



SOUTHWEST COLLEGE OF  
NATUROPATHIC MEDICINE  
& HEALTH SCIENCES

#### Southwest College of Naturopathic Medicine & Health Sciences

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patients.scnm.edu/services | medicinary@scnm.edu

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

**Editor:** Jonette Pettyjohn. This catalog is effective October 8, 2018

## Welcome

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

## About this Handbook

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

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

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

If, after reading through this Handbook, you have questions, please do not hesitate to contact the Dean of Students at 480.222.9234. You can also contact the V.P. of Student Affairs Office at 480.222.9203.

## Amendments to College Policies and Regulations

This Handbook does not constitute a contract. SCNM reserves the right to make changes in the terms, conditions, regulations, rules and policies set forth in this publication at any time and without notice; however, SCNM will try to communicate those changes with reasonable notice to all interested parties. Therefore, the documents in this handbook are subject to change during the academic year. **Because of the likelihood of these changes, the official SCNM Student Handbook is the online version of the Handbook, which can be found at [https://my.scnm.edu/ICS/Campus\\_Life/College\\_Publications](https://my.scnm.edu/ICS/Campus_Life/College_Publications).**

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

## About SCNM

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

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

## Campus Hours of Operation

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

## Contact Phone Numbers

The Facilities/Safety Director	480-222-9205
Dean of Students and	
Title IX Deputy Coordinator	480-222-9237
Information Technology	480-222-9329

## Other SCNM Printed and Electronic Resources for Students

-  SCNM College Course Catalog – Obtainable on SCNM website and MySCNM
-  SCNM Clinical Handbook – Obtainable on MySCNM
-  Financial Aid Information and Brochures – Obtainable in the Financial Aid Office, on MySCNM, and SCNM website

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# Vision, Mission, Core Values, and Strategic Plan

## Vision, Mission, and Core Values

### Vision

A world that embraces the healing power of nature

### Mission Statement

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

### Value Proposition

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

### Core Values



## Strategic Plan

### Academic Excellence

SCNM engages students in a world-class academic program designed to develop their professional identity as naturopathic physicians in a rapidly changing healthcare system. The College enrolls and graduates outstanding ND candidates, recruits expert faculty, develops healthcare partnerships, and expands research to ensure SCNM graduates are among the most successful clinicians and leaders in the naturopathic profession.

### Effective Healthcare

SCNM physicians and students engage patients in high-quality naturopathic patient care across all clinical sites. Exceptional value and customer service go hand in hand with consistent clinical outcomes.

### Healthy and Safe Campus

SCNM promotes a culture of safety, health, inclusiveness, and wellbeing. Employees, students, patients, and community members participate in cardiovascular, stress reducing, and lifestyle-empowering activities.

### Continuous Improvement through Advanced Analytics

Building upon the academic assessment, faculty development plans, and student retention and graduation infrastructure, SCNM employs predictive modeling and other advanced analytics to guide educational, clinical, research, human resources, and financial decision-making.

### Mission-Focused Growth and Sustainability

SCNM's mission guides revenue growth and diversification. The College increases public awareness of naturopathic medicine; pursues new opportunities for philanthropic funding; maximizes profitability at the Medical Center, Pain Relief Center, Medicinary, and Café; and develops successful new educational and clinical programs. SCNM continues the campus transformation with renovations, equipment, and furnishings in the Academic and Medical Center buildings.

## Naturopathic Physician's Oath

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

*Signed upon SCNM Medical Facilities Entry*

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

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

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

# Student General Information

## Student General Information

### Statement on Student Rights

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

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

These rights include, but are not limited to:

- The right to be treated equally in academic, social, and clinical settings
- The right to attend classes and clinical rotations in a physically, emotionally, and socially safe environment
- The right to express diverse opinions in an intellectually safe environment
- The right to privacy
- The expectation of a positive learning environment
- The right to hold other students accountable to the Student Code of Professional Conduct
- 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

## Campus Safety

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

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

The Facilities Director, the Dean of Students, and the IT Director or their designees, have been identified as Campus Security Authorities (CSA). While the College takes actions to help increase security, students, staff and visitors also have the responsibility to contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities immediately to one of the CSA's. Students should be aware of personal security practices, including being observant of their surroundings, locking automobiles, walking in pairs and guarding personal belongings at all times. The CSA's are also responsible for ensuring that the College meets OSHA standards for a safe workplace and an institution of higher learning. Security issues or concerns should be reported to a CSA and/or law enforcement as soon as possible. The CSA discusses with administration any safety issues which may arise during the course of events at the College and the SCNM Medical Facilities.

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

## Emergency Preparedness Plan

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

# Student General Information

## Incidents of non-emergency injury, reaction to practicing modalities, and personal accidents

Student must report any and all injuries, negative reactions, and untoward results by/to any student on campus or at an SCNM-sponsored location. This includes any accidents in or outside the classroom, in labs, during practice sessions, in SCNM Medical Facilities, at offsite offices, and in axillary clinic locations. Every student is required to notify the person in charge at that location and to complete an Incident/Injury Report form, as found on MySCNM.

## Campus Building Access

### Student Identification Card

Each campus-based student is issued a photo identification (ID) card during orientation. Students are required to wear and keep the ID in their possession at all times when on campus or at any SCNM affiliated site (please refer to the ID Card policy). The photo ID is used as a security measure and is required for students to receive access to various academic buildings, as well as certain services such as library borrowing and copy/printer privileges. The first card is provided free of charge. Replacement cards are available for a fee. Please refer to the ID Card policy on MySCNM.

### Visitors on Campus

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

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

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

### Children on Campus

- Children are not allowed in any classrooms or labs, only in common areas with adult supervision.
- Children must be accompanied by an adult at all times, including in the Medical Center, Neil Riordan Center for Regenerative Medicine, and the Café. Unaccompanied children, and their parent or

guardian, once found, will be requested to leave the campus.

- Children under 6 months are not allowed on campus at any time.

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

### Animals on Campus

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

## Campus Facilities

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

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

## SCNM Equipment

No College equipment may be removed from its assigned location without authorization from the Facilities Director. No audiovisual or presentation equipment, or other classroom furnishings (including chairs, desks, etc.) may be moved without permission from the Facilities Director.

