



Catalog 2016-2017

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SUNM also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Revised: November 4, 2016

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ABOUT SOUTHWEST UNIVERSITY OF NAPRAPATHIC MEDICINE

Dr. Patrick Nuzzo, founder of Southwest University of Naprapathic Medicine (SUNM) believes that every student wishing to make a career in the Health Care Profession deserves a solid foundation beginning with an educational background to build upon that dream.

SUNM was incorporated and licensed by the New Mexico Higher Education Department in 2006. Naprapaths are licensed and regulated in New Mexico by the New Mexico Medical Board. The curriculum has been developed and a strong faculty and management team has been put in place. The first class began in the fall of 2010 and the first graduating class was in the fall of 2014.

The experienced diverse faculty and staff that comprise the SUNM family are committed to ensuring that our students get the most from their educational experience. Our obligation to them goes well beyond simply teaching a subject. Through active engagement in student and professional association, guest lectures, and continuing education sessions with SUNM associates, our students are given the tools needed to become the future leaders in the profession of manual medicine. Today's students must be prepared to work in a world that expects them to have awareness, financial and entrepreneurial literacy, current information and media literacy. To do that, they must be innovative and creative and have honed their abilities in critical thinking, problem solving, self-direction, adaptability and accountability. We look forward to our students reminding us that their dreams have become reality due to the dedication of SUNM instructors, student services coordinators and others.

Welcome to SUNM! You are taking an important step in establishing a rewarding career and fulfilling your dream and we look forward to helping you accomplish that goal.

Dr. Patrick V. Nuzzo
President

INSTITUTION'S PROFILE

SUNM was incorporated and licensed by New Mexico in 2006. Since then, curriculum has been developed and a strong faculty and management team has been put in place. The first class began in the fall of 2010 – The first graduating class was in the fall of 2014.

Although Naprapathic Medicine is 110 years old, New Mexico is only the second state to license the profession. The New Mexico Naprapathic Practice Act was signed into law in 2004. During the four years of lobbying it took to pass the act, a commitment was made with several New Mexico Legislators that a University of Naprapathic Medicine would be opened in their state. SUNM fulfills that commitment. Dr. Patrick Nuzzo, founder of SUNM believes that every student wishing to make a career in the Health Care Profession deserves a solid foundation beginning with an educational background to build upon that dream. SUNM was incorporated and licensed by the New Mexico Higher Education Department in 2006. Naprapaths are licensed and regulated in New Mexico by the New Mexico Medical Board.

The Affordable Care Act and the non-discrimination clause give Naprapathic medicine and all other complementary medicine an opportunity of unparalleled job growth. The experienced diverse faculty and staff that comprise the SUNM family are committed to ensuring that our students get the most from their educational experience. Our obligation to them goes well beyond simply teaching a subject. Through active engagement in student and professional associations, guest lectures, and continuing education sessions with SUNM associates, our students are given the tools needed to become the future leaders in the industry. Today's students must be prepared to work in a world that expects them to have awareness, financial and entrepreneurial literacy, and information and media literacy. To do that, they must be innovative and creative and have honed their abilities in critical thinking and problem solving, self-direction, and adaptability and accountability. We look forward to our students reminding us that their dreams have become reality due to the dedication of SUNM faculty's, student services coordinators and others.

SUNM is unique in two ways: 1) it is one of two schools of Naprapathic medicine in the United States and 2) the program is offered primarily online with 62% of the program delivered on line and 38% is conducted in a face-to-face setting, exclusive of internship credit hours. Students are required to complete clinical and internship activities in clinic and in a face-to-face setting, they also complete online assignments during these courses. Since 2010, 25 students have attended SUNM and there have been 3 graduates. The institution has been successful in creating programs and services, serving students, and becoming prominent in the field of Naprapathic medicine. In 2014, the decision was made to take the next step in growing the university by attaining accreditation.

SUNM began enrolling students in 2010. The target population for enrollment into the Doctor of Naprapathic Medicine program are adults who have earned at minimum a bachelor's degree and are interested in pursuing a degree in manual medicine.

STATEMENT OF PURPOSE

Our educational philosophy guides the program and makes us unique. This philosophy maintains that learning is best accomplished by doing. Therefore, the preponderance of the curriculum is centered on an on-line, hands-on, and clinical approach where students learn to locate tension points, practice techniques, develop soft tissue diagnoses and treatment plans, and observe and treat patients. The curriculum is designed to couple knowledge with experience, reinforcing information learned so that it becomes a working body of knowledge that is used and applied. The educational format strives to develop professionals capable of independent thinking, collaborative learning, analytical ability, self-evaluation, self-education, and skills that the students can cultivate and use throughout their professional lives. The number of students accepted into the program is limited to ensure optimal student-teacher ratios as a step towards the personalized education needed to develop outstanding healthcare providers.

STATEMENT OF OWNERSHIP

Southwest University of Naprapathic Medicine is an incorporated company owned by:

Southwest University of Naprapathic Medicine, a corporation in the State of New Mexico.

INSTITUTION'S GOVERNANCE

Southwest University of Naprapathic Medicine is an S Corporation owned by Patrick Nuzzo, Paul Ryan, and Lou Polito.

BOARD OF DIRECTORS

Dr. Patrick V. Nuzzo - Chairman
Paul R. Ryan – Vice Chair
Dr. Kirsten K. LaVista - Director
Tracy E. Ryan - Director
Lou Polito - Director

ADVISORY BOARD

Dr. Patrick V. Nuzzo - Chair
Dr. John A. England – Vice Chair
Former New Mexico Representative Rick Miera
Professor John Blum

MISSION STATEMENT

The mission of SUNM is dedicated to preparing its students to successfully participate in the world of Complementary Manual Medicine through education and training using an approach that combines online and face-to-face activities. Naprapathic medicine is the premier health management leader in the field of drug-free manual medicine. Naprapaths treat stress, aches, and pains without the use of drugs.

Each year the SUNM staff, faculty, and students will be asked to review the Mission Statement to ensure SUNM is meeting their goals and objectives. This survey can be accessed at <https://www.surveymonkey.com/r/sunm-mission>.

VISION

To be an effective and respected institution that fosters a culture of compliance within SUNM and sets the standard for excellence.

VALUES

- INTEGRITY
- ETHICAL BEHAVIOR
- COMMITMENT TO EXCELLENCE
- COLLABORATION
- EMPOWERMENT AND RESPONSIBILITY

GOALS AND OBJECTIVES

To provide a high quality education in a professional environment that will allow students the opportunity to gain employment in the health industry. SUNM offers world-class, competency-based on-line and on -campus education in a convenient blended format.

To provide a diverse faculty of skilled and experienced professionals who are tasked with guiding the students' personal and professional development.

To encourage students to study the proper work ethic and professionalism needed to be successful in a professional environment.

To familiarize students with career planning and knowledge on how to build a practice from the ground up and to work along with others in a professional environment.

To use technology to create effective modes and means of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.

To assess student learning and use assessment data to improve the teaching, curriculum, instruction, learning resources, and student services.

These will be measured through ongoing feedback from students, faculty, and alumni through surveys then reviewed by the Office of Academic Affairs and Board Members.

SUNM CAMPUS

SUNM is located in beautiful Santa Fe, New Mexico. Students attend lectures and complete assignments in the online classroom and attend classroom and clinical courses on campus. SUNM rents space from Naprapathic Medicine of New Mexico (NMNM) to run the intern clinic. The facility is made up of two separate classrooms used for clinical practice. The facility has high speed

internet access, five intern treatment rooms, campus resource center, and reception area as well as industry current computer and audio/visual equipment. All SUNM students have access to LIRN, an online library accessible from any device with an Internet connection.

SUNM VIRTUAL CLASSROOM TECHNOLOGY REQUIREMENTS

During their program of study students virtually attend classes at the SUNM virtual campus through Moodle. The minimum system recommendations to access online courses are:

- **CPU:** 2 Gigahertz (GHz)
- **Memory:** 2 Gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- **Operating System:** Windows 7, Mac OS X 10.7, iOS 6, Android 4
- **Screen Resolution:** 1024x768
- **Browser:** Internet Explorer 9, Chrome Current and (Current-1), Firefox Current and (Current-1), Safari 6
 - Current and (Current-1) denotes that we support the current stable version of the browser and the version that preceded it. For example, if the current version of a browser is 24.x, we support the 24.x and 23.x versions.
- **Browser Plugins:** Flash Version 10.1
- **Internet Connection:**
 - **Large Video Chalkboard:** 1.5Mbps dedicated download and 256Kbps dedicated upload

* Please keep in mind that these are minimum system recommendations and other environmental factors may impact your course delivery performance. Be sure to close all other tabs, browsers, and programs while streaming your content. It may also help to hard wire your Internet connection instead of using a wireless network connection. While the courses may run without issue in older operating systems and browser versions, these are not actively tested and we may not address bugs that appear when operating within these older environments.

APPROVAL AND LICENSING DISCLOSURE STATEMENT

SUNM was granted Institutional Licensure Approval from the State of New Mexico Licensing and Regulation in 2006. Southwest University of Naprapathic Medicine is licensed by the New Mexico Higher Education Department. License Number 157.

SUNM is approved to offer the degree of Doctor of Naprapathic Medicine. This four-year academic program that is only offered in a 3-year accelerated version, which serves as a sound educational experience for engaging in the practice of Naprapathy.

New Mexico statutes require that a student who successfully completes a course of study be awarded an appropriate degree verifying that fact. Prospective enrollees are encouraged to contact representatives of the school to discuss personal educational and occupational plans with school personnel prior to applying. All information in the contents of this school catalog is current and is so certified as true by Dr. Patrick Nuzzo, President.

At this time, SUNM is not accredited and does not participate in Federal Student Aid Programs.

DOCTOR OF NAPRAPATHIC MEDICINE (DN) PROGRAM

The academic program of the University serves as a sound educational experience for engaging in the practice of Naprapathy. The program consists of 66 quarter credits in the Basic Sciences and 63 quarter credits in the Naprapathic Sciences, for a total of 129 quarter credits in academic work. Clinical internship, which involves interning in the clinic under a licensed DN provides is 15 quarter credits which equals 450 clock hours. An additional 5 quarter credits, which equals 150 clock hours is spent in clinical practice in the clinic supervised by a licensed DN. The Independent Research Project is 35 quarter credits, which equals 1,050 clock hours.

