



Southwest University of Naprapathic Medicine (SUNM) prepares its students to successfully participate in the world of complementary manual medicine using a hybrid online and face-to-face educational model. SUNM aspires to make Naprapathic medicine the premier health

management leader in the field of drug-free manual medicine

## **Catalog 2019**

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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: April 2019

Dear Future Naprapaths,

In this catalog you will find a wealth of information about SUNM. As you explore this catalog, you will discover SUNM's mission, goals and objectives along with its history, governance, policies, procedures and services available to you.

SUNM is committed to each student's success. I know you will be deeply impressed as I am by our faculty and staff whom are all committed to providing you with a superior learning experience.

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## **ABOUT SOUTHWEST UNIVERSITY OF NAPRAPATHIC MEDICINE (SUNM)**

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 113 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.

SUNM is unique in three ways: 1) the program is designed as an accelerated three-year program to prepare its students to enter the profession of naprapathy; 2) the accelerated program is delivered primarily online with 75% of the program delivered through an online platform and 25% is conducted in a face-to-face setting to meet the needs of working adults and 3) it is one of two schools of Naprapathic medicine in the United States.

Since 2010, 51 students have attended SUNM and there have been 17 graduates. The institution has been successful in creating programs and services, serving students, and becoming prominent in the field of Naprapathic medicine.

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 a C corporation owned by Dr. Patrick Nuzzo, Paul Ryan, and Lou Polito.

## **INSTITUTION’S GOVERNANCE**

### **BOARD OF DIRECTORS**

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

### **ADVISORY BOARD MEMBERS**

Dr. Patrick Nuzzo, DN  
Rick Miera, Former New Mexico Representative  
John Blum, Professor of Health Law Policy at Loyola University Chicago  
Pete Campos, New Mexico State Senator, Former Community College President  
Paul Ryan

### **CURRICULUM ADVISORY COMMITTEE**

Dr. Oliaro, DN  
Dr. Michael Widener, DN  
Dr. Patrick Nuzzo, DN  
Dr. Tony Zayner, DN

## **MISSION STATEMENT**

Southwest University of Naprapathic Medicine (SUNM) prepares its students to successfully participate in the world of complementary manual medicine using a hybrid online and face-to-face educational model. SUNM aspires to make Naprapathic medicine the premier health management leader in the field of drug-free manual medicine.

Each year the SUNM staff, faculty, students, and alumni review the Mission Statement to ensure SUNM is meeting its goals and objectives.

## **VISION**

SUNM aspires to educate students to become Naprapaths and help make Naprapathic medicine the premier health management leader in the field of drug-free manual medicine

## **VALUES**

- Integrity
- Ethical Behavior
- Commitment to Excellence
- Collaboration
- Empowerment and Responsibility

## **GOALS AND OBJECTIVES**

- a) To provide a high-quality education in a professional online and ground environment that will prepare students to pass the National Board of Naprapathic Examiners exam.
- b) To provide high standards that will foster cognitive development and broaden students' educational experience beyond technical training.
- c) To provide a diverse faculty of skilled and experienced professionals who are tasked with guiding the students' personal, professional and ethical development.
- d) To assess student learning and use assessment data to improve the teaching, curriculum, instruction, learning resources, and student services.
- e) To use technology to create effective modes and means of instruction that expand access to learning resources to enhance collaboration and communication for improved student achievement.
- f) To guide students with career planning and the skills to build a practice from the ground up and the opportunity to work with others in a professional medical and allied health environment.

## **SUNM CAMPUS**

SUNM is located in beautiful Santa Fe, New Mexico.

## **SUNM VIRTUAL CLASSROOM TECHNOLOGY REQUIREMENTS**

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

- Internet Access - Broadband or high-speed internet access is strongly recommended. Broadband includes DSL, cable, and wireless connections.
- Web Browsers (the Mozilla Firefox web browser is strongly recommended)
  - Mozilla Firefox
  - Microsoft Edge
  - Google Chrome
  - Apple Safari
- Media Plug-ins
  - Adobe Flash Player
  - Adobe Reader
  - Apple QuickTime
  - Windows Media Player

- PowerPoint Viewer (for viewing PowerPoint files if you don't have PowerPoint or Microsoft Office)

### **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, serves as a sound educational experience for engaging in the practice of Naprapathy.

New Mexico statute requires that a student who successfully completes a course of study be awarded an appropriate degree verifying the fact. Prospective students 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, founder and president.

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

### **DOCTOR OF NAPRAPATHIC MEDICINE (DN) PROGRAM**

SUNM's academic program serves as a sound educational experience for engaging in the practice of Naprapathy. The program consists of 63 quarter credit hours in the Basic Sciences, and 63 quarter credit hours in the Naprapathic Sciences. The Clinical courses and Clinical internship, which involves interning in the clinic under a licensed DN, are 25 quarter credit hours. Professional Skills Practice Development classes consists of 4 one quarter credit hours. The Naprapathic Research Project is 35 quarter credit hours. The total program consists of 190 quarter credit hours.

### **PROGRAM OUTCOMES**

**Program Outcome 1** - Apply knowledge of anatomy, physiology, connective tissue, Naprapathic techniques, biomechanics to analyze the interrelationship between various forms of connective tissue including ligaments, tendons, fascia, bone, muscle and nerve morphophysiology, while applying knowledge of physiological metabolic processes that govern human movement to diagnose and prescribe proper treatment for a patient.

*Foundation* - It is crucial to a patient's disease diagnosis for a Naprapath's sustained focus on specific tissues involved in a disease process. Naprapaths must be able to synthesize knowledge of basic science and the effect of biological concepts, which will contribute to the delineation of

which specific exercises are appropriate to the tissues under consideration. Naprapaths apply this broad range of base knowledge to set the patient on the road to recovery and ultimately returning them to a realistic or previous level of physical performance.