## Parking

SCNM provides parking for student vehicles. Students must park their vehicles in accordance with the specific conditions and restrictions that may apply at the College's various facilities. Policies have been established by the College to promote compliance with parking regulations at SCNM and to provide a deterrent to those whose improper parking may be a hazard to other members of the College community. Repeated violations will result in disciplinary action and/or fines. Students may not park in visitor, patient, or employee parking.

# Student General Information

However, students are allowed to park on the top two levels of the parking garage when regular surface parking is full. Overnight parking is prohibited without permission from Facilities Director or the Dean of Students. Vehicles left on campus without permission or in violation of any safety codes may be towed at owner's expense. Students with a temporary medical condition, including pregnancy, may request a parking exemption from the Dean of Students. Student's bicycles must be parked in the provided bicycle racks outside of the campus buildings.

For additional information, please review the Parking and Traffic Regulations Policy on MySCNM.

## Student Spaces

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

### Community Commons

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

### Computer Center

The Computer Center, located within the Library, houses computers available for student use. The standard for word processing documents is Microsoft Word, for spreadsheets Microsoft Excel, and for presentations Microsoft PowerPoint. Any other word processing documents, spreadsheets, or presentations are not supported. Students may receive a licensed copy of Microsoft Office by contacting the IT Department.

### Outdoor Areas

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

### Resource Rooms

Located on the second floor of the Community Commons, 18 resource rooms provide faculty, staff and students space to meet, study, or work. Rooms are equipped with white boards, monitors, tables and chairs, and can be reserved through iPads located near each resource room door.

### SCNM Library

The SCNM Library offers 4100 sq. ft. of resource materials, literature, student study spaces, and a Computer Center for students use. For a complete listing of services available please see SCNM Course Catalog.

### Student Lounges

Located in the Academic Building and on the second floor of the Community Commons, the student lounges are available for students to eat, sit and relax, study, catch a nap, have a meeting or just hang out. It is meant to be a warm, welcoming, comfortable environment. Students are encouraged to use it freely but are responsible for keeping it clean.

## Class Scheduling

The Academic Coordinator, with input from the faculty, Department Chairs, and Dean of Academic Affairs, develops all course schedules.

The final schedule will be made available to students prior to quarterly registration. Students should anticipate classes between Monday and Friday between the hours of 7:00 a.m. and 9:00 p.m. Some weekend Intensives and Saturday examinations may occur.

### Class Breaks

Breaks may be taken during classes that are over one hour in length. Faculty generally follows 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 a meeting time or classroom location changed, students will be notified by email or the location change will be posted on scheduled classroom door.

## 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 the course instance in the canvas LMS at the beginning of each term for each class. Final exams are usually given during the last week of the quarter as scheduled by Academics. Intensive class finals are usually given on the last day of class. Laboratory finals and Practical finals may be scheduled prior to Finals Week.

# Student General Information

Students who cannot take an exam, or other evaluations at the assigned time, due to illness or emergency, must notify the Dean of Students as soon as physically possible. Appropriate documentation may be required to reschedule. Timing, location, and format for rescheduled exams are at the discretion of faculty, unless otherwise stated in an ADA accommodations plan. See the SCNM Course Catalog for further details and most recent policies for examinations.

## FERPA Student Rights

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

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

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

Students with complaints about violations to student record privacy or access to records may contact the Office of the Registrar at 480-222-9211 or utilize the online complaint form on MySCNM. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SCNM to comply with the requirements of FERPA. For more information see: <https://studentprivacy.ed.gov/file-a-complaint>.

The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW,  
Washington, DC 20202-4605  
1-800-USA-LEARN (1-800-872-5327)*

## Promotional Photographs and Images

In order to promote SCNM and SCNM Medical Facilities 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.

## SCNM Logo

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

## Textbooks

The list of required texts is compiled and made available to students during registration week. Changes in textbook requirements 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 materials that more fully explores and reinforces course information are optional but highly recommended reading for students. If the class does not lend itself to a required text, it will be noted on the textbook list that material will come from notes, handouts, etc. If a choice of textbooks is provided, there will be a limit of two choices. If the faculty feels that more than two choices of a required text are needed, the Department Chair must approve the choices. Texts are only required for a course if they will be heavily used within the course.

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

Textbook lists are posted on MySCNM and in the Library. It is highly recommended that textbooks be acquired before the first day of class.

# Student General Information

## Voter Registration

The Higher Education Act requires institutions of higher education to provide students with voter registration information.

The state of Arizona has a voter registration web site at <https://recorder.maricopa.gov/elections/registrationform.aspx> that provides information on student eligibility to vote and a voter registration application that can be downloaded.

## Student Amenities

### All-School Meetings

All-school meetings may be held for the purpose of sharing information and to enhance communication between students and College Administration. The meetings are held at the College during a designated lunch hour. Every attempt will be made to offer at least a 24-hour notice for these meetings. The Student Government Association class representatives will be asked to notify their respective classes and notices will be posted and sent via e-mail.

### 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:

9220 SW Barbur Blvd  
Suite 119, #321  
Portland, OR 97219  
503-778-7990 | <http://www.nabne.org/>

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

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

### Community Boards

SCNM provides wall-mounted bulletin boards and digital signage for community members to share information with each other. The SCNM Welcome Center personnel must provide approval for all material posted on bulletin boards. Postings can also be made through the Classified Portal on MySCNM.

## Computers

SCNM provides students with access to computers, wireless internet, and on-line services. It is the student's responsibility to protect the security of his/her username, password, and ID badge. 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. The IT Helpdesk can be reached at 480-222-9329 or by emailing the IT helpdesk at [HelpDesk\\_IT@scnm.edu](mailto:HelpDesk_IT@scnm.edu).

## Courtesy Phones

Courtesy phones are available in the student lounge area in the Academic Building at SCNM and the medical reference room at the SCNM Medical Center. Students are asked to limit their calls to allow all students access to the phones.

## E-mail

Official College communications will be distributed via SCNM e-mail. Students are assigned an SCNM e-mail address at matriculation and are responsible for checking their e-mail daily.

## Housing

SCNM is located in Tempe, Arizona offering many housing opportunities for students. While on-campus housing is not available, the Admission Office maintains a list of nearby housing for prospective and current students.

## Lockers

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

The standard practice for the use of lockers is as follows:

1. Identify a locker that is not in use.
2. Register the locker on a quarterly basis with the Welcome Center.
3. Clean out the locker at the end of each quarter.
4. Re-establish a locker assignment at the beginning of each quarter with the Welcome Center.