PROGRAM OUTCOMES

- Apply knowledge of anatomy and biomechanics to diagnose and prescribe proper treatment for a patient.
- Interpret biological pathways in terms of thermodynamics, chemistry, regulation and protein mechanisms and apply these skills to the understanding of novel pathways.
- Differentiate the physiological metabolic processes that govern human movement and apply each of these processes to physical performance
- Analyze of the interactions of the bone, joint, muscle and nerve morphophysiology as they affect the mechanisms of human movement
- Illustrate disease classification and taxonomy, microbial genetics, infection, and resistance
- Describe the divisions of the nervous system and major brain areas and explain their functions
- Interpret signs and symptoms elicited in a patient's history and create a differential diagnosis
- Determine factors of body movement, consciousness, behavior, sensory systems.
- Create therapeutic nutritional programs and provide dietary counseling for various nutritional health disorders.
- Demonstrate methods of joint and soft tissue examination including range of motion, kinesiology and neurological testing as well as Naprapathic palpation
- Present a rationale for Naprapathic principles, theories and techniques
- Application of specific Naprapathic techniques
- Demonstrate the art of blending passive and active care of the patient, evaluation of deficits in activities of daily living, functional restoration or accommodation, and the need for patient education in the management of exercise, joint protection, and environmental and intrinsic stressors
- Create an original piece of research

BASIC SCIENCE CURRICULUM

Since Naprapathy is a specialized health science, it requires a curriculum that meets the criteria of serious study of the human sciences. Basic science courses provide a sound basis for the

education of Naprapaths. The program includes the study of Anatomy, Neuroscience, Kinesiology, Physiology, Histology, Pathology, Biochemistry and Nutrition. The Basic Sciences are taught primarily in relation to the human organism. It is necessary to understand the structure and the functions of the organs' bodily dysfunctions and the ways that these dysfunctions can manifest themselves. Homeostasis is stressed throughout the study of the human body.

Basic Science course content is reviewed and updated on an ongoing basis, with input from Naprapathic and Basic Science faculty through the Advisory Board. Basic Science and Naprapathic courses are designed to complement one another. The curriculum strives to integrate both approaches to learning.

COURSE DESCRIPTIONS

ANAT 501 ANATOMY I - 3 credits – Online Course

A study of anatomy and biomechanics of the human anatomy, including the back and extremities, and brachial and lumbosacral plexi. Case studies specific to the structure and function of the extremities are presented. Instructional methods include lectures, assessments, and reading assignments.

Prerequisite: College Level Biology or its equivalent

ANAT 502 ANATOMY II - 3 credits – Online Course

A study of anatomy of the skull foramina, human brain, spinal cord and vertebral column, special senses, heart and circulation, and respiration. Instructional methods include lectures, assessments, and reading assignments.

Prerequisite: ANAT 501 Anatomy I and PHYS 501 Physiology I

ANAT 503 ANATOMY III - 3 credits – Online Course

A study of the structure and function of the regional areas of the human viscera with emphasis on systems: Digestive, Reproductive, and Urinary. Also included are structures of the head and neck, cervical, brachial and lumbosacral plexi. Instructional methods include lectures, assessments, and reading assignments.

Prerequisite: ANAT 502 Anatomy II and PHYS 502 Physiology II.

BCHM 501 BIOCHEMISTRY I - 3 credits – Online Course

Studies the structures and functions of proteins and enzymes such as amino acids and peptides; the metabolism of carbohydrates and lipids, the respiratory chain, oxidative phosphorylation, citric acid cycle, glycolysis, ketogenesis and the synthesis of cholesterol.

Included are the biosynthesis of essential and non-essential amino acids and the catabolism of amino acids.

Prerequisite: College Level Biology and Chemistry

BCHM 502 BIOCHEMISTRY II - 3 credits – Online Course

Describes the structure, function and replication of macromolecules: extracellular and intracellular communication, actions of the pituitary, hypothalamus, thyroid, adrenal cortex, adrenal medulla, gonads and pancreas. Special topics covered are nutrition, metabolism of xenobiotics, cancer, and genetic basis of the disease.

Prerequisite: BCHM 501 Biochemistry I.

EPBM 500 EXERCISE PHYSIOLOGY/BIOMECHANICS - 3 credits - Online Course

A specific approach for understanding the various control systems that integrate the function between the nervous and endocrine systems at rest and as they adapt to the various stresses. These fundamental physiological principals are presented in a biomechanical context with an emphasis on the laws governing force vectors and their effects in acquiring appropriate axial and appendicular skeleton joint mobility and range of motion.

Prerequisite: ANAT 503 Anatomy III and PHYS 503 Physiology III

HIST 500 HISTOLOGY- GENETICS-EMBRYOLOGY- 3 credits - Online Course

Microscopic study of tissues and how they form organs and organ systems. Provides a foundation for further study of physiology and pathology. Study in the structural and functional characteristics of embryological development, with emphasis on the first trimester of pregnancy, the principles of genetics are explored to understand the anomalies and their effects on individuals.

Prerequisite: College Level Biology or its equivalent

KINE 500 KINESIOLOGY - 3 credits – Online Course

An interdisciplinary study stressing principles of human biomechanics. An analysis of the interactions of the bone, joint, muscle and nerve morphophysiology as they affect the mechanisms of human movement, in order to provide a basis upon which to differentiate normal from pathophysiologically altered motion.

Prerequisite: ANAT 503 Anatomy III and PHYS 503 Physiology III

MBME 603 MIND-BODY MEDICINE - 3 credits – Online Course

Science has revealed that the mind and body are intimately connected in ways we haven't previously realized - now this field of knowledge is evolving to our understanding of health and disease.

This course explores the history, development and evidence base for an approach called biopsychosocial medicine, in which biology, psychology, and sociocultural factors are examined as both independent and interactive contributors to health and disease.

This conceptual model is first introduced, followed by essential biomedical building blocks, an exploration of psychological and sociological variables, and applications to organ systems and common chronic diseases.

This course draws from diverse research traditions, poignant clinical narratives and active demonstrations compiled from nearly 20 years of educational training programs in medicine, nursing, psychology and anthropology.

By exploring both biological as well as psychosocial factors related to health, you will graduate with a cutting-edge understanding of how the stress, relationship, work, etc. gets inside to alter the functioning of our minds and bodies.

Prerequisite: PATH 502 Pathology of Human Diseases II.

MTGE 500 MEDICAL TERMINOLOGY - 3 credits - Online Course

The structure and formation of technical terms used in the health sciences, based on roots and elements from Greek and Latin.

Prerequisite: None

MPHE 500 MICROBIOLOGY AND PUBLIC HEALTH - 3 credits - Online Course

A fundamental approach focusing on select organisms and the diseases they cause. Some topics include classification and taxonomy, microbial genetics, infection, and resistance.

Case studies relevant to Doctors of Naprapathy are presented.

Prerequisite: ANAT 503 Anatomy III and PHYS 503 Physiology III.

NEUR 501 NEUROSCIENCE I - 3 credits - Online Course

Emphasis placed on the structure and function of the cerebellum, basal ganglia, cranial nerves, cerebral cortex, hypothalamus and special senses. Case studies relevant to specific neurological disorders are presented.

Prerequisite: ANAT 503 Anatomy III and PHYS 503 Physiology III.

NEUR 502 NEUROSCIENCE II - 3 credits - Online Course

The basic organization and neurophysiology of the central nervous system are presented. Topics include anatomy of the brain stem, spinal cord, and blood circulation, cerebrospinal fluid dynamics, spinal nerve reflexes, descending and ascending pathways. Case studies specific to the function of the nervous system are presented.

Prerequisite: NEUR 501 Neuroscience I

PATH 501 PATHOLOGY OF HUMAN DISEASES I - 3 credits - Online Course

The first of a two quarter sequence introducing concepts of inflammation, neoplasia, pathogenesis and clinical presentation of various organic disease processes. Topics include: arteriosclerosis, angina, vascular disease and myocardial infarction. Case studies are incorporated into the course.

Revised: 11/4/16

Prerequisite: HIST 500 Histology, ANAT 503 Anatomy III & PHYS 503 Physiology III

PATH 502 PATHOLOGY OF HUMAN DISEASES II - 3 credits - Online Course

As a continuation of PATH 501, the course includes a study of the kidneys, liver and pancreas, lungs and pleura, central and peripheral nervous systems, musculoskeletal disorders, male and female genitourinary disorders, and diseases of the female breast.

Prerequisite: PATH 501 Pathology of Human Diseases I.

PHYS 501 PHYSIOLOGY I - 3 credits – Online Course

Physiological processes of the organ systems and the drive toward homeostasis. Study of structure and function of cells, movement of molecules across cell membranes, nerve transmission and the autonomic nervous system, cellular metabolism and genetic information.

Prerequisite: College Level Biology or its equivalent.

PHYS 502 PHYSIOLOGY II – 3 credits – Online Course

Study of control mechanisms: Chemical messengers, membrane potentials, synapses, hormones. Determinant factors of body movement, consciousness, behavior, sensory systems.

Prerequisite: ANAT 501 Anatomy I and PHYS 501 Physiology I.

PHYS 503 PHYSIOLOGY III - 3 credits – Online Course

Cardiovascular patterns in health and disease: covers circulation, regulation of blood pressure, respiration, digestion and absorption, regulation of metabolism, reproduction, and defense mechanisms. Includes issues of homeostasis in relation to kidney function, blood volume, etc.

Prerequisite: ANAT 502 Anatomy II and PHYS 502 Physiology II.

SNDI 501 SCIENCE OF NUTRITION AND DIET I - 3 credits – Online Course

A comprehensive study of the basic principles of nutrition; biochemical classification of foods and dietary supplements to promote and maintain wellness. Focuses on the function of proteins, carbohydrates, lipids, vitamins and minerals. Discusses consequences of vitamin and mineral deficiencies.

Prerequisite: BCHM 502 Biochemistry II

SNDI 502 SCIENCE OF NUTRITION AND DIET II - 3 credits – Online Course

The course incorporates the study of food and food supplementation as related to health and prevention of disease. Presents essentials of therapeutic nutritional programs, dietary counseling, and nutritional health disorders.

Prerequisite: SNDI 501 Science of Nutrition and Diet I.

STBD 500 STRESS AND THE BODY - 3 credits – Online Course

The course marches through various parts of the body (e.g., heart, stomach wall, immune system) or physiological functions (e.g., sleep, learning, and memory), examining how stress is experienced on each of those systems.

The course examines the mechanisms of psychological stress, and its relevance to depression, anxiety and addiction. We examine the role of personality differences in explaining why some individuals cope with stress better than others and we explore what socioeconomic status has to do with stress and health.

Prerequisite: PATH 502 Pathology of Human Diseases II.

RESEARCH METHODS and Dissertation Credits (see separate handbook)

STUDENT AFFIDAVIT FORM

To follow the SUNM Academic Integrity policy, SUNM ask students to complete a student affidavit. Please go to <https://www.surveymonkey.com/r/courseaffadavit> and complete the student affidavit form during the first week of class.