**Program Outcome 2** - Interpret subjective signs and symptoms elicited in the patient encounter and after an objective investigation of the patient complaint(s) create a differential diagnosis.

*Foundation* - Subjective and objective approaches are used during treatment. Naprapaths must use both approaches to properly determine exact patient issues and then calculate how to appropriate each step of the treatment protocol to fit into the allotted treatment time resulting in measurable successful outcomes for the patient.

**Program Outcome 3** - Create therapeutic nutritional protocols and provide dietary intervention and nutritional counseling for various local and systemic imbalances. ¶

¶

*Foundation* - Many patient issues can be traced to an improper diet therefore supplements and dietary counseling are an integral part of patient success. It is imperative for a Naprapath to differentiate what part of the patient diet needs to be addressed and how supplements play a specific role in quickly reducing the patient complaint. ¶

¶

**Program Outcome 4** - Demonstrate the application and pragmatic use of Naprapathic principles, theories and techniques in a safe, effective, and professional manner by evaluating deficits in daily activities, functional restoration, the management of exercise protocols, joint recovery and stabilization, and environmental and intrinsic stressors using methods of joint and soft tissue examination including range of motion, kinesiological and neurological testing, as well as feedback from radiological findings.

¶

*Foundation* - Naprapathic theory is based on the theory of balance in the soft tissues of the body. Ligamentous tissues are stressed heavily as their imbalance causes muscles and fascia to vacate their jobs of movement and functional hydraulics in the body. These concepts are paramount to the Naprapath when diagnosing and treating specific areas of pain or discomfort. ¶

¶

**Program Outcome 5** - Complete a dissertation that contributes to the field of Complementary Manual Medicine.

*Foundation* -Part of the mission of SUNM is to grow the profession. Further research in the various aspects of the art of Naprapathy will encourage ongoing profound interest in the art for present and past practitioners. The dissertation can be utilized to promote the profession and SUNM, contributing to building confidence and knowledge in the art by both practitioners and the general public. ¶

## **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 and 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 and Naprapathic courses are designed to complement one another.

## **COURSE DESCRIPTIONS**

**ANAT 501 ANATOMY I - 3 credits – Online Course**

In this introductory course, students study the muscular and skeletal system of the upper body.

Prerequisite: College Level Biology or its equivalent.

**ANAT 502 ANATOMY II - 3 credits – Online Course**

In this introductory course, students study the upper muscular and skeletal system of the upper body. . In this introductory course, students study the muscular and skeletal system of the upper back and thorax.

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

**ANAT 503 ANATOMY III - 3 credits – Online Course**

In this introductory course, students study the muscular and skeletal system of the upper body.

In this introductory course, students study the muscular and skeletal system of the lower body.

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, 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 principles 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.

#### HTGE 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

Students will explore various medical models, including the holistic models. During this course, students will evaluate the use of different models in different medical situations.

Prerequisite: PATH 502 Pathology of Human Diseases II.

#### METE 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.

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 as well as the 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, nutritional health disorders.  
Prerequisite: SNDI 501 Science of Nutrition and Diet I.

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

Students examine what it is that makes psychological stress stressful, and its relevance to depression, anxiety and addiction. Each week, students will experiment with different stress relief techniques, evaluate their effectiveness, and assess if and how they would recommend the techniques to patients.  
Prerequisite: PATH 502 Pathology of Human Diseases II.

## **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 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**

An advanced integration of therapeutic modalities incorporated by Naprapaths over the decades of their clinical research and practice. Material covered includes, but is not limited to: Trigger Point Therapy, Trigger Point tools, therapeutic stretches, PNF, Cupping, Cupping tools, Gua Sha, and Gua Sha tools. A hands-on practicum provides the opportunity to apply principles of spinal and extra-spinal manipulation.

Prerequisites: NTEC 601 Naprapathic Technique I and II and CEVL 601 Naprapathic Clinical Evaluation I, II, and III.

#### **ACTC 602 ACCESSORY TECHNIQUE II - 3 credits - Lab**

Presents advanced methods of joint and soft tissue examination including mastery of PRRT techniques, cervical spinal manipulation, techniques for upper and lower cervical tissues Naprapathic motion analysis, cervical /thoracic kinesiological tests and treatment, upper and lower thoracic rotations, lumbar and pelvic trend examination and treatment, lumbar primary pathologies, primary pelvic pathologies, acute pelvic rotations, iliopsoas and piriformis contractures, shoulder pathologies, knee pathologies, carpal tunnel and wrist pathologies. The class will include use of various other physical modalities and tools, non-pharmaceutical and diet interventions. Includes demonstrations and practical applications.

Prerequisites: ACTC 601 Accessory Technique I, NTEC 601 Naprapathic Technique I and II and CEVL 601 Naprapathic Clinical Evaluation I, II, and III.

#### **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.

#### CAT 701 CLINICAL ADJUNCTIVE THERAPY I - 3 credits - Lab

This Adjunctive Therapy class focuses on clinical nutrition protocols. Students will be introduced to a specific line of nutraceuticals that augment traditional Naprapathic therapies. These supplements will address internal and external patient soft tissue disorders. Included in the class are case reviews and discussions of specific patient challenges that are not being adequately addressed solely by soft tissue manipulation.

Prerequisite: Intern status.

#### CAT 702 CLINICAL ADJUNCTIVE THERAPY II - 3 credits - Lab

This Adjunctive Therapy class will emphasize macro-stretching techniques, more specifically Thai bodywork. This