It is important to note that students are not guaranteed a locker from one quarter to the next or for the duration of their program of study. However, following the process above allows facilities to properly clean and restore damaged lockers during the break weeks, and provides other students an opportunity to obtain a locker for use during a given quarter.

# Student General Information

## Lost and Found

Neither the College nor the SCNM Medical Facilities are responsible for any personal belongings of students. It is the student's responsibility to safeguard personal belongings and to remove them at the end of each class session. Any items found in the classrooms during cleaning will be removed. To retrieve lost and found items, please check with the Welcome Center in the Community Commons. At the end of each quarter items left in Lost and Found will be donated to Naturopaths Without Borders for use in their community clinics.

## Canvas

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

## Mailboxes

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

## MySCNM

MySCNM is an online portal serving prospective students, current students, faculty, and alumni of the SCNM community. MySCNM provides students with access to their schedules, unofficial transcripts, grade reports, student forms, campus publications, institutional policies, and other student services. MySCNM also provides currently enrolled students access to their course instance in the Canvas learning management system. Each course instance serves as a website where instructors will communicate with students and distribute course materials, including notes, syllabi, and supplemental materials.

## Printing and Copying

SCNM provides students with access to a campus wide printing system called iPrint. For a small fee students can print, copy and scan documents from their personal devices such as laptops, tablets, and phones, or from campus owned computers. Access to iPrint is available through your student ID. Information on setting up your device can be found on MySCNM. Students may also print color copies of their files

through the iPrint system by selecting the color copy option. Color copies are printed in the Copy Center in the Academic building, and available for pick up during normal business hours only. See MySCNM for more information.

## Student Ceremonies

### Stethoscope

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

### White Coat

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

### Commencement

SCNM celebrates the hard work and achievements of its students with a Commencement Ceremony at the end of their doctoral studies. The school provides the students with all academic regalia, including honors recognitions, and the event is free and open to all family and friends. The third milestone celebration of their medical journey, this ceremony is preceded by a week of awards, activities, and traditions, such as the Gong Ceremony, that allow the entire community to celebrate our newest graduates and future NDs.

## Student Feedback

For any inquiries, or suggestions that would benefit the campus community, students are encouraged to work through their SGA Class Representative, an SGA officer, contact the appropriate department, Dean of Students office, or utilize the online Comment/Suggestion form on MySCNM.

# Student General Information

## Student Health and Wellness

SCNM provides additional services to support student health and wellness.

### Exercise and Fitness

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

### Medical Services

As a commitment to the health and well-being of our students, the SCNM Medical Center and Neil Riordan Center for Regenerative Medicine provides discounted medical care to students. Discounts are also available in the SCNM Natural Medicinary and for certain services such as laboratory IVs and injectables. For more information call 480.428.3232.

### Wellness Rooms

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

### Student Health Insurance

Students are encouraged to visit the SCNM Medical Center for discounted medical services.

SCNM does not provide student health insurance, however students may be eligible to receive free insurance through the Arizona State Health Care Cost Containment System (AHCCCS). AHCCCS is a state funded plan for those who otherwise might not be able to afford health care coverage. You may or may not qualify (based on income and or dependent children) through the Tempe Department of Economic Security (DES) offices: 5038 S. Price; 480-831-1408 or 1845 E. Broadway; 480-968-4013. For more information, go to [www.azahcccs.gov](http://www.azahcccs.gov).

## Counseling Services

SCNM provides free individual counseling services to currently enrolled students. The counselor provides short-term, supportive counseling for a variety of non-acute student concerns. Counselors can also assist in directing students to appropriate medical services for acute or long-term care.

To make an appointment with a counselor, please email [counselor@scnm.edu](mailto:counselor@scnm.edu).

## Arizona 2-1-1™ Crisis Response Network

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

## Student Associations and Organizations

### Student Government Association

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

Membership in SCNM's SGA and student organizations 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 SGA President, official representative of SGA, is responsible for facilitating all-school meetings and SGA meetings. The Vice President is responsible for duties designated by SGA's President and is responsible for meeting with committee chairs and reporting back to the SGA. The Secretary is responsible for keeping and recording minutes. The Treasurer is responsible for keeping track of all funds acquired and spent by the SGA and financial activities associated with the student government fee.

# Student General Information

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

The entire student body votes for the Student Government President, the AANP representative, Arizona Naturopathic Physician's Medical Board 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 the representatives. Elected representatives from each class and the SGA officers are elected in the winter quarter, serve one-year terms, and meet regularly. Meetings are open to all representatives, committee members and the entire student body at large.

The College collects quarterly student government fees that are allocated to the SGA, which is accountable by way of annual budgets and audits provided to the entire student population. The Treasurer controls the funds and all checks must have the signatures of two SGA officers. Amendments to policy found within the SGA Constitution are voted upon quarterly.

## Student Organizations

Student organizations and clubs offer opportunities for students to interact with other students who share similar interests. Examples of student organizations include the Naturopathic Medical Student Association, the Sports Medicine Club, Naturopaths Without Borders, to name a few.

Guest speakers are frequently invited by these organizations to share their knowledge in specific areas, creating continuing education opportunities and an opportunity to socialize with fellow students. Contact the Dean of Students for more information on student organizations. For a complete list of current student organizations visit MySCNM.

## Event Requests

Student Organizations and Clubs wishing to host or conduct an event and/or fundraiser (see Fundraising policy) must obtain approval using the Event Request form on MySCNM. Events need to be approved by various SCNM offices prior to being scheduled or advertised to the internal or external SCNM

community. For more information contact the Student Success Center or visit MySCNM.

## 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.

# Student Services

## Student Services

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

### Student Services

#### Academic Advising

Once a student matriculates, the advising process is monitored by Student Affairs. The Student Advising and Engagement Coordinator (SAEC) 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 with the SAEC to assist with academic issues, as well as life changes that would impact their progress in the program of study. Doctor of Naturopathic Medicine students who are off-track are required to meet with the advisor each quarter during the designated period to develop a schedule for the next quarter.

#### Career Services Center

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

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

The Center works with students in developing a personal action plan with the goal of securing a professional position prior to graduation. Students are encouraged to take advantage of the Career Services Center's programs early in their course studies.