NAPRAPATHIC SCIENCE CURRICULUM

The course of study in Naprapathic theory and practice includes a logical sequence of study with increasing emphasis placed on the development of clinical skills.

Building upon the knowledge of anatomical structure and function, as well as physiological response, the Naprapathic courses train the student to evaluate connective tissue disorders and how these disorders affect neurological control of the connective tissues. They lay a foundation for the proper application of Naprapathic therapeutic techniques. Additionally, the student is introduced to techniques of nutritional counseling and patient education, and the ethical, legal and management skills required in clinical practice. By the time students enter their internship, they have thoroughly studied human structure, function and they dysfunction and developed analytical and manipulative skills using the charts and symbols of Naprapathy, sufficient to apply their knowledge and skill in a supervised clinical setting.

COURSE DESCRIPTIONS

ACTC 601 ACCESSORY TECHNIQUE I - 3 credits - Lab

Presents methods of joint and soft tissue examination including range of motion, kinesiological and neurological testing as well as Naprapathic palpation. Instruction emphasizes research developments in all areas of spinal and extra-spinal manipulation particularly as they apply to Naprapathic principles. Course content includes lecture, demonstration, and practicum on such topics as spinal articular facet and disc problems, inflammatory connective tissue disorders,

analysis and treatment of the extremities and rib cage, and TMJ syndrome. A hands-on practicum provides the opportunity to apply principles of spinal and extra-spinal manipulation.

Prerequisites: NTEC 601 Naprapathic Technique I and CEVL 601 Naprapathic Clinical Evaluation I

ACTC 602 ACCESSORY TECHNIQUE II - 3 credits - Lab

An advanced integration of therapeutic measures used by the Naprapath including: manipulation, diet and exercise counseling, use of physical modalities, non-pharmaceutical and hygienic interventions. Includes demonstrations and practical applications.

Prerequisites: ACTC 601 Accessory Technique I, CEVL 602 Naprapathic Clinical Evaluation II

APBM 500 APPLIED BIOMECHANICS 3 credits - Lab

The laws of human movement are presented. Students study the structure and function of human joints in the thorax, vertebral column and extremities. Students are introduced to postural analysis and the evaluation of specific work environments for ergonomic risk factors and appropriate corrective measures.

Prerequisite:

KINE 500 Kinesiology, EPBM 500 Exercise Physiology/Biomechanics

ATAT 701, 702, 703 ACCESSORY TECHNIQUE/ADJUNCTIVE THERAPY I, II, III - 3 credits - Lab

These three (one credit) courses, taught during the Clinic Internship, include lectures, demonstrations and hands-on Intern participation. Material covered includes, but is not limited to: Rose Technique, trigger point therapy, PNF, Lymphatic massage, and pediatric and geriatric treatment approaches. Classes are taught by various Naprapathic practitioners and guest instructors of other disciplines. Some classes will consist of "Clinic Review", providing Interns a forum for discussing individual patient cases with other Interns and a Clinician, thereby exchanging ideas and other problem-solving techniques. The clinical application of these therapies do not supplant, but rather complement the Oakley Smith Naprapathic Method of treatment.

Prerequisite: Intern status

CPRP 600 CLINICAL PREPARATION - 3 credits - Lab

A composite of Naprapathic subjects will be presented during the first review. The students are examined through discussion, quizzes and practical demonstrations in Naprapathic Charting, Naprapathic evaluation, Naprapathic techniques and Nutritional counseling. The course trains the students for the correct use of Naprapathic Case Records, clinical conduct and procedures, as well as providing clinical observation. Presented immediately prior to entrance into the year of

Internship, the course is designed to refresh and prepare the student for practical application of academic Studies.

Prerequisite: Approval of Dean of Academics and Registrar

CONE 602 CLINICAL ORTHOPEDIC AND NEUROLOGIC EVALUATION - 3 credits - Lab
Teaches the evaluation of spinal and extra-spinal neuron-musculoskeletal conditions. Provides a hands-on review by body region in which the student carries out ortho/neuro examinations for clinical evaluations.

Prerequisite: Advanced Status

CEVL 601 NAPRAPATHIC CLINICAL EVALUATION I - 3 credits - Lab

A study of Naprapathically ascertained syndromes of vertebral and extra-vertebral articulations, evaluation of particular types of soft and osseous tissue disorders found to exist, and the determination of a specific treatment for each type of involvement. Students become proficient in the use of signs, symbols, charts and definitions used by Naprapaths to record specific findings in the evaluation of the pelvic and sacral syndromes.

Prerequisite: SANC 401 Spinal Anatomy/Naprapathic Chartology

CEVL 602 NAPRAPATHIC CLINICAL EVALUATION II - 3 credits - Lab

A continuation of Naprapathic Clinical Evaluation 501 with emphasis on the thoracic and lumbar areas. Hands on evaluation of the thoracic/lumbar spinal articulations to determine pathological syndromes. Prerequisite: SANC 401 Spinal Anatomy/Naprapathic Chartology

CEVL 603 NAPRAPATHIC CLINICAL EVALUATION III - 3 credits - Lab

Emphasis is placed on the cervical region and an integrated analysis of individual syndromes in the context of the whole body, finishing with the performance of fully charted treatments.

Prerequisite: SANC 401 Spinal Anatomy/Naprapathic Chartology

CTDY 501 CONNECTIVE TISSUE DYNAMICS I - 3 credits - Lab

This is the first of a three quarter course which integrates the basic science of connective tissues with the Naprapathic approach to soft tissue evaluation. Lectures and hands-on lab present different types of connective tissues in health and disease. Laboratory gives the student experience in palpation of the physiological states of various types of connective tissues.

Prerequisite: ANAT 501 Anatomy I, HIST 500 Histology

CTDY 502 CONNECTIVE TISSUE DYNAMICS II - 3 credits - Lab

Lectures and laboratory provide in-depth experience of connective tissue: loose, dense, etc. The formation of scar tissue adhesions, nerve entrapments, pain syndromes and various other soft tissue disorders are studied experientially. An introduction to the treatment of soft tissue disorders is an integral part of the course.

Revised: 11/4/16

Prerequisite: ANAT 501 Anatomy I, HIST 500 Histology

CTDY 503 CONNECTIVE TISSUE DYNAMICS III - 3 credits - Lab

This is the last of a three quarter class. Lectures and laboratory provide in-depth experience of connective tissue: loose, dense, etc. The formation of scar tissue adhesions, nerve entrapments, pain syndromes and various other soft tissue disorders are studied experientially. An introduction to the treatment of soft tissue disorders is an integral part of the course.

Prerequisite: ANAT 501 Anatomy I, HIST 500 Histology

HPP 600 NAPRAPATHIC HISTORY, PRINCIPLES, PHILOSOPHY, - 3 credits

Presents the rationale for Naprapathic principles, theories and techniques. Covers the history of Naprapathy from its origins up to the present, the evolution of its philosophy principles and an introduction to the ethical principles of Naprapathic treatments.

Prerequisite: None

NTEC 601 NAPRAPATHIC TECHNIQUE I - 3 credits

Instruction and demonstration in the use of the hands and body to apply manipulative pressure to specific areas of an individual's body should a condition exist that prevents normal functioning. The goal of Naprapathic technique is to restore homeostasis. Application of specific Naprapathic techniques to the thoracic and Lumbo-sacral areas.

Prerequisite: CEVL 601 Naprapathic Clinical Evaluation I and SANC 401 Spinal Anatomy/Naprapathic Chartology

NTEC 602 NAPRAPATHIC TECHNIQUE II - 3 credits

Continuation of Technique 501 with emphasis on refining and correlating application of the Naprapathic Technique especially for the cervical and pelvic areas. Students will be introduced to the Nerve Function Principle from the historical document, Naprapathic Therapeutics.

Prerequisite: NTEC 601 Naprapathic Technique I & CEVL 602 Naprapathic Clinical Evaluation II

RAD 600 RADIOLOGICAL REPORT INTERPRETATION AND NORMAL RADIOLOGIC ANATOMY – 3 credits - Lab

An overview addressing normal skeletal radiology with an emphasis on radiological report interpretation and clinical case correlation. Special tests to be covered include primarily plain film x-ray and MRI, but also CT, Diagnostic Ultrasound, and DEXA exams as well. Student goals should be interpretation of radiological reports to be able to make clinical decisions based on said reports and translate said reports to patients for their clinical benefit. Population studies will be

discussed as well as the degree of certain radiological abnormalities and their relation to Naprapathic Treatment. Prerequisite: Path 501 Pathology I

REHB 600 PRINCIPLES OF REHABILITATION - 3 credits - Lab

An overview addressing the problem of de-conditioning that accompanies most persistent pain syndromes and disuse atrophy. Students learn the art of blending passive and active care of the patient, evaluation of deficits in activities of daily living, functional restoration or accommodation, and the need for patient education in the management of exercise, joint protection, and environmental and intrinsic stressors—a companion course to Therapeutic Exercise.

Prerequisites: SANC 600 Spinal Anatomy/Naprapathic Chartology, THEX 600 Therapeutic Exercise or consent of Instructor

SANC 600 SPINAL ANATOMY/NAPRAPATHIC CHARTOLOGY - 3 credits - Lab

A comprehensive study of the anatomical structures and functional dynamics of the spine and the associated structures both intrinsic and extrinsic, as well as Naprapathic connective tissue terminology. Identification and usage of the charting system for recording the Naprapathic examination and treatment plan.

Prerequisite: ANAT 502 Anatomy II, PHYS 502 Physiology II

SEIA 600 SPORTS AND EXERCISE INJURY ASSESSMENT AND TREATMENT - 3 credits - Lab

An overview of sport and exercise injury assessment, treatment protocols and various forms of rehabilitation.

Prerequisite: Advanced status

THEX 600 THERAPEUTIC EXERCISE - 3 credits - Lab

Emphasis is placed on integrating specific exercises into the treatment session and customizing home exercise to facilitate the attainment of treatment objectives and goals. General fitness, preventive/ maintenance exercises are included to enhance a patient's rehabilitation and prevent injury—a companion course to Principles of Rehabilitation.

Prerequisite: None

CLINICAL EXPERIENCE AND INTERNSHIP 45 credits - Internship

This phase of the Naprapathic education provides the students with direct clinical experience. The clinical internship develops confidence, refines Naprapathic skills, and provides the students with opportunities to experience common patient situations that arise in the everyday Naprapathic practice. The intern is supervised by the clinic faculty, licensed Naprapaths, who impart their knowledge and expertise in practical problem-solving skills, patient rapport, and adjunctive therapies. The clinical preceptor on duty provide the interns with an ongoing progress report daily

in areas of Naprapathic technique, professionalism, nutritional counseling and other clinic activities. Quarterly examinations are administered by the clinical preceptors to reinforce Naprapathic skills. Exams are forwarded to the University for grading and posting, by the assigned instructor of record. During the fourth quarter the intern is required to complete a final thesis/research project on a related topic which is pre-approved by the clinical preceptor and University assigned instructor of record. Completed exams are forwarded to the University for grading and posting.

