failing to disclose, upon request of a College official, information relevant to an investigation of alleged misconduct.
 - c. Falsifying, distorting, or misrepresenting information before a judicial body during disciplinary proceedings.
 - d. Disrupting or interfering with the orderly conduct of a judicial proceeding.
 - e. Failing to maintain confidentiality concerning an investigation of alleged misconduct or disciplinary proceeding.
 - f. Causing or requesting the institution of an investigation of misconduct or the institution of a disciplinary proceeding knowingly without cause.
 - g. Attempting to discourage an individual's proper participation in, or use of the judicial system.
 - h. 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.
 - i. 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.

IV. SANCTIONS FOR CODE OF CONDUCT VIOLATIONS

The Dean of Students may impose one or more of the following sanctions for any violation of the Code of Conduct:

1. **Dismissal/Expulsion:** Permanent separation of the student from SCNM. An indication of expulsion will appear on the student's transcript. The expelled student will not participate in any SCNM-sponsored activities and will be barred from the College's property.
2. **Suspension:** Temporary separation of the student from SCNM 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. Except where prior approval has been granted by the Dean of Students, a suspended student will not participate in any SCNM sponsored activities and will be barred from the College's property during the suspension period.
3. **Warning:** A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action. A copy of any warning will be maintained in the student's file.
4. **Administrative hold:** A status documented in the registrar's official file that precludes the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean of Students.
5. **Restricted access to SCNM property:** A student's access to SCNM property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
6. **Program/Support:** A student may be required to participate in and complete an educational support program.
7. **Interim action:** Suspension of a student for an interim period prior to final resolution of the disciplinary proceeding.

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

In determining which sanction(s) are appropriate for any violation of the Code of Conduct, the Dean of Students may consider mitigating and aggravating factors, such as the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting from the violation, the payment of restitution to SCNM or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling program.

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

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

Student Disciplinary Procedures

General

- A. The purpose of this policy is to establish disciplinary procedures to guide the enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization that is charged with a violation of the Student Code of Conduct. However, **because of the individual nature of students, their behaviors and the particular circumstance involved, the College may not in every situation be able to follow these procedures precisely. Deviations from the outlined timeline and/or procedures may occur on occasion and will not invalidate a decision or proceeding.**
- B. These disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of SCNM.
- C. Records that are generated during the investigation / decision making process associated with these procedures are generally education records under the Family Educational Rights and Privacy Act (FERPA).

Disciplinary Procedures

Initiation of Investigation

1. Investigation of alleged violations of the Code of Conduct may be initiated at the discretion of the Dean of Students, with or without a referral from a member of the College community.
2. A member of the College community may refer a matter for investigation by submitting a written referral (incident report) to the Dean of Students. The referral must state sufficient facts, including specific name(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the Dean of Students to decide whether further investigation/fact-finding is necessary. The complainant must sign the referral.
3. Where the alleged misconduct is related to discrimination or harassment, the Dean of Students will consult with Human Resources to determine whether an affirmative action investigation is warranted. A determination by the Dean of Students will be made following consultation.

Interim Action

1. At any time following the 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 believes that the information supporting the allegations of misconduct is reliable, and determines that the continued presence of the student at SCNM poses a threat to any individual, property or College function.
2. The decision to suspend a student for an interim period will be communicated in writing to the student, and will become effective immediately as of the date of the written decision.
3. The interim suspension will remain in effect until a final decision has been made on the pending charges or until the Dean determines that the reasons for imposing the interim suspension no longer exist.
4. A student who is suspended for an interim period may request that the Dean reconsider the interim suspension, explaining in writing the reasons the student believes the interim suspension is unwarranted. Within five (5) days following the receipt of a request for reconsideration, the Dean will determine whether, in light of the request for reconsideration, the interim suspension remains warranted. The Dean's decision on any request for reconsideration is not subject to further review.

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

Review and Decision by Dean of Students

1. Upon his/her own initiative, or based upon a referral by a member of the College community, the Dean of Students will investigate allegations of misconduct involving the Code of Conduct. 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.
2. Members of the college community will be expected to comply with any request or directive issued by the Dean in connection with an investigatory/disciplinary proceeding.
3. A student who is charged with violating the Code of Conduct will be provided an opportunity to meet with the Dean of Students. Such meeting may occur simultaneously with the Dean of Student's interview of the student in connection with the Dean's investigation, or may occur separately, at the discretion of the Dean of Students. A student who fails to attend the meeting with the Dean will forfeit his/her right to respond on his/her behalf regarding the alleged violation.
4. 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 his/her side of the story.
5. Upon completion of his/her 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.
6. 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.
7. 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 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 his/her right to request an appeal.
8. If the sanction imposed includes either long term suspension or expulsion, the student may request an appeal hearing before a Hearing Officer by filing a written request with the Dean of Students no later than five (5) business days following the date on which notice of the written determination is sent to the student. If no written request for an appeal hearing is received within five business days, the determination becomes final and is effective immediately on the expiration of the fifth business day and is not subject to further review.
9. 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 (Long Term Suspensions and Expulsions Only)

1. 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 regarding long term suspensions and expulsions. The purpose of the appeal hearing is to hear the evidence and formulate a recommendation to the Executive Vice President of Academic and Clinical Affairs 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.