#### Copy Center/Technology Support

The Copy Center processes print orders for Student Government and approved student organizations and color print copies for students. The Copy Center is also equipped to answer students' general computer related questions. There is no self-service available. Standard print jobs require a completed Copy Request Form and a minimum of twenty-four (24) hours (One full business day) turnaround time. The Copy Center is able to print color copies for students for pick up during standard operating hours. Please see MySCNM for more instruction and operating hours.

#### Dean of Students

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

#### International Student Support

Student Affairs is pleased to serve our international students throughout their studies at SCNM. SCNM is an approved Student and Exchange Visitor Program (SEVP) certified school. The Primary Designated Student Official is the V.P. of Student Affairs. Designated Student Officials also include the Director of Admissions.

Resources for International Students can be found online at MySCNM. These resources and links are designed to support your studies at SCNM and include answers to commonly asked questions about studying in the U.S., traveling during enrollment, and Optional Practical Training (OPT) opportunities after graduation.

#### Financial Aid

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

## Learning Specialist

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

## Peer Mentor Program

The Peer Mentor Program is an important 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 who 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 attend the required peer mentor training session.

Peer mentors will receive up to twenty (20) community service hours towards the forty-five (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. Please contact the Student Advising and Engagement Coordinator for more information.

## 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 advertised through email as opportunities arise. 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. For more information, contact the Dean of Students.

## Tutoring

The Doctoré Development Center (DDC), located in the Community Commons, is a formal tutoring center staffed by paid upper-class students in good academic standing. They provide one-on-one tutoring 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 Student Affairs, who oversee tutor selection, orientation, scheduling, and communication between tutors, students, faculty, and administration. For more information, please see the Learning Specialist.

## Veterans Support

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

# Student Policies

## Student Policies

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

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

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

## Accommodations Based on Disability or Special Circumstances

The College supports and adheres to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Accessibility Services are handled by the Student Affairs Office. 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 grievance with the Human Resources Office.

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. Accommodations may be made and an alternative laboratory experience may be provided.

In requesting accommodations, students are required to:

- Complete an Accessibility Intake Form on MySCNM to initiate request and identify needed accommodations;
- Submit supporting documentation, including original signed letter from licensed physician identifying diagnosis of specific disability and related accommodations required. Dean of Students must receive letter before accommodations can be made.

## Notice of Non-Discrimination: Compliance with Regulations

SCNM complies with the Equal Employment Opportunity Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, and the American Disabilities Act of 1990. SCNM does not discriminate on the basis of race, ethnicity, gender, social-economic background, religion, sexual orientation, gender expression or identity, age, disability, veteran status, nationality, thinking styles and life experiences in the administration of educational policies, admission policies, financial aid, employment, or any other program or activity.

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

## Air Quality and Fragrance Free Environment

SCNM encourages voluntary compliance with a fragrance free environment. We ask that you avoid the use of scented products. SCNM requests all community members to come to campus fragrance-free and remain fragrance-free while on campus. This supports the health needs of those who identify as chemically sensitive, but also creates a safer and healthier environment for all. This means refraining from wearing perfumes, aftershave, scented lotions, or bringing in any other items that may cause an allergic reaction in chemically sensitive individuals.

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

## Alcohol and Drug Abuse and Prevention Policy

### Drug-Free Workplace Act

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 101-690): Southwest College of Naturopathic Medicine & Health Sciences, SCNM Medical Center, Neil Riordan Center for Regenerative Medicine (hereafter referred to as SCNM Medical Facilities); and all associated patient care sites, will not tolerate and will take action against the unlawful manufacture, distribution, dispensation, possession or use of

a controlled substance by any student or employee on its property or as part of any of its activities.

## Drug-Free Schools and Communities Act

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

## Prohibited Conduct

Students are prohibited from:

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

Unless there is a nexus to the health and safety concerns of SCNM, or as otherwise specified herein, the ADAP policy does not apply to the legal use or possession of alcohol or legal drugs in the personal residences of the student.

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

## Health Risks

There are definite health risks associated with the use of alcohol and controlled substances. Alcohol or any other drug

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

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

## Treatment and Counseling

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

- A complete list of Arizona service providers is available through the Substance Abuse and Mental Health Services Administration (SAMHSA), <https://www.findtreatment.samhsa.gov/>
- Al-Anon, 1-800-344-2666 or <https://al-anon.org/>
- American Council on Alcoholism Helpline, 1-800-527-3344
- National Council on Alcoholism and Drug Dependence, 1-800 NCA-Call (622-2255)
- National Alcohol and Substance Abuse Information Center, 1-800-784-6776
- SMART Recovery, 1-866-951-5357 or <http://www.smartrecovery.org/>

## SCNM Sanctions

Students who are the subject of investigations into alleged violations of the ADAP policy may be suspended in the interim, pending completion of investigation, and any resulting disciplinary procedures. In the event the investigation fails to substantiate a violation of the ADAP policy, the student will be provided an appropriate opportunity to make up any academic work missed as a result of the interim suspension.

If a substance test performed on a student pursuant to the SCNM Drug Testing policy demonstrates that the student is under the influence of a prohibited substance, the student shall be subject to discipline, up to and including,

# Student Policies

dismissal/expulsion from SCNM, pursuant to applicable disciplinary procedures

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

## Local, State and Federal Sanctions

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

- Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million.
- Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million.

- First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000. For more information see USC Title 21, Chapter 13, <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>
- Information on local and state criminal drug-related offenses and sanctions for trafficking and possession of controlled substances is available at <http://www.azleg.gov/arsDetail/?title=13>. See Title 13, Chapters 32-34. Additional state and local penalties and sanctions may also apply.

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

## Reporting Responsibility

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

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

## Drug Testing

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

A student may be asked or required to submit to testing procedures designed to detect the presence of drugs and/or alcohol if 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.

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

## Workplace Searches

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

## Contact Information

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

## Consumption of Food and Beverage in the Classroom

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

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

## Community Service

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

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

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

Additional hours beyond the required 45 may be turned in if the student would like the documentation in their student file. Students may contact the SSC at any time with questions regarding the Program or visit MySCNM to view recorded hours worked.