Clinical experience provides for 64 credit hours for graduation which involves 450 clock hours interning in the clinic under a licensed DN, and an additional 270 hours of Clinical Seminars and Clinical Practice

CPRC 701, 702, 703, 704 CLINICAL PRACTICE - 15 credits - Internship

Mandatory sequence of Naprapathic program for students who have completed the academic portion of the program. Interns use their Naprapathic skills to evaluate patients, administer specific treatments for the presenting connective tissue disorder, and provide appropriate counsel. Successful completion of the internship includes one calendar year (four semesters) served: (a) minimum of 20 hours per week in supervised clinic practice; (b) administration of 350 full evaluations; (c) performance of 100 nutritional counseling sessions; (d) successful completion of clinical examinations; (e) attendance at all intern seminars; (f) satisfaction of all clinic academic requirements as assigned. Interns are required to maintain a “B” average for clinic work.

Prerequisite: Intern Status

CSEM 701, 702, 703 INTEGRATIONAL CLINICAL SEMINARS - 4 credits – Online Course

Designed to prepare Interns to assume a professional role. Seminars are mandatory and are held on a regular basis. Topics include: Effective business and practice management, principles of effective professional communication, insurance management and business management for setting up private practice. Other topics include, but are not limited to: nutritional counseling, physiological therapeutics, orthoses, extremity rehab, protocols for pediatric and geriatric treatments.

Prerequisite: Intern Status

CPEV 600 CLINICAL PROTOCOLS AND EVALUATION - 3 credits - Lab

Is designed to present students with integrative protocols to develop a foundational understanding for treating connective tissue related disorders. Evaluation is based on signs and symptoms, utilizing orthopedic and neurological evaluation, Naprapathic manipulative therapy, nutrition, therapeutic modalities and therapeutic exercises.

Prerequisite: Intern Status

RESEARCH METHODS DISSERTATION – 35 credits - Online Course

Learning to think independently when approaching connective tissue problems and developing a personal process for problem solving are important parts of lifelong Naprapathic education. Each Naprapathic student at the Southwest University of Naprapathic Medicine is required to successfully complete a major independent project including original research or application of knowledge. The educational goal of the required research experience is for each student to learn the importance and the process behind applying research methods to solve health and medical problems, whether in clinical settings or a community. The research requirement consists of two elements:

A communication component where the student must present a research project orally or in poster format before a committee composed of three qualified readers.

A review of the literature, bibliography, and citations related to the topic of his/her presentation conforming to a recognized writing manual. The student must submit a professionally written scholarly paper related to the primary topic of the research project.

This research project is equivalent to 35 quarter credit hours to meet state requirements. The project is broken down by each year, with the final project and oral presentation being due at the end of the third year. A research/project committee will be composed of three qualified readers who will review the project at various stages of development.

STUDENT AFFIDAVIT FORM

To follow the SUNM Academic Integrity policy, SUNM ask students to complete a student affidavit. Please go to <https://www.surveymonkey.com/r/courseaffadavit> and complete the student affidavit form during the first week of class.

ACCELERATED DOCTORAL PROGRAM (*only program offered at this time*) - Three Calendar Years

SCHEDULE OF COURSES

FIRST CALENDAR YEAR

WINTER SEMESTER	<u>COURSE#</u>	<u>CREDIT HRS.</u>
	Anatomy I ANAT 501	3
	Naprapathic History/Philosophy/ Principles HPP 600	3
	Physiology I PHYS 501	3
	Connective Tissue Dynamics I CTDY 501	3
	Med. Terminology METE 500	3
SPRING SEMESTER	Research Methods RMD 601	2.5
	Anatomy II ANAT 502	3
	Connective Tissue Dynamics II CTDY 502	3
	Physiology II PHYS 502	3
	Spinal Anatomy/Chartology SANC 600	3
	Histology/ Genetics/ Embryology HTGE 500	3
SUMMER SEMESTER	Research Methods RMD 602	2.5
	Anatomy III ANAT 503	3
	Biochemistry I BCHM 501	3
	Physiology III PHYS 503	3
	Naprapathic Technique I NTEC 601	3
	Connective Tissue Dynamics III CTDY 503	3
FALL SEMESTER	Research Methods RMD 603	2.5

Biochemistry II BCHM 502	3
Exercise Physiology/Biomechanics EPBM 500	3
Kinesiology KINE 500	3
Naprapathic Technique II NTEC 602	3
Naprapathic Clinical Evaluation I CEVL 601	3
Research Methods RMD 604	2.5

**SECOND CALENDAR
YEAR**

	<u>COURSE#</u>	<u>CREDIT HRS.</u>
WINTER SEMESTER		
	Microbiology and Public Health MPHE 500	3
	Neuroscience I NEUR 501	3
	Principles of Rehabilitation REHB 600	3
	Naprapathic Clinical Evaluation II CELV 602	3
	Applied Biomechanics APBM 500	3
	Research Methods RMD 601	2.5
SPRING SEMESTER		
	Naprapathic Clinical Evaluation III CEVL 603	3
	Therapeutic Exercise THEX 600	3
	Neuroscience II NEUR 502	3
	Pathology I PATH 501	3
	Science of Nutrition & Diet I SNDI 501	3
	Research Methods RMD 605	2.5
SUMMER SEMESTER		
	Pathology II PATH 502	3
	Science of Nutrition & Diet II SNDI 502	3
	Accessory Technique I ACTC 601	3
	Clinical Orthopedic & Neurological Evaluation CONE 600	3
	Principles of Physiological Therapeutics PHYT 600	3
	Research Methods RMD 605	2.5

FALL SEMESTER

Stress and the Body STBD 500	3
Clinical Preparation CPRP 600	3
Mind Body Medicine MGME 603	3
Accessory Technique II ACTC 602	3
Sports & Exercise Injury, Assessment, Treatment, Rehabilitation SEIA 600	3
Research Methods RMD 606	2.5

THIRD CALENDAR YEAR

<u>COURSE #</u>	<u>CREDIT HRS</u>
WINTER SEMESTER	
Clinical Protocols and Evaluation CPEV 600	3
Research Methods RMD 607	5
SPRING SEMESTER	
Acc. Tech/Adjunctive Therapy I ATAT 701	1
Research Methods RMD 608	5
SUMMER SEMESTER	
Acc. Tech/Adjunctive Therapy II ATAT 702	1
Research Methods RMD 609 /Dissertation	5
FALL SEMESTER	
Acc. Tech/Adjunctive Therapy III ATAT 703	1

INTERNSHIP COMPLETED DURING THIRD CALENDAR YEAR

Clinical Internship	24
Clinical Practice CPRC 701, 702, 703, 704	5
Integrational Clinic Seminars CSEM 701, 702, 703	4

ADMISSIONS INFORMATION

As a Naprapath, you are licensed and regulated by the New Mexico Doctor Board. You must be able to pass a criminal background check in order to be licensed in New Mexico by the Medical Board.

NON-DISCRIMINATION

The SUNM admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factors prohibited by law.

ADMISSIONS POLICY

Applicants for admission to SUNM are approved for matriculation by the President. The President will only admit applicants who have the ability to both perform the intended program and to become a credit to their respective profession.

The specific requirements of entrance into the program leading to the Doctor of Naprapathy degree are:

- Completion of at a minimum a bachelor's degree at an accredited institution of higher education. Coursework must include a minimum of 24 semester hours of general education with a GPA of 2.5 on a 4.0 scale, including a minimum of 6 semester hours in each of the following:
 - English composition
 - Humanities
 - Natural and Physical Sciences - including Biology and Inorganic Chemistry
 - Social Sciences
- Submission of official transcripts from all institutions attended, forwarded directly from the institution to the Registrar.
- Students submitting documentation not in English must use an international evaluation service to translate and/or evaluate their previous education by a recognized member of the National Association of Credential Evaluation Services (NACES) <http://www.naces.org/members.htm>. SUNM will only accept foreign transcripts previously evaluated by a NACES member
- Submission of the SUNM Application for Admission.
- Submission of the Application Fee.
- An admissions interview with the President, which includes an opportunity for applicants to interact with Doctors and other students gaining insight into the day in the life of a student.

ENGLISH PROFICIENCY

SUNM does not provide English as a second language (ESL) instruction. Students are required to communicate both orally and in writing in English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

For applicants whose first language is not English, English Proficiency can be recognized by:

- Official TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) score of 550 or better;
- OR Official TOEFL IBT (Test of English as a Foreign Language Internet-Based Test) score of 71 or better;
- OR Official IELTS (International English Language Test) score of 6.5 or better.

Students should apply for admission as soon as possible in order to be accepted for a specific starting quarterly date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from SUNM, parents and/ or significant others are encouraged to attend, providing potential students and their families an opportunity to learn about SUNM's programs, faculty, equipment and facilities as well as ask any questions relating to the curriculum and their career objectives. A personal interview also enables us to determine whether an applicant is a strong candidate for enrollment into the program.

Once an applicant has completed and submitted the application, paid the application fee, provided all necessary documentation, and the Admission Interview has been completed, the President will review the submitted information. In addition to verifying that the submitted information is authentic and complete, the President will also assess the student's background and training to ensure readiness for the intended course work. If in the view of the President the information does not meet the above admissions criteria, is otherwise incomplete or the applicant does not appear ready for the intended course work, the President will deny the application. Applicants are notified in writing regarding acceptance or denial via U.S. Postal Service and email. An Enrollment Agreement is sent with the acceptance letter. Students may not register for a class until the Enrollment Agreement and a copy of a government issued ID has been submitted.

PROVISIONAL ADMISSIONS

Students may be admitted provisionally if unofficial transcripts were provided during the application process. If admitted provisionally, official transcripts must be received within the first quarter of enrollment. Students may not complete more than 15 credit hours or one quarter until official transcripts have been received by SUNM.

RE-ENTERING STUDENTS

If the student formally withdrew and was in good standing at the time of withdrawal, the student will be subject to the current new student admission requirements including the current rate of

tuition with the exception of the application fee. Students who reenter within one year of withdrawing, the student will not be required to pay a new application fee.

All reentering students must complete a new Enrollment Agreement.