2. Selection of the Hearing Officer

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

3. Pre-Hearing Procedures

- a. In the absence of extenuating circumstances, when the College is in session, the hearing officer will convene the appeal hearing no later than twenty business (20) days following receipt of the student's written request for a hearing.
- b. The hearing officer, who may be assisted by the Dean of Students, will prepare and send a written notice to the student no less than ten (10) business days prior to the date set for the hearing. The notice will be delivered personally or by mail directed to the address furnished by the student on his/her hearing request. A copy of the notice may also be delivered via e-mail. The notice will include:
 1. A statement of the date, time, location and nature of the hearing;
 2. 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;
 3. A copy of the Student Code of Conduct and these Student Disciplinary Procedures;
 4. Notification as to whether the Dean of Students intends to be represented by legal counsel at the hearing; and
 5. The name and contact information for the hearing officer.
- c. If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must promptly notify the hearing officer in writing. The hearing officer will determine whether to approve or deny the request to reschedule the hearing.
- d. No later than five (5) business days prior to the hearing, the parties will exchange the following information in writing:
 1. A list of the names and addresses of the witnesses who may be called to speak at the hearing;
 2. A concise summary of the anticipated statements of each witness;
 3. Copies of all documents or statements to be presented at the hearing; and
 4. The name and title of the person who will present the evidence on behalf of the party making the disclosure.
- e. A student may challenge the participation of the hearing officer on the grounds of personal bias by submitting a written statement to the hearing officer setting forth the basis for the challenge no later than seven (7) business days prior to the hearing. The Executive Vice President of Academic and Clinical Affairs will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement hearing officer will be appointed.
- f. Members of the college community will be expected to comply with any request or directive issued by the hearing officer in connection with a disciplinary proceeding.

4. Conduct of the Hearing

- a. In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing will be conducted in a closed (non-public) session.
- b. The hearing officer will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, and hearsay is admissible,

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

- c. The Dean of Students will present the information that supports the charges, and will have the burden of showing that a violation of the Student Code of Conduct was more likely than not to have been committed by the student.
- d. The student who has requested the hearing will present information on his/her own behalf. A student who fails to appear at the hearing will be deemed to have abandoned his/her request, and the Dean of Students' initial determination will be summarily affirmed and immediately effective without further action by the hearing officer or the College, except that the hearing officer will sign a statement reflecting the student's failure to appear at the hearing.
- e. If an attorney represents the Dean of Students, the student may, at his or her own expense, be represented by legal counsel as well. Otherwise, neither party will be permitted to be represented by legal counsel at the hearing.
- f. The hearing will be recorded manually or by a recording device and will be transcribed in whole or in part on request of the student charged with the misconduct. The student will pay the cost of such transcript.
- g. 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 injured by the student's alleged misconduct may be permitted to attend the hearing following his or her testimony.
- h. The order of presentation will be as follows:
 1. The Dean of Students 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, for example, "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 his/her decision.

Based solely upon the information presented during the hearing, the hearing officer will formulate a recommendation to the Executive Vice President of Academic and Clinical Affairs 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 his or her written recommendation following the hearing, and will communicate the recommendation to the student, the Dean of Students and to the Executive Vice President of Academic and Clinical Affairs 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.

Review and Hearing Officer Recommendation and Final Decision by the Executive Vice President of Academic and Clinical Affairs

Following a review of the hearing officer's recommendation, the Executive Vice President of Academic and Clinical Affairs will render a decision, which either affirms, denies or modifies the recommendation of the hearing officer. The Executive Vice President of Academic and Clinical Affairs will not be bound by the recommended findings of fact. The Executive Vice President of Academic and Clinical Affairs will issue a written decision no later than ten (10) business days following receipt of the Hearing Officer's recommendation, unless the Executive Vice President of Academic and Clinical Affairs 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 Executive Vice President of Academic and Clinical Affairs determines that such additional proceedings are necessary, and, in such cases, the Executive Vice President of Academic and Clinical Affairs'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

1. A student who is dissatisfied with the decision reached by the Executive Vice President of Academic and Clinical Affairs may move for reconsideration by filing a written request with the President no later than five (5) business days following the date of issuance of the written decision. The request may be based on one or more of the following grounds:
 - a. Irregularities in the proceedings, including but not limited to any abuse of discretion or misconduct by the hearing officer or by the Dean, which has deprived the student of a fair and impartial disciplinary process;
 - b. Newly discovered material evidence which could not have been presented during the fact-finding or hearing process;
 - c. Excessive severity of the sanction;
 - d. That the decision is not justified by the evidence or is contrary to law.
2. Following receipt of the student's request for review, the President will make whatever review is deemed necessary to resolve the issues that have been raised.
3. The President will respond in writing to the student's request for review or rehearing within ten (10) business days of receipt of the request. The President may uphold or modify the previous decision, or grant a rehearing on the issues raised by the request. The decision of the President is final.