## Designation of Status while in Medical School

As dictated by Naturopathic Physicians Medical Board, and in an effort to avoid confusion of status, students may only represent and identify themselves (on business cards, introductions, email signatures, letters, etc.), as a Student of SCNM. Students may add their current year of study or anticipated graduation date, if desired. Examples are as follows:

- *Student, SCNM, Class of Spring 20XX*
- *Student, Year 3, Southwest College of Naturopathic Medicine*

Students failing to comply may be sanctioned by the Arizona Naturopathic Physicians Medical Board, which may negatively impact application for licensure after graduation. For more information about student limitations and licensure requirements, please refer to Naturopathic Physicians Medical Board website at [www.AZND.org](http://www.AZND.org).

# Student Policies

## Everfi Training Courses

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

SCNM requires all incoming and current students to complete the: AlcoholEDU, Prescription Drug Abuse Prevention, and to ensure compliance with Title IX and the Clery Act, Sexual Assault Prevention training. This requirement is enforced during registration and applies to all students regardless of full- or part-time status.

## Fundraising

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

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

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

## Information Technology

The Information Technology Acceptable Use Policy (available on MySCNM) defines the boundaries or acceptable use of SCNM computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of SCNM to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of SCNM students, faculty, employees, and Visitors.

## 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 or reversal of conferral of degree.

## Cheating

- No student shall offer or provide information of any kind to another student during an examination or quiz, unless otherwise instructed by a faculty member.
- No student shall receive information of any kind from another student or from the quiz or exam responses made by another student, unless otherwise instructed by a faculty member.
- No student shall be in possession of any written or electronic material or other device, which may be of assistance in taking a quiz or exam, which has not been authorized by the faculty member.
- No student shall take, steal, or otherwise procure in an unauthorized manner any pieces of writing, whether hard copy or electronic, which contain the questions or answers to an exam scheduled to be given to any individual or group enrolled in any course of study offered by the College.
- No student shall 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:

- Are required to leave all books and other aids in an inaccessible spot, such as in the front of the room or in their locker (exception: open-book tests).
- Must refuse to assist other students in cheating.
- Should encourage honesty and discourage dishonesty among other students.
- 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.
- Should place as much space between themselves and other students as possible.
- Are not allowed to talk to each other during an examination.
- Are encouraged to use a blank sheet of paper placed over their work and take the initiative to prevent others from copying their work.
- May not leave the room and return to the test or hand test/ papers to faculty/proctor without express permission.
- May not receive/send answers from or to other students (via text, instant message, phone, email, etc.).
- Students speaking to one another or appearing to engage in academic dishonesty during an exam will have their exams confiscated, will receive an automatic zero for the examination, and may be subject to disciplinary actions.
- May not eat during exams unless covered under and ADA Accommodations plan.

## Plagiarism

*See also SCNM's Copyright policy on MySCNM*

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.

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

## Lobbying/Advocacy

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

## Harassment and Assault Policy

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

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

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

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a cohabitating partner, or another person with whom the victim shares a child. Stalking is defined as repeated behavior that causes other persons significant mental suffering or distress, or to reasonably fear:

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

Stalking behavior includes:

- repeatedly following or spying on another person
- monitoring someone's Internet or wireless activity

# Student Policies

- making verbal, written, or other express or implied threats
- communicating, more than once, through email or electronic communication directed at a specific person without authorization or a legitimate purpose

## Title IX

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

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

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

### Title IX Coordinator

Director of Human Resources  
480-222-9292

### Title IX Deputy Coordinator

Dean of Students  
480-222-9237

## Responsibilities and Reporting

The Title IX Coordinator is responsible for monitoring and oversight of overall implementation of Title IX compliance at SCNM including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, and administration. If you have a grievance against an SCNM faculty member, administrator, staff member, student, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator or the Title IX Deputy Coordinator. You may also utilize the online anonymous and confidential Sexual Violence/Assault Reporting form on MySCNM.

The Title IX Deputy Coordinator receives inquiries or grievances against SCNM students for sexual discrimination, sexual harassment (including stalking), sexual misconduct (including sexual assault), or retaliation. SCNM makes available to students a confidential and anonymous Sexual Violence/Assault Reporting form on MySCNM. Upon receiving a complaint, the Dean of Students shall notify the Title IX Coordinator who will determine whether further investigation is necessary or request that a disciplinary process be initiated.

## Definition of Sexual Harassment and Sexual Assault/Rape

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 rejection of such conduct by an individual is used as the basis of employment or school decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment.

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

- Sexual exploitation of a relationship between individuals of unequal power and authority;
- Sexual exploitation of a relationship between peers and students that could affect the workplace or educational environment;
- Repeated and unwanted requests for dates, sexual flirtations, or propositions of a sexual nature;
- Subtle pressure for a sexual relationship;
- Sexist remarks about a person's clothing, body, or sexual activities;
- Unnecessary touching, patting, hugging, or brushing against a person's body;
- Direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, or academic standing;
- Physical assault;
- Conduct of a sexual nature that causes humiliation or discomfort, such as use of inappropriate terms of address;
- Sexually explicit or sexist comments, questions, or jokes, in writing or on t-shirts;
- Conduct of a sexual nature that creates a hostile work or educational environment.

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

- Dating Violence: violence, whether physical, sexual, or the threat thereof, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim;
- Sexual Assault/Rape: an offense that meets the definition of rape, sodomy, sexual assault with an

object, fondling, incest, or statutory rape as used in the FBI's UCR program.

## Definition of Consent

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

## Campus Sexual Assault Complainant's Bill of Rights

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

1. The right to have any and all disclosures of domestic violence, dating violence, stalking, and sexual assault against them treated with seriousness and receive, from the institution, courteous, fair, and respectful health care and counseling services, where available.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, if the victim so chooses, including make a report to local law enforcement and/or the state police; and the right to the full and prompt cooperation and assistance of College staff in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

3. The right to be free from any kind of pressure from College staff that complainants: (a) not report crimes committed against them to civil and criminal authorities or to campus safety or (b) report crimes as lesser offenses than the complainants perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault complainants not report, or under-report, crimes because: (a) complainants are somehow 'responsible' for the commission of crimes against them; (b) complainants were negligent or assumed the risk of being assaulted; or (c) by reporting crimes they would incur unwanted personal publicity.
5. The right to participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard and in so doing, to describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
6. The same right to legal assistance, or ability to have others present, including an advisor of their choice, in any campus disciplinary proceeding that the institution permits to the respondent; and the right to be notified of the outcome of such proceeding.
7. The right to counseling services from any mental health services previously established by the institution, or by other complainant-service entities, or by complainant themselves.
8. After campus sexual assaults have been reported, the complainants of such crimes shall have the right to require that appropriate College staff take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate transfer of classes if requested by the complainant.
9. The right to receive simultaneous notification of the results of the proceedings and any sanctions imposed on the respondent(s).
10. Access to at least one level of appeal of a determination.
11. The right to report any inappropriate action, or lack thereof, in the handling of a reported sexual assault on the part of the College as a Title IX grievance.
12. Be protected from retaliation by the institution, any student, the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
13. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of SCNM.