SUNM PAYMENT PLAN PROGRAM

SUNM is committed to ensuring that every individual has an equal opportunity to enroll in the Doctor of Naprapathic Medicine program. With the current economic situation, attending school can be a financial hardship. SUNM currently offers a payment program to ease some of the financial burden. Students may select to pay monthly, quarterly or annually.

HOUSING

There are no residential accommodations for students at the University.

STUDENT ID CARD

A hard plastic student ID card will be issued to every student at orientation. This ID card contains a unique student number and a graduation date. Lost cards, or cards for students who extend their program, are available for a \$30 replacement fee.

PARKING

Faculty and Students are asked to park in spaces designated for SUNM or NMNM.

PETS

Dogs/pets (except service dogs) are not allowed on campus including in vehicles parked on our property.

PUBLIC BEHAVIOR

Because all our facilities are located within professional office settings, it is expected that Faculty and Students conduct themselves in an appropriate manner when entering or leaving the building and parking lot and on breaks during the clinical /internship portion of the program.

SOLICITATION

The University does not permit the promotion, sale or distribution of merchandise or services. This policy is implemented in the interest of protecting all members of the school, particularly the students, from inconvenience, harassment or annoyance as a result of such activities.

TIMELY NOTICE OF POLICY CHANGES

Other policies specific to SUNM may arise in the course of the academic year. They will be sent to students via email as well as published and posted in a public place on the SUNM campus. All members of the University community are expected to be compliant with them.

TESTS AND EVALUATIONS

In order to evaluate competence, SUNM employs periodic examinations, both written and practical, as an essential component of the curriculum. Successful completion of these

examinations is required of all students as a condition for continued progress through the curriculum. Reasonable accommodation will be made in the form of administration of the evaluation where necessary.

REASONABLE ACCOMODATIONS

SUNM is committed to ensuring that every individual should have an equal opportunity to enroll in the Doctor of Naprapathic Medicine program, to register for courses or examinations in order to demonstrate their knowledge and skills under appropriate conditions, and to complete a degree. SUNM seeks to assure access by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Reasonable accommodation is the provision of aids, or modification to testing, services or a program of study, that allows access by individuals with disabilities.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” as compared with the average person in the general population. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, concentrating, caring for one’s self, working, learning, and the operation of a major bodily function such as those of the immune system, respiratory system, etc.

The ADA requires an institution of higher education to provide reasonable accommodation to a qualified individual with a documented disability, provided that the accommodation does not create undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program. Both matriculated and non-matriculated students may request reasonable accommodations from SUNM.

Additionally, the University is required to abide by the provisions of Section 504 of the Rehabilitation Act of 1973 which protect otherwise qualified individuals from discrimination based on their disability. In order to be considered otherwise qualified, a student with a disability must be capable, either with or without accommodation, of fulfilling the essential requirements of the educational program.

Individuals requesting reasonable accommodation are required to self-disclose to Administration and submit a request in writing or an accessible format appropriate for their limitation which generates a durable record. The request must be accompanied by official documentation of the disability from an appropriate, licensed professional, which must address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once

eligibility has been established, accommodations are requested on a course-by-course (or exam-by-exam) basis.

REFUND POLICY

In the event a student does not enter a program for which she/he has enrolled, withdraws after beginning classes, or is dismissed from the school prior to completion of the program a refund of monies paid (applied to the student's tuition account) is made to the student in accordance with this refund policy. This refers to the payment plan or anyone paying up front.

REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION

If fees are collected in advance of the start date of a program and SUNM cancels the class, SUNM will refund 100% of the tuition and fees collected. The refund will be issued within 30 days of the date of cancellation.

DROP/ADD/WITHDRAWAL POLICY

Students may add or drop classes and clinics anytime during the 1st week of each term (on Academic calendar). All dropped and added classes are subject to approval by the Chair Naprapathic Medicine. The date of the clinic selection meeting is considered to be the start of the term for clinic.

After the second week of the term no classes or clinics may be added.

There is a \$15.00 processing fee for each class or clinic added or dropped in addition to any necessary tuition adjustments.

The student should seek advice from the Chair Naprapathic Medicine regarding the effect drops will have on his/her program schedule. Refunds shall be made according to the refund policy.

COURSE WITHDRAWAL

A student may withdraw from a course any time after the drop/add period has ended. Withdrawal from half of the courses in one semester places a student in Progress Probation. After a student officially withdraws from a course, he/she will have to repeat the course in full in order to receive credit for it. Refunds shall be made according to the refund policy.

PROGRAM WITHDRAWAL

Any student who wishes to withdraw from the program may do so. Any student who formally withdraws from the program will be subject to the re-admissions policy if at any time they wish to be re-admitted. Refunds will be made according to the refund policy.

WITHDRAWAL DATE

The withdrawal date used to determine when the student is no longer enrolled at SUNM is the date the student began the withdrawal process by completing an official withdrawal form, submitting that form to the Education office and ceasing to attend classes or other school activities. A student who submits a completed official withdrawal form, but continues to attend classes or other school

activities, will not be considered to have officially withdrawn from the school. If a student does not complete the official withdrawal process, the school will determine the school's withdrawal date based upon the last date of student activity.

A student has the right to withdraw from a degree program at any time. If a student withdraws from the degree program after the period allowed for cancellation of her/his Enrollment Agreement, which is until midnight of the third business day following the first class the student attended, SUNM will remit a refund less a registration fee (during add/drop period), if applicable, not to exceed \$100 within 30 days of the date of determination of withdrawal. The student is obligated to pay only for educational services rendered. The refund shall be the amount the student paid for instruction multiplied by fraction, the numerator of which is the total number of hours of instruction for which the student has paid. SUNM does not grant refunds for books purchased through SUNM, computers, etc. and does not issue refunds for less than \$5.00 unless requested by the student.

If a student incurs 14 consecutive calendar days of absence, excluding holidays, does not communicate directly with the school regarding the nature of those absences, and does not officially withdraw from the course in writing, she/he will be considered withdrawn from the course. The refund will be calculated based on the last day attended (LDA) according to the pro-rata refund policy that follows.

REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, SUNM will refund 100% of the tuition and fees. The refund will be issued within 30 days of the first day of class.

REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCES

After review of any payment plans, the student may receive the first 10% of the period of financial obligation (total paid amount due to SUNM (\$52,000 - 10%-\$5,200), SUNM shall refund at least 90% of the tuition;

- (i) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, SUNM shall refund at least 75% of the tuition;
- (ii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, SUNM shall refund at least 50% of the tuition; and,
- (iii) After the first 50% of the period of financial obligation, SUNM may retain all of the tuition.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of the date of determination of withdrawal. If the amount that you owe is more than the amount that you have already paid, you will have to arrange to pay it.

EXAMPLE REFUND CALCULATION

Student Pays \$4697.18 for the semester.

The student withdraws during the first 3 weeks, the student receives \$3,522.88

The student withdraws during the 4th – 6th week, the student receives \$2,348.59

CANCELLATION POLICY

A student has the right to cancel her/his agreement for a degree program of instruction until the midnight of the fifth business day on which she/he attended her/his first class. Business day means a day on which the student is scheduled to attend a class session.

1. Cancellation can be made in any manner: phone, email, USPS, etc.
2. The written notice of cancellation, if sent by mail, is effective based on the post mark date.
3. If the Enrollment Agreement is canceled for a degree program of instruction by midnight of the fifth business day on which the student attended her/his first class (business day is a day on which a student is scheduled to attend a class session), the student will have no liability to SUNM for tuition and the school will refund any money that the student paid within 30 days after it receives the student's notice of cancellation.
4. SUNM does not grant refunds for books purchased at SUNM or other miscellaneous fees.

ACADEMIC INFORMATION

The Education Staff at SUNM is intended to support the concerns and administration of a diverse student population. Each student has access to the student portal which contains a detailed description of the services provided to the students, as well as other valuable information about the school's policies and procedures.

UNIT OF CREDIT

The University's Unit of Credits is based on the Quarter Credit Hour Standard of Measure. Definition: One quarter credit hour is granted for the successful completion of 10 hours of academic engagement and 20 hours of course preparation. One clock hour is equivalent to a minimum of 50 minutes. A quarter term consists of a time frame equal to 12 weeks of regularly scheduled classes of instruction and/or testing. Fifty minutes of instruction during a sixty-minute time frame is considered one clock hour.

DIPLOMAS AND TRANSCRIPTS

Transcripts are available unless the student is indebted financially to the school. A diploma is issued after satisfactory completion of all subject material with a minimum of a 3.0 GPA and when all financial obligations to the school have been met. An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The school will supply official transcripts to whomever the student or graduate designate.

To obtain a transcript of your SUNM course work, you must submit a signed written request form. Your request must include your name, social security number and the exact address where

you want your transcript sent. Transcript mailed to students will be unofficial unless the student specifically requests an official copy. (Official copies include a message that the transcript is official only if delivered in the signed, sealed envelope in which it is provided. Official transcript cannot be faxed. Unofficial transcript can be faxed at a charge of \$6.00 providing payment is made with a valid credit card.) The first watermarked transcript is free. Each additional transcript will cost \$6.00 (credit, check or money order, please make payable to SUNM). Mail your transcript request, with payment to:

Registrar's Office
Southwest University of Naprapathic Medicine
2006 Botolph Road, Suite A
Santa Fe, NM 87505

We also accept faxed requests. Transcript requests will be accepted via fax with a valid credit card number (Visa, MasterCard or Discover), expiration date and code from reverse side of card. Request sent by fax should include a telephone number where the student can be reached. Our fax number is (505) 424-6377. You may also request a transcript in person by coming to (SUNM Registrar's Office location) during regular business hours. If you have any questions, please call (505) 467-8777.

NOTE: Transcript will not be processed until all outstanding obligations to SUNM are cleared.

INTEGRITY STATEMENT

Academic integrity is a basic guiding principle for all educational activities at SUNM and all members of the community are expected to adhere to this principle. Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. These acts include plagiarism defined as "trying to pass work of another off as your own". Acting in an unethical manner in either the online classroom, in person, or in the clinical setting may lead to dismissal from the program. Such acts violate the fundamental ethical principles of the SUNM community and undermine the efforts of others. A student accused of academic dishonesty will either accept the accusation made by a faculty member or request a hearing before the Honor Code Council, who will make a decision on the accusation of academic dishonesty. In addition to academic sanctions imposed by the faculty, students found guilty of academic dishonesty also face consequences from the Honor Code Council ranging from attending a mandatory class in ethics to expulsion from the University.

HONOR CODE

Like most institutions of high learning, SUNM's intellectual reputation depends on maintaining the highest of standards of intellectual honesty. It is the responsibility of every faculty, student, and staff of SUNM to subscribe to the standards of honesty described in the Honor Code that follows.