Disciplinary Files and Records

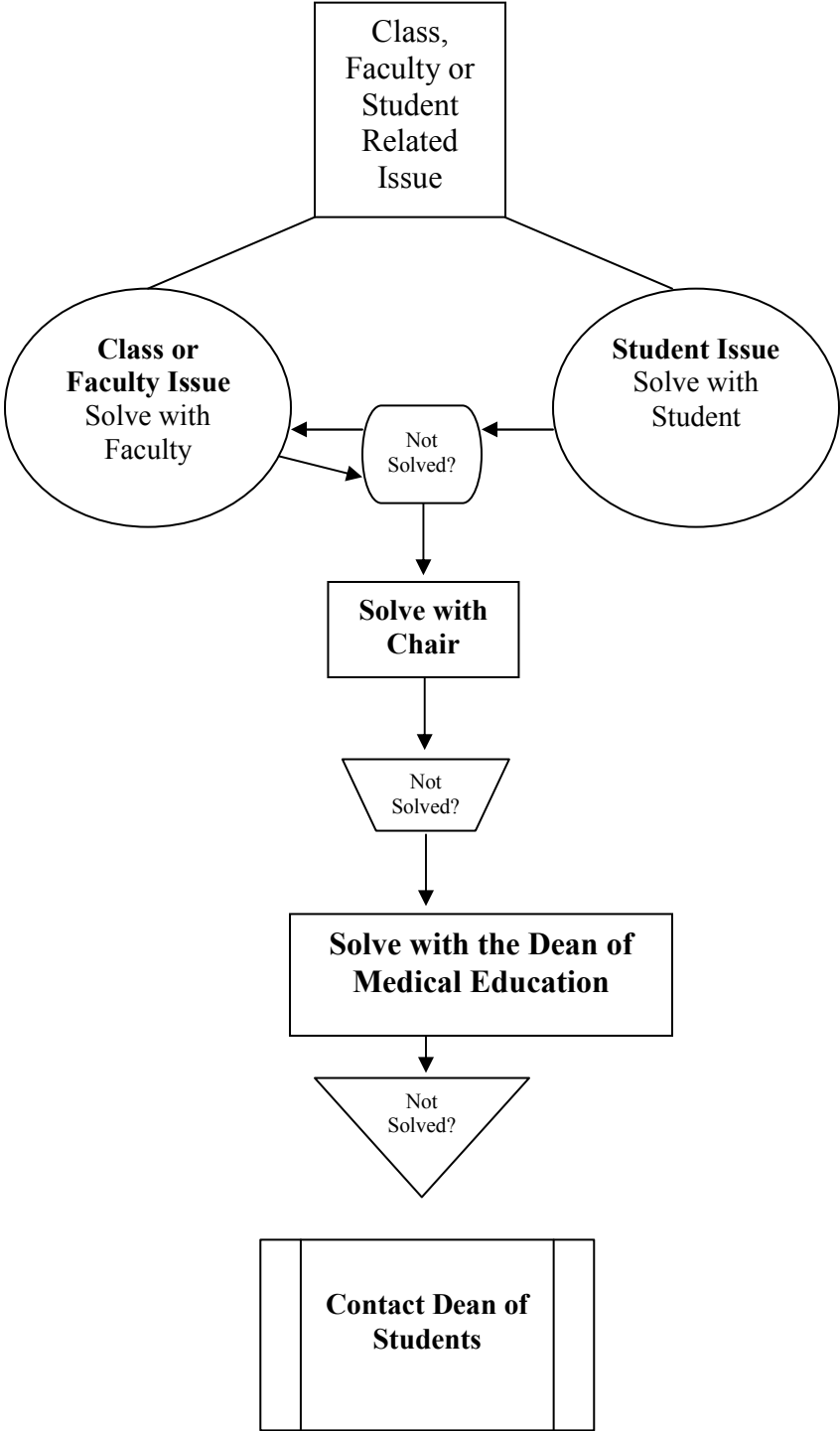
Holds on Records

In addition to any disciplinary sanction imposed for a Code of Conduct violation, the Dean of Students' office may place a hold on a student's academic and other institutional records should the student refuse to respond to, or comply with, the procedures or sanctions imposed in accordance with these rules.

Student Disciplinary Records

1. Disciplinary records of students found to have violated the Student Code of Conduct shall be retained for five (5) years from the semester of the determination or until graduation, whichever occurs first. Disciplinary records may be retained for a longer period, or permanently, if so specified in the sanctions applied.
2. Disciplinary records concerning long-term suspension or expulsion shall be retained permanently, regardless of whether the sanction so specifies.

Problem Flow Chart



Student Handbook and Catalog Receipt Form

This is Southwest College of Naturopathic Medicine's (SCNM) most recent Student Handbook and College Catalog for 2008-2009.

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

I, _____, the undersigned signify that I have received and am responsible for reading, understanding and following all the material contained in the Student Handbook and Catalog. I understand that this is not a contract but an agreement between the College and me. I understand that the College has the right to change the contents of this Handbook at any time and understand that I will also follow these changes. I understand there will be written notification of any changes. I agree to abide by the terms and conditions stated herein, including the Code of Student Professional Conduct and Academic Honor.

SIGNATURE _____ DATE _____

Print Name _____