# Student Policies

## Definition of Other Harassment

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

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

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

Harassment is defined to include any 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.

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

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

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

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

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

## Discipline and Consequences

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

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

The Director of Human Resources and/or Dean of Students will put the findings in writing and forward a copy to Vice President of Student Affairs, and the President, if a faculty or staff member is involved, at the end of the investigation. The findings of the grievance 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 grievance 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 grievances or accusations will not be tolerated, and may be subject to a Code of Conduct investigation.

## Smoke Free Campus

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

## Weapons, Explosives and Firearms

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

# Code of Professional Conduct & Academic Honor

## Student Code of Professional Conduct and Academic Honor

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

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

The following presents a clear statement of student responsibilities, conduct, and behavior. It defines prohibited conduct, the disciplinary process for violations, and potential consequences for violations. As it relates to student conduct, a student is defined as any individual registered or enrolled in a class/rotation at SCNM, including and from the date he/she submits a tuition deposit toward enrollment until the last day of the quarter in which he/she graduates. SCNM retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal, or graduation.

## Reporting Violations of law

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 Medical Board, NPBOMEX, in compliance with Arizona statutes. This includes practicing without a license.

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

## Modification of Code

SCNM reserves the rights to create, modify, or make changes to 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.

## Student Professionalism

### Professional Behavior

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

# Code of Professional Conduct & Academic Honor

comportment. Expectations for professionalism include but are not limited to:

- Attendance at regularly scheduled instruction;
- Relating well to patients and establishing sensitive and professional relationships with them;
- Responding to criticism by appropriate modification of behavior;
- Interacting effectively, humanely and consistently with faculty, peers, staff, all members of the health care team and support staff;
- Demonstrating honesty, courtesy, and integrity in all aspects of interaction with patients and others be it public or private;
- Being punctual and dependable;
- Being receptive to instruction by faculty and staff;
- Exhibiting grooming, dress and hygiene commensurate with responsibilities;
- Demonstrating a knowledge of medical ethics;
- Maintaining confidentiality at all times.

## General Behavioral Expectation

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

At a minimum, all SCNM students, on and off campus, are expected to:

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

## 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. Please refer to the remainder of the SCNM Student Handbook and other SCNM publications, as well as the SCNM Course Catalog and SCNM 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.

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.

## Abuse/Harassment

Abuse or Harassment, as defined herein, on College premises or at functions sponsored by, or participated in by the College or members thereof. See Harassment and Assault policy.

## Acts of Dishonesty

Dishonest, fraudulent, or deceitful behavior in any form, including but not limited to, the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member or office, either on official forms, attendance rosters or applications or during judicial or disciplinary procedures; forgery, alteration, or misuse of any College document, record, or instrument of identification; or tampering with the election of any College-recognized student organization. See Integrity and Academic Honesty.

## Aiding and Abetting Violations

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

# Code of Professional Conduct & Academic Honor

## Campus Demonstrations

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

## Disorderly and Lewd Conduct

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

## Disruptive or Disrespectful Behavior

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

## Drugs - Possession, Use, and Distribution

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

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

## Endangerment/False Endangerment

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

## General Misconduct

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

## Insubordination

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

## Interference with/Abuse of the Campus Judicial System

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

- Failing to respond to the summons of a judicial body or College official;
- Withholding, or failing to disclose, upon request of a College official, information relevant to an investigation of alleged misconduct;
- Falsifying, distorting, or misrepresenting information before a judicial body during disciplinary proceedings;
- Disrupting or interfering with the orderly conduct of a judicial proceeding;
- Failing to maintain confidentiality concerning an investigation of alleged misconduct or disciplinary proceeding;
- Causing or requesting the institution of an investigation of misconduct or the institution of a disciplinary proceeding knowingly without cause;
- Attempting to discourage an individual's proper participation in, or use of the judicial system;
- Attempting to influence the impartiality of a member of a judicial body or participant prior to, and/or during the course of the judicial proceeding;
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body or participant prior to, during, and/or after a judicial proceeding.

# Code of Professional Conduct & Academic Honor

## Recurrent Episodes of Interpersonal Conflict

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

## Sexual Assault/Harassment

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

## Theft/Property Damage

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

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

Unauthorized entry to or use of College's facilities, including buildings, desks, files, computers, software and equipment; unauthorized possession of keys to College facilities and equipment, including buildings, desks, files, etc. For more information see Campus Facilities.

## Unauthorized Practice of Healing Arts

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

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

sanction or other formal or informal action by any administrative or regulatory body outside the College.

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

## Unauthorized Use of College Documents

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

## Unlawful Conduct

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

## Violation of College Policies

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

# Code of Professional Conduct & Academic Honor

## Violation of SCNM Medical Facilities Regulations

Failure to follow SCNM Medical Center or Neil Riordan Center for Regenerative Medicine regulations as set and published by SCNM Administration, including but not limited to, the obligation to maintain strict patient/doctor confidentiality during the course of clinical training, diagnosis a patient without Doctor review, performing any modality or procedure without a doctor's permission or supervision, and any regulations regarding on-site, off-site and extended-site clinic shifts.

## Violation of Professional Standards

Failure to comply with dress codes, professional decorum, appropriate behaviors, good patient service, and other professional standards as may be established by the College; 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).

## Weapons, Dangerous Instruments, or Materials – Possession and Use

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

## Standards of Classroom Behavior

SCNM expects high standards of behavior in the classroom and rules of reasonable behavior will prevail. Classroom behavior should follow guidelines established by the course's assigned faculty member. 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. Recurrent unprofessional classroom behavior may result in the student being dropped from the course for disciplinary reasons, with the student receiving final grade of No Pass. Disruptive acts include, but are not limited to, behavior prohibited by the faculty, persistent speaking without being called upon, challenging faculty in an unprofessional manner, lack of respect for others with differing opinions, consistently arriving late or leaving early, refusing to be seated, eating in classroom, putting feet on desks or tables, leaving and entering the classroom or laboratory without authorization, and studying/reading material not related to attended class.