The intent of the Honor Code is to establish a community of trust where students do not plagiarize, cheat, or obtain unauthorized academic materials. The Honor Code Council, which consists of the President and two faculty members appointed by the Chair Naprapathic Sciences, and Director of

Compliance collaborates with the University in addressing allegations and instances of academic dishonesty and in assisting to educate all members of the University community on academic integrity issues.

Breaches of academic honesty include cheating, plagiarism, and the unauthorized possession of examinations, papers, computer programs, as well as other class materials specifically released by the faculty.

A student accused of academic dishonesty will either accept the accusation made by a faculty member or request a hearing before the Honor Code Council, who will make a decision on the accusation of academic dishonesty. In addition to academic sanctions imposed by the faculty, students found guilty of academic dishonesty also face consequences from the Honor Code Council ranging from attending a mandatory class in ethics to expulsion from the University.

The following terms are clarified for the benefit of all members of the University community.

DEFINITIONS

Academic Dishonesty:

Any of the following acts, when committed by a student at SUNM shall constitute academic dishonesty.

Cheating:

Cheating is defined as using unauthorized materials or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating include: copying the work of another student during an examination or other academic exercise (includes computer programming), or permitting another student to copy one's work; taking an examination for another student or allowing another student to take one's examination; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise without the Faculty's consent; and/or falsifying examination results.

Plagiarism:

Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgement. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from computer-based sources, i.e., the Internet.

Unauthorized Possession or Disposition of Academic Materials:

Unauthorized possession or disposition of academic materials may include: selling or purchasing examinations, papers, reports or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other assignments not released by any faculty; and/or submitting the same paper for multiple classes without advance faculty authorization and approval.

Copyright Infringement:

Dissemination, by electronic or paper means, of copyrighted material for use other than limited scholarly critique is an infringement of U.S. Copyright law and a violation of the Honor Code.

Fabrication:

Falsification or creation of data, research or resources, or altering graded work without the prior consent of the course faculty.

Aid of Academic Dishonesty:

Intentionally facilitating plagiarism, cheating, or fabrication.

Lying:

Deliberate falsification with the intent to deceive in written or verbal form as it applies to academic submission.

Bribery:

Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

Threat:

An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

Violations:

Violations of the Honor Code are acts of academic dishonesty and include but are not limited to: plagiarism, cheating, copyright infringements, fabrication, aid of academic dishonesty, lying to course faculty, lying to representatives of the Honor Code, bribery or threats pertaining to academic matters, or an attempt to do any of the aforementioned violations. A student accused of academic dishonesty will either accept the accusation made by a faculty member or request a hearing before the Honor Code Council, who will make a decision on the accusation of academic dishonesty. In addition to academic sanctions imposed by the faculty, students found guilty of academic dishonesty also face consequences from the Honor Code Council ranging from attending a mandatory class in ethics to expulsion from the University.

Satisfactory Academic Progress

SUNM requires high standards of academic achievement. Written and practical exams are used as an aid in ascertaining the level of proficiency and knowledge of each student but they are not the only measures of competence. Attendance, participation, professionalism and clinical performance are other mechanisms of evaluating the progress of the student. Students must adhere to the policies in this manual.

Academic progress in a University that trains independent health care providers encompasses academic, clinical skill and professional achievement. Students must maintain sufficient academic progress to be eligible to continue their program of study. The Chair of Naprapathic Medicine

reviews at quarterly all grades and evaluations regarding academic, clinical and professional competencies. Both academic performance and inappropriate conduct by a student in connection with his or her academic and clinical activities will be considered. Conduct considered unacceptable or inappropriate include, but is not limited to, violation of the Honor Code, breaches in trust or confidence or personal actions including cheating, plagiarism or unauthorized use of materials in academic exercises or examinations; misrepresentation, distortions or serious omissions in clinical care; abuse, misrepresentation or seriously improper conduct in relation to patients or colleagues in clinical training or academic settings; repeated failures without adequate excuse to meet assigned obligations in academic, clinical, and professional training and breaches of other standards of professional conduct and responsibility.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain a minimum CGPA of 2.0 in order to be considered making satisfactory academic progress. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance.

RATE OF PROGRESS TOWARD COMPLETION REQUIRMENTS

Students need to pass and finish each class in order to move onto the next class. In addition to the CGPA requirements, a student must successfully complete at least 100% of all credits attempted in order to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each quarter after grades have been posted to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame of 6 years calculated from the original date of enrollment.

HOW TRANSFER CREDITS AFFECT STANDARDS OF ACADEMIC PROGRESS

Transfer credits are included in the maximum time in which to complete but are not counted in the CGPA and the Graduation CGPA

WARNING & PROBATION

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

Students will be placed on Warning the first term in which the CGPA or the rate of progress falls below the minimum requirements of 2.0 CGPA per term. At the end of the next term, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards, or will be placed on probation if they continue to fall below the specified values.

Students on Probation will be evaluated at the end of their second quarter of monitoring. Students who raise their CGPA and rate of progress at or above the minimums will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from school. If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the school. The institution also reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy. During the periods of Warning and Probation, students are considered to be making satisfactory academic progress and remain eligible to apply for financial assistance.

Students on Warning and Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be dismissed even though their CGPA or rate of progress may be above the dismissal levels.

ACADEMIC CONCERNS

At all times a minimum grade of 80% in each class and satisfactory evaluations from each of their immediate clinical supervisors is required of all students. An unsatisfactory evaluation from a clinical supervisor is treated the same as a failing grade. A student whose grade falls between a 75%-79% (80%-82% in core curriculum classes) in a class/clinic will be issued a letter of Academic Advising. An Academic Advising signals a potential problem and triggers a friendly response from academic administration to help the students in a particular area. Students who receive such a letter are required to meet with their respective faculty to discuss the fact that their academic performance is falling below the level of excellence that is expected at SUNM and to see what the school can do to help the students maximize their potential; it is preferable that no less than a B average be maintained by all students.

ACADEMIC WARNING

Any student whose grade falls below a 80% in any class will be subject to written notice of academic warning from the Chair Naprapathic Medicine and will be required to meet with the President and the respective faculty to discuss ways in which the situation may be remedied. If the class(es) in which the student is failing is/are part of the operating body of knowledge required for clinical performance, the student may, at the discretion of the Chair Naprapathic Medicine, be removed from clinic for the remainder of the term.

ACADEMIC PROBATION

Any student whose grade point average falls below 2.0 (2.7 if core curriculum classes are involved) will be subject to academic probation pursuant to a written notice from the Chair Naprapathic Medicine. Academic probation shall be imposed for a period of one term. The student will be required to meet with the Chair Naprapathic Medicine to discuss ways in which the situation may be remedied. Suspension for one term may be imposed.

Conduct:

Students are expected to assist in creating and maintaining an educational environment, which will ensure fellow students the opportunity to achieve their educational objectives without unnecessary inconvenience and assist in protecting the safety, welfare and property of the University and its members. Students are provided with a copy of the University *Policy and Procedure Manual* upon enrollment and are responsible for ascertaining and complying with the regulations and procedures of the University. All assignments and tests that are part of a course must be completed as requested. It is the student's responsibility to complete all work on time as assigned. Students are expected to conduct themselves in a professional manner at all times.

ENROLLMENT STATUS

SUNM has defined a full-time student as someone enrolled in 36 quarter credit hours per academic year. A student's enrollment status for a term is based on the quarter hours enrolled in the module or payment period divided by the required quarter hours required for full-time status in the term.

CLINICAL PORTION OF THE PROGRAM

Prior to entrance into the Clinical (i.e. Internship) portion of the program, students must pass the Naprapathic Clinical Examination. The candidate for internship must satisfy all academic requirements and financial obligations. The Clinical Internship will be completed over a 52 week period, and will consist of 50, 15 hour work weeks and a minimum of 3 days per week.

The minimum time commitment to complete Clinic requirements is 50 weeks, 3 days a week 15 hours per week including classes taken during internship. Interns will accrue clinic time during class attendance: Clinic Seminars, Naprapathic Clinical Protocols, Accessory Technique, marathons, stress relief days, etc.

To assure proper credit and recording of time obligations, Interns will be computer clocked in and out in the University/Clinic office by the Intern. Interns will clock in/out for lunch breaks taken off premises. Any deviation or change from the Intern's schedule must be pre-approved by the Clinic Director or Clinician on duty. Hours missed during a week must be made up during the same semester with written approval of the Clinic Director/Clinician

The total minimum time requirement is 750 clock hours. During the internship, the Intern will be allowed up to 2 weeks of personal time off. These hours off must be approved 60 days in advance by written consent of the Clinic Director or Clinician on duty. If no time is taken off during the internship, the Intern may finish the program in 50 weeks. Emergency leave of absences can be taken during internship. That time must be made up to fulfill the 50 weeks of Clinical experience.

Missed Exams

If a student is unable to attend a scheduled midterm or final examination due to an emergency, he/she must call the office before the exam time. The office will notify the faculty, who will determine if the emergency qualifies for an excused missed exam. Students may be asked to document the illness or emergency. Students who qualify for excused missed exams will be allowed to take a make-up exam in accordance with the make-up exam policy. Please note, there are still fees for an excused make-up exam. Failure to call the office will constitute an unexcused missed exam and will result in failure of the exam.

There are no make-up exams for failed exams. Your midterm and final scores will be calculated into the final grade according to the percentages of the final grade listed in the syllabus for each class. Should poor performance on an exam bring the final grade below the minimum passing grade for a class (80% for core curriculum and 75% for the rest of classes), the student will receive a failed grade for the course, and need to take it when offered again, at additional charge.

Make Up Exams

If a student qualifies for an excused missed exam due to documented illness or emergency, he/she will be allowed a maximum of **one** make-up exam. The cost of each make-up exam is \$90.00 plus an \$8.00 per hour proctoring fee. The cost of a final make-up exam is \$120.00 plus an \$8.00 per hour proctoring fee. The make-up exam dates are announced prior to midterm and final weeks, and a student must schedule a make-up exam during the announced times. Make-up exams may be oral or written.

TRANSFER OF CREDIT TO OTHER SCHOOLS

SUNM does not imply or guarantee that credits completed at the school will be accepted by or transferable to any other institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students seeking to transfer credits earned at SUNM to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

TRANSFER OF CREDIT TO SUNM

Acceptance of credits from other schools and institutions is at the sole discretion of SUNM. A student may obtain credit for previous academic degree study but is limited to 50% of the total doctoral credit required for the degree. The course work must be relevant to the student's program of study and equivalent in both content and degree level of graduate study.

Credit for prior occupational experience or prior experiential learning is not permitted.

An applicant must provide documentation regarding the transfer of credit prior to the program start date. Students applying for transfer credit for courses taken at other institutions must observe the following guidelines:

1. All requests for transfer credit must be received by SUNM prior to the program start date, but after the enrollment agreement has been signed and submitted.
2. Technical skills courses, including externship credit, are not transferable into the school. SUNM will evaluate academic courses or programs from any accredited institution.
3. Only credits from coursework with a grade of B/3.0 (on a 4.0 scale) may be transferable into the school.
4. Student must provide official transcripts from the institution/ where the course was taken, along with course description from the school's catalog.
5. Prior coursework must have been completed within the past seven (7) years.

If transfer credits are accepted, the total number of credits to be completed as well as the cost of tuition will be reduced accordingly, based on the per credit cost of tuition as outlined in the tuition and fee information addendum to this catalog.

Transfer credits are awarded as credits only. Transfer grades are not included in the calculation of the grade point average (GPA).

POLICY ON TRANSFER CREDIT FOR MILITARY TRAINING AND EDUCATION

SUNM recognizes and utilizes the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services. SUNM will award University credit for appropriate learning acquired in military service at levels consistent with the ACE Guide recommendations and/or those transcripts by the Community University of the Air Force when applicable to a service member's program.

Procedures:

The transferring student must meet the following:

- SUNM's admissions requirements
- Successfully complete at least eighteen (18) quarter credit hours at SUNM with a grade of "B" or better to have the equivalency credit awarded on the official SUNM transcript. (The credits will be held in escrow until successful completion of the required 18 quarter credit hours.

ABSENCE/TARDINESS/LEAVING EARLY

Class attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in a student's chosen field after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily

roster. Students who have been absent from all their scheduled classes for more than 14 calendar days, not including scheduled school holidays or breaks, will be administratively withdrawn from the program.

Online classes are asynchronous with specific weekly course assignments. Students must complete and submit assignments weekly in order to receive attendance credit.

Attendance is monitored weekly to ensure students have completed assignments necessary for all course work and exam(s) are completed by the end of the quarter.

Weekly assignments not completed or incomplete are subject to a deduction of ½ of 1% of their course grade subject to a maximum of 12%.

Attendance at classes taught on campus is mandatory. Any absence may result in lowering of your grade. Students are expected to arrive on time and remain in class until it is over. Arriving late or leaving early may be considered an absence and may result in the lowering of the student's grade. Absence does not excuse students from any material covered that day, homework assignments, or exams missed. Students who miss fourteen consecutive days of classes, without having made prior arrangements with the Chair Naprapathic Medicine, will be automatically withdrawn from the program.

MAKE-UP POLICY

SUNM encourages every student to attend all educational activities. If a student is unable to attend scheduled activities for any reason the following policy applies:

It is at the discretion of the instructor to give the original work or modified work for any missed projects, practical work, or exams. The scheduling of the make-up work and penalties assessed are all at the discretion of the instructor. It is the student's responsibility to seek out the instructor to make up missing work.

INCOMPLETE

An Incomplete indicates that a student must complete further work in a course before a grade can be given. Not completing coursework does not automatically give the student an "Incomplete." An incomplete is only granted by the individual teacher involved for extenuating circumstances. In the case of an incomplete grade in any class, the student may be allowed 30 days to make up the incomplete. If at the end of 30 days the student still has not made up the incomplete, but has shown sufficient progress, he/she may be allowed another 30 days, based upon the professional judgment of the faculty.

If, at the end of the 60 days, the student still has not made up the incomplete, he/she will be required to retake the class, at an additional expense, in order to obtain credit for the course. The student must pay any expenses incurred in the process of making up the incomplete, i.e., teacher's time,

cost of administering exams, etc. An incomplete will automatically become a “fail” if not resolved within 60 days and shall be recorded as such on the student’s official transcript (fees stated previously).

FAILED COURSE

A student who fails a course will have one opportunity to retake the course, must pay tuition for the class again, with the permission of the Chair Naprapathic Medicine. Upon taking a course for the second time, the student must achieve a minimum passing grade of 80% (B-), in regular classes, or 85% (B), in core curriculum classes. Failing the same course twice subjects a student to Disqualification (see below).

GRADING SYSTEM

Grade reports are available to students via email at the completion of each course. Course grades are based on the quality of work as shown by tests, laboratory work, term papers, projects and class participation as indicated in the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

<u>Letter Code</u>	<u>Description</u>	<u>Included in Credits Earned</u>	<u>Included in Credits Attempted</u>	<u>Included in CGPA</u>	<u>Quality Points</u>
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a
TC	Transfer	Yes	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a

Grading of Assignments

A = 94-100, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-79, C = 70-76, F = 0-69

APPLICATION OF GRADES AND CREDITS

The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. A withdrawal will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student

receiving a F. The student must repeat any required course in which a grade of F, or W is received. The better of the two grades achieved is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. The ability of a student to repeat a failed course during a subsequent term is dependent upon space availability. If space does not permit, the student will need to be dropped and re-enter the next available term.

To receive an incomplete (I), the student must complete the Request for Incomplete Form, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within 30 days after the end of the term will be converted to an F and will affect the student's CGPA. The school reserves the right to extend the time needed to make-up an incomplete grade. Students who disagree with a grade they have received should contact the instructor if they wish to discuss their concern.

DISCIPLINARY PROBATION

Students may also be placed on disciplinary probation for excessive absences and/or tardiness, unacceptable conduct, violation of the uniform policy, cleanliness (as shown in the Clinic Handbook) or drug or alcohol use. These students will be closely monitored by their current instructor and can be dismissed for non-compliance.

DRUG-FREE ENVIRONMENT

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, SUNM has implemented the following policies to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drug is prohibited on campus. In addition, SUNM also prohibits the unauthorized possession, use or distribution of alcohol on campus, while on SUNM business or as part of any of SUNM's programs or activities.

SUNM is committed to foster a culture to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. As part of this commitment SUNM will strive to provide meaningful, entertaining, and educational alcohol awareness information as well as information on illegal drugs. The SUNM program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on school property, or as part of any school sponsored activities.

Storing any unauthorized controlled substances, drug paraphernalia or alcohol in a locker, desk, or other place on SUNM owned or occupied premises is prohibited. It is the responsibility of employees and students to know and comply with this policy. To facilitate this, the campus alcohol and drug policy is clearly laid out and distributed to all students and employees.

SUNM policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of an initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as school policies set forth within this policy.
3. Strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances on campus property, on its premises, or as a part of any school sponsored activities.
4. Considers a violation of this policy to be a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment or suspension and expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
5. Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.
6. Requires an employee to notify the Campus Director in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
7. Provides referral assistance for counseling services that inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential. Provides a list of national, state, county, and local counseling services and agencies for both employees and students can be found at <http://www.sharenm.org/communityplatform/newmexico/directory/searchv2/specificServices/S-H0.020.06>.
8. Forbids an employee from performing sensitive safety functions and treatments while a prohibited drug(s) is in his or her system.
9. Could mandate drug testing of employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test.
10. Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.
11. Provides for annual distribution of this policy to all staff, faculty and students.

Policy violations are taken seriously and SUNM will impose sanctions for students and employees (consistent with local, state and federal law). Disciplinary action(s) for violation of this standard of conduct could include expulsion from school, termination of employment and referral for prosecution.

Staff, Faculty, and Students will be asked to review SUNM's Drug and Alcohol Policy each year and sign the acknowledgement <https://www.surveymonkey.com/r/drug-alchpolicy>.

APPEAL

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. The student may appeal, in writing, to the President within 10 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the President is final and may not be further appealed.

REINSTATEMENT

A student who did not complete the prior quarter term who was academically dismissed may apply for reinstatement for the next entry year to the institution by submitting a written request to the President. The request should be in the form of a letter explaining the reasons why the student should be readmitted and what has changed in their situation that will help them to continue successfully in the program. A student may be required to wait at least one term before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate. A student who is academically dismissed after the completion of the course who successfully appeals prior to the start of the next course will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement.

GRADUATION REQUIREMENTS

In order to graduate from the program a student must:

1. Receive at least a 80% passing grade from each teacher in each class that constitutes the academic program of SUNM
2. Receive satisfactory evaluations from each of his/her immediate clinical supervisors
3. Pass examinations (written and practical) as required
4. Complete individual research project
5. Have faculty consensus that performance warrants graduation
6. Be current with all financial obligations to SUNM

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official final transcripts

REQUIREMENTS FOR GRADUATE TO PRACTICE

A graduate must successfully pass the National Board of Exams in order to practice as a Naprapath. For full information see the New Mexico Medical Board requirements:

http://www.nmmb.state.nm.us/docs/license_apps/naprapathic_doctors/Naprapath%20Application%20Complete%202-15-16.pdf

LEAVE OF ABSENCE CONDITION

A student may apply for a formal leave of absence by making a request in writing to the Chair Naprapathic Medicine and completing a *Leave of Absence Form*. A leave of absence may be taken for a maximum of one year. A student who fails to return from a Leave of Absence will be withdrawn from the program. A student who is granted a leave of absence must meet all requirements for graduation that are in effect at the time. Leave taken at any time during a quarter is considered as an entire quarter of leave and students must retake the entire quarter of course work. A student will need to re-apply to the program if he/she does not return within the time given for leave of absence and will be subject to the re-admissions policy.

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty

THE FOLLOWING REQUIREMENTS APPLY:

A student may be granted a Leave of Absence (LOA) if:

LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 10 days of their last date of attendance. All requests for Leave of Absence must be accompanied with appropriate documentation.

The total time to be requested for a LOA must not exceed one calendar year. Students may appeal the decision to the President.

Failure to contact the SUNM within 24 hours of the end of the LOA period could result in immediate withdrawal from the program.

ILLNESS

If a student becomes ill during the clinical portion of the program, the student must inform the instructor as soon as possible. If the student will be out for more than one class, the student must inform both the Instructor and the Director in writing. The student must bring a note from his/her physician to ensure that the illness is not contagious. If the illness was contagious, the Director must inform all students, instructors, and staff.

For online classes, the student must notify the instructor if the illness will prevent the student from completing the weekly assignment(s) on time. The request must provide the instructor with

a note from his/her physician (if more than a week) the extent of the illness and the expected duration. Prolonged illnesses may result in a temporary or permanent voluntary withdrawal

ACCIDENT REPORTING

During the residency / clinical courses, all students, faculty, and staff are provided with the campus security contact information in case of emergency. If the emergency is life threatening, 911 should be called immediately. The incident should then be reported to the SUNM Director as soon as possible. The individual reporting the incident or accident should complete the incident report which is distributed to employees and available to students on campus. The accident will be investigated by the Campus President and the outcome will be reported to the necessary persons.