A disciplinary hearing will precede longer suspensions from a class.

## Student Code of Professional Conduct Violation

### Sanctions for Code of Conduct Violations

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

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

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

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

# Code of Professional Conduct & Academic Honor

## 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.

## Disciplinary Probation

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

## Disciplinary Suspension

Temporary separations 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.

## 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.

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

## Education and Reflection

Activities with the intent of providing opportunities for students to learn about and reflect on issues related to College policies, their behaviors, and impacts on the community of these behaviors.

## Educational Support Program

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

## Fine

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

## Interim Action

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

## Restitution

Charge for repair or replacement costs resulting from the violation.

## Restricted Access to SCNM Property

A student's access to SCNM property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.

## Restricted Contact

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

## Service

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

## Suspension

Suspension, as defined by SCNM, is dismissal from SCNM with the possibility, but not the promise of readmission (reinstatement) at some future time. A suspended student will not participate in any SCNM sponsored activities and will be barred from the College's property during the suspension period.

## Warning

A written statement advising the student that a violation of the Code 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.

## Disciplinary Procedures

The purpose of this policy is to establish disciplinary procedures to guide the enforcement of the Student Code of Professional Conduct. These procedures are applicable to any student or student organization that is charged with a violation

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of the Code. However, because of the individual nature of students, their behaviors, and the particular circumstance involved, the College may not in every situation be able to follow these procedures precisely. Deviations from the outlined timeline and/or procedures may occur on occasion and will not invalidate a decision or proceeding.

These disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of SCNM.

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

## Initiation of Investigation

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

A member of the College community may refer a matter for investigation by submitting a completed Grievance or Violence/Assault Reporting Form on MySCNM. This form gathers sufficient facts, including specific name(s), date(s), locations, and descriptions of the alleged act(s) of misconduct to enable the Dean of Students to decide whether further investigation/fact-finding is necessary.

Where the alleged misconduct is related to discrimination or harassment, the Dean of Students will consult with the Office of Human Resources to determine whether an affirmative action investigation is warranted. A determination by the Dean of Students will be made following consultation.

## Interim Action

At any time following the initiation of an investigation into alleged misconduct, the Dean of Students may suspend a student for an interim period prior to resolution of the disciplinary proceeding, if the Dean of Students believes that the information supporting the allegations of misconduct is reliable, and also determines that the continued presence of the student at SCNM poses a threat to any individual, property or College function.

The decision to suspend a student for an interim period will be communicated in writing to the student, and will become effective immediately as of the date of the written decision.

The interim suspension will remain in effect until a final decision has been made on the pending charges or until the

Dean of Students determines that the reasons for imposing the interim suspension no longer exist.

A student who is suspended for an interim period may request that the Dean of Students reconsider the interim suspension, explaining in writing the reasons the student believes the interim suspension is unwarranted. Within five (5) days following the receipt of a request for reconsideration, the Dean will determine whether, in light of the request for reconsideration, the interim suspension remains warranted. The Dean's decision on any request for reconsideration is not subject to further review.

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

## Review and Decision by Dean of Students

Upon 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. 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.

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

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

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

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.

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.

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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.

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

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

## Appeal Hearing before Hearing Officer

Applicable to long-term suspensions and expulsions only

### Purpose of the Appeal Hearing

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

### Selection of the Hearing Officer

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

## Pre-Hearing Procedures

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

The hearing officer, who may be assisted by the Dean of Students, will prepare and send a written notice to the student no later than ten (10) business days prior to the date set for the hearing. The notice will be delivered personally or by mail, directed to the address furnished by the student on his/her hearing request. A copy of the notice may also be delivered via e-mail. The notice will include:

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

If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, 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.

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

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

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

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

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## Conduct of the Hearing

In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing will be conducted in a closed (non-public) session.

The hearing officer will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, and hearsay is admissible, although objections to the introduction of specific statements or documents may be considered by the hearing officer. The hearing officer may exclude irrelevant, immaterial, privileged, or unduly repetitious information. The hearing officer may establish reasonable limits upon the time allotted to the student and the Dean of Students for oral presentation and examination of witnesses.

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

The student who has requested the hearing will present information on 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.

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.

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.

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.

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 VPSA as to whether a violation of the Code of Conduct was more likely than not committed by the student, and, if so, the appropriate disciplinary sanction to apply.

The hearing officer will render his or her written recommendation following the hearing, and will communicate the recommendation to the student, the Dean of Students and to the VPSA in writing no later than five (5) business days following the conclusion of the hearing. The written recommendation will include findings of fact and a statement of the reasons for the recommendation, and will be signed by the hearing officer.

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## Recommendation Review and Final Decision

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

## Request for Reconsideration

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

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

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

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

## Disciplinary Files and Records

### Holds on Records

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

### Student Disciplinary Records

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

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

## Student Grievances

SCNM has procedures to resolve informal and formal grievances and concerns that students may have about the implementation of the policies and procedures that govern the institution. The College 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 SCNM Course Catalog. Appeals related to a student's academic standing or exceptions to academic policy should be directed to the Academic Policy and Progress Committee (APPC). The decisions of the APPC are final in these matters, except in the case of dismissal, which may be appealed to the Dean of Academic Affairs. Grievances related to harassment should be directed to the Title IX Coordinator or Deputy Coordinator who will investigate the grievance. See Harassment and Assault policy for more information.

The term "days" in these procedures means operational business days and does not include holidays, weekends, or designated College vacation days (excluding normally scheduled break periods).

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 Informal Grievance form can be found on MySCNM. The student must initiate the informal process according to the procedures set forth in this Informal Grievance Process, within five (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. Within five (5) days after the student knows the basis for a grievance, the student must discuss the problem with the faculty, staff or administrator the student has the grievance against.
2. If a satisfactory resolution is not reached with the individual, the student must request in writing a meeting with the Department Chair or direct supervisor of the staff member within five (5) working days after the student determines that the grievance cannot be resolved with the person. The Chair or supervisor shall meet with the student within seven (7) days after receipt of the request. The Chair or supervisor may then elect to meet with the student and person together or separately in an effort to resolve the grievance.