STUDENT SERVICES INFORMATION

SUNM endorses an open-door policy with respect to students and staff. Students have a right to request an appointment with any member of the staff regardless of the person's title or function.

STUDENT ORIENTATION

Prior to beginning classes at SUNM, all new students shall attend an orientation program. Orientation can facilitate a successful transition into the school. New students are required to attend regardless of their prior University experience. At orientation, students are acquainted with the Campus, the administrative staff, the faculty and their peers, and receive their SUNM ID card. The Department Directors, or their assigns, of the administrative departments will explain the ways in which they assist students and clarify students' rights and responsibilities. Student orientation will also include an introduction and review of LIRN. Students are provided with passwords to the online learning platform and the LIRN at orientation.

RESOURCE CENTER & MEDIA SERVICES

SUNM provides access to an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the student community. LIRN contains a collection of full-text journals, books, and reference materials, links to Web sites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The LIRN collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

The faculty at the school participate in selecting the electronic resources and Web site links, and help prepare the instructional materials that are on the Web site.

LIRN, an online library is accessible from any device with an Internet connection.

The on-campus library at SUNM is equipped with computer stations with high-speed internet access.

A small clinic reference library is available for use in the school during clinic shifts. These books are not available for checkout but are only for use during clinic hours. They may be obtained from clinic staff.

ACADEMIC ASSISTANCE

Students seek help and advice during their education for many reasons. At SUNM, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Chief Academic Officer is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance.

STUDENT RECORD RETENTION

SUNM maintains paper copies of student records at the campus for a minimum of five years. Electronic records including SUNM student transcripts are retained indefinitely.

Each student record file contains all application materials the enrollment agreement, the student's grades, evaluations, and transcripts. Each transcript includes the completed and withdrawn courses, the start and finish dates of each course, credit hours, and grades. After each course is completed, the instructor forwards the grades to the Registrar. The Registrar prepares a new transcript, and both paper and electronic file is placed in the student's file.

CAREER SERVICES

Career preparation is an important service provided to all graduates of the school. Students nearing graduation will consult with the Director about job opportunities in the field of Naprapathy. At this time, the President assists students with interviewing skills and job search techniques. No guarantee for placement is made; however, assistance is available for all graduates of SUNM. Potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Employment decisions are outside the control of SUNM.

Employers will be asked to submit surveys to gain information on the success of former students to assist SUNM in improving their Career Services. This survey is located at <https://www.surveymonkey.com/r/emp-sur>.

ALUMNI

As students graduate and move on in their career field, SUNM will survey the Alumni to know if the degree has serviced them since graduation. The input will help improve academic offerings. This survey is located at <https://www.surveymonkey.com/r/alum-survey>.

CLINICAL SERVICES

An on-site Clinical Services representative will be responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.

All internship activities conducted by the institution are supervised by a designated SUNM staff employee who is a Doctor of Naprapathic Medicine as stated in the Naprapathic Practice Act of New Mexico, NMSA 1978, §§ 61-12F-1 to -11.

GENERAL INFORMATION

HOURS OF OPERATION

SUNM administrative offices are open from Noon to 5 pm Monday through Friday MST. Office hours are subject to change.

CLASS HOURS

During the academic portion of the program, classes are held Monday through Friday 6:30 to 9:30 PM MST.

Online students have access to their online classes 24 hours a day and 7 days a week including weekends and holidays. Students may enter their online classes and complete their course work until the end of the quarter. All assignments and course work must be completed and turned in by the end of the quarter in order to receive credit.

SCHOOL POLICY

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in SUNM, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

CONDUCT POLICY

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of SUNM and of the student body.

DISMISSAL POLICY

SUNM reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress and/or other academic requirements, disruptive behavior or other conduct code violation (s), attendance, posing a danger to the health or welfare of students or other members of SUNM community, failure to comply with the policies and procedures of the University or failure to pay fees and/or tuition by applicable deadlines. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from SUNM.

HARASSMENT POLICY

SUNM's students, staff, and faculty have the right to work and learn in an environment free of discrimination and harassment. Such conduct interferes with SUNM's mission to provide the highest quality education and employment, and impedes the relationships among students, faculty, and staff. In accordance with SUNM and applicable state and federal laws, all persons shall have equal access to SUNM's programs, facilities, and employment without regard to race, color, religion, sex, age, national origin, sexual orientation, marital status, veterans' status, or disability. No member of SUNM may engage in behavior that interferes with any individual's required tasks, learning, or participation in SUNM programs or activities. All SUNM members share a responsibility for preventing and reporting discrimination or harassment, cooperating in any investigation which might result, and maintaining confidentiality.

Harassment consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

STUDENT GRIEVANCE POLICY

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student is not required to use this procedure and will not be bound by any resolution unless he or she agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement or use other dispute resolution processes provided by law.

In resolving any student concern or difficulty, SUNM will review the facts impartially and always ensure that the representatives responsible for reviewing such matters were not directly involved in the circumstances giving rise to the complaint.

SUNM maintains a firm commitment to its educational community that it will ensure that no adverse action will ever be taken against any individual for bringing any complaint or grievance to its attention. Adverse action taken against an individual bringing such a grievance or informing the institution of facts which may support a grievance or complaint constitutes separate grounds for bringing a grievance procedure.

Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, student finance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

STUDENT GRIEVANCE PROCEDURE

SUNM and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of SUNM administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member **MUST** be put in writing. SUNM cannot take action until the matter is in writing. SUNM will not accept a verbal complaint. The grievance should be given to the President immediately. The Director will investigate the grievance. Within five (5) days of the Director's receipt of the written statement, the Director will arrange to preliminarily meet with the student to discuss the grievance, and the Director will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The Director will insure that no individual directly involved in the circumstances giving rise to the grievance or complaint is involved in the investigation, other than as a witness. The Director will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the Director's findings, conclusions, and reasoning. The Director's decision is considered final in all matters as it relates to SUNM. The student's written complaint, together with the Director's decision, will become a permanent part of the files of the parties involved.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student or his/ her representative may contact the New Mexico Higher Education Department at any time if the student has any questions or concerns about the grievance process or its outcome.

If the grievance cannot be resolved after exhausting SUNM's Grievance Procedure, the student may file a complaint with:

State of New Mexico Higher Education Department
2048 Galisteo St
Santa Fe, NM 87505-2100
505-476-8400

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by SUNM. If SUNM fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in this procedure. The time periods set forth in these procedures can be extended by mutual consent of SUNM and the student.

NOTIFICATION OF RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS

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

1. Each student enrolled at SUNM shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

3. Students may request a review of their education records by submitting a written request to the Registrar. The review will be allowed during regular school hours under appropriate supervision. A \$5.00 fee will be charged if you are requesting a copy of the file.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the President will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the President's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. SUNM has defined directory information as the student's name, addresses, telephone numbers, , birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar at enrollment or within 10 days after the date of the student's initial enrollment.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that SUNM has violated her or his rights concerning the release of or access to her or his records may file a complaint with the U.S. Department of Education.

SCHOOL HOLIDAYS, 2016

January 18, Martin Luther King Jr. Holiday
February 15, Presidents Day Holiday
May 30, Memorial Day Holiday
June 20 – July 4, Summer Break
September 5, Labor Day Holiday
November 11, Veterans Day Holiday
November 24-25, Thanksgiving Holiday
December 19-January 1, Winter Break

2017 Class Calendar

January 2	2017 Classes Begin Winter Semester
February 18	SUNM Graduation
March 24	End of Winter Semester
March 27	Classes Begin Spring Semester
June 16	End of Spring Semester
June 19-July 3	Break
July 3	Classes Begin Summer Semester
July 4	Holiday
September 22	End of Summer Semester
September 25	Classes Begin Fall Semester
November 23-24	Thanksgiving Break
December 15	End of Fall Semester
December 18- January 1	Winter Break
January 2, 2018	2018 Classes Begin Winter Semester

STAFF

Employee	Title	Email
Patrick V. Nuzzo, DN	Founder, President/CFO	dr.nuzzo@nmnm.org
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Kevin Armijo	Technology Services	Kevin.armijo@nmnm.org
Vanesa Loya	Administrative Coordinator	vloya@sunmedu.com

Renee Nix	Safety	rnix@sunmedu.com
Kirsten LaVista, DN	Campus Administrator/Registrar	Dr.lavista@nmnm.org

FACULTY

Employee	Title	Email
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Beau Hightower, DC	Faculty	bhightower@sunmedu.com
Dominique Alo	Educational Assistant	dalo@sunmedu.com
Randy Lee, DN	Faculty	Rlee@sunmedu.com
Kirsten LaVista, DN	Faculty	Dr.lavista@nmnm.org

Faculty Qualifications

Dominique Alo, Faculty

- Master's Degree – Biology, University of New Mexico
- Bachelor's Degree – Biology, University of New Mexico

John England, Ph.D., Faculty

- Ph.D. – International Business, American Intercontinental University
- DBA – International Management and Marketing, Alpha California University
- MBA – Business, Georgia State University
- Bachelors – Commerce, University of Richmond
- Associate of Science - Computer Programming / Accounting MTI

Beau Hightower, DAAPM, MS, DC, CSCS, CES, Faculty

- Ph.D. – Neuroscience, University of Havana
- Master's – Exercise Science and Health Promotion, California University (PA)
- Bachelors - Anatomy, Parker University of Chiropractic
- Bachelors - Health and Wellness, Parker University of Chiropractic

Randy Lee, Jr., Faculty

- Doctor of Naprapathic Medicine , National University of Naprapathic Medicine
- Associate - Pre-Chiropractic, Joliet Junior University

Taylor Nuzzo, DN, Faculty

- Doctor of Naprapathic Medicine , Southwest University of Naprapathic Medicine
- Bachelor of Arts, University of Hawaii

Tony Zayner, DN, Faculty

- Doctor of Naprapathic Medicine , Southwest University of Naprapathic Medicine

Kirsten LaVista, DN Faculty

- Bachelor of Science, Arizona State University
- Doctor of Naprapathic Medicine, College of Naprapathic Medicine, Chicago Il

PROGRAM COSTS

The cost for this program at the Southwest University of Naprapathic Medicine (*SUNM*) is as follows, subject to the terms and policies as stated in this *Enrollment Agreement* (“*Agreement*”).

TUITON AND FEES	
Tuition: Doctor of Naprapathic Medicine	\$52,000 total
Application Fee	\$50
Graduation Fee	\$100
Technology Fee (one-time fee)	\$500
Books and Supplies, <i>approximate</i>	\$2,500
Transcript Fee	\$6.00
TOTAL TUITION AND FEES	\$55,150 total (\$18,383.33 per year, \$1,531.94 monthly, \$4,595.83 per quarter)