3. If a satisfactory resolution through the Chair, or supervisor, is not achieved the student must request in writing a meeting with the appropriate reporting official within five (5) days after the student determines the grievance cannot be resolved. The reporting official will meet with the student within five (5) days after receipt of the request.
4. If the reporting official is unable to resolve the grievance between the student and the person, he/she will provide a written statement to the student stating that the grievance was not resolved through the informal grievance process.

### Reporting Officials

Listed below are areas of operation and the officers/managers to contact to report a grievance.

### Academic Grievances

Reporting Official: Dean of Academic Affairs

Academic grievances are reported through the appropriate academic leadership for resolution beginning with the faculty member(s), Department Chair and/or Division Director. See SCNM Course Catalog, Academic Departments.

### Harassment, Sexual Misconduct, and Discrimination Grievances

Reporting Official: Dean of Students, Deputy Title IX Coordinator, or Director of Human Resources, Title IX Coordinator.

Grievances concerning harassment, including sexual harassment, or discrimination are submitted to the Dean of Students or Director of Human Resources using the Informal Grievance form on MySCNM. See Harassment and Assault policy for more information.

### Facility, Health, and Safety Grievances

Reporting Official: Vice President of Finance and Administration

Facility, health, and safety grievances are reported to Facilities management for resolution and the Vice President of Finance and Administration for appropriate action. See Campus Safety and Facilities.

# Student Grievances

## FERPA Grievances

Reporting Official: Registrar

Grievances regarding the Family Educational Rights and Privacy Act (FERPA) are submitted to the Registrar for appropriate action. See FERPA section and SCNM Course Catalog for more information.

## Non-academic Grievances

Reporting Official: Dean of Students

Non-academic grievances, concerning SCNM faculty, staff or operations are submitted to faculty, Department Chairs or department supervisors and the Dean of Students for addressing appropriate action/resolution.

## Formal Grievance Process

In the event the grievance is not resolved through the informal process, the student may proceed with a formal grievance. A formal grievance must be filed online utilizing the SCNM Formal Grievance form found on MySCNM. Deviations from the following outlined timeline and/or procedures may occur on occasion and will not invalidate a decision or proceeding - this process not to exceed forty-five (45) business days.

## Filing of Grievance

Within five (5) business days after receiving a statement from the reporting official that the grievance was not resolved informally, the student must complete the Formal Grievance form found on MySCNM. Upon submission, the form will be forwarded to the Vice President of Student Affairs Office and an ad-hoc committee will be developed to appropriately handle the grievance. The decision of this ad hoc committee is final. The grievance form 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.

## Receipt of Grievance

Within ten (10) business days of receipt of the grievance, the Ad-hoc Committee Chair will do the following:

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

## Grievance to Person

Within seven (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 five (5) days after receiving a copy of the grievance.

## Response of Person

Within five (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.

## 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 thirty (30) days after the Chair received the grievance.

## 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.

## Documents

Both parties may provide documents to the committee for review and consideration. If provided, five (5) copies of the documents must be provided to the Chair at least seven (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 Chair will retain one set of documents and forward the other sets to the other members at least five (5) days before the hearing.

# Student Grievances

## Grievances and Family Educational Rights and Privacy Act (FERPA)

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 Educational Rights and Privacy Act and the panel shall proceed as follows:

The committee will (a) 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).

## Closed Hearing

The hearing shall be closed to the public.

## Counsel

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

## 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 five (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 of Students. The student grievant, the defendant, and faculty shall remain throughout the hearing.

## 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 of Students 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 five (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 grievant or statements in the response, the Chair has final authority to judge relevancy.

## Committee Deliberation

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

## 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 VPSA.

## Committee Report

Within fourteen (14) days after the conclusion of the hearing, the VPSA 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:

- Identity of student grievant and person involved in the grievance;
- Dates grievance and response were filed with the student grievance committee;
- Identity of the committee members who heard the grievance;
- Dates the committee met to conduct the grievance hearing;
- Summary of the positions of the student and person;
- Summary of the testimony and documents presented;
- Conclusions of the committee;
- Decision, if any.

If the grievance 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:

1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
602-542-5709  
[www.azppse.gov](http://www.azppse.gov)

# Student Grievances

## Filing of Other Grievances

### Higher Learning Commission

The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response. HLC Contact information:

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

For more information on how to file a complaint with the HLC contact: [info@hlcommission.org](mailto:info@hlcommission.org)  
<http://www.ncahlc.org/information-for-the-public/complaints.html>

### Arizona State Board for Private Postsecondary Education

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

To file a complaint on the State board's website visit <https://ppse.az.gov/>. Note that the policy provides that a student who wishes to file a complaint with the department must first exhausts all available grievance procedures established by the institution, Arizona Administrative Code Rule R4-39-403.

### Office of Civil Rights, Disability Basis

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

Department of Health and Human Services  
Office for Civil Rights  
800-368-1019 (Voice)  
800-537-7697 (TDD)

### Department of Education, Title IX

U.S. Department of Education  
(OCR National Headquarters)  
Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
800-421-3481 (Voice)  
202-453-6012 (Fax)  
800-877-8339 (TDD)  
[OCR@ed.gov](mailto:OCR@ed.gov)

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

### Department of Education

Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, Arizona 85007  
602-542-5393  
800-352-4558  
[adeinbox@azed.gov](mailto:adeinbox@azed.gov)

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

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# Notes



SOUTHWEST COLLEGE OF  
NATUROPATHIC MEDICINE  
& HEALTH SCIENCES

## Student Handbook & Catalog Receipt Form

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. The policies and regulations of SCNM may be amended from time to time. Therefore, the documents and policies in this handbook are subject to change during the academic year. Because of the likelihood of these changes, the official policy is the online version of the SCNM Student Handbook, which can be found at [www.scnm.edu/the-scnm-experience/student-resources/publications/](http://www.scnm.edu/the-scnm-experience/student-resources/publications/)

I, \_\_\_\_\_, the undersigned signify that I have received and am responsible for reading, understanding and following all the material contained in the 2018-19 SCNM Student Handbook and 2018-19 SCNM Course Catalog, including the SCNM Student Code of Professional Conduct and Academic Honor.

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 the SCNM Student Handbook at any time and understand that I will also follow these changes. I agree to abide by the terms and conditions stated herein, including the Student Code of Professional Conduct and Academic Honor.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Return this form to the Registrar's office to be inserted into Student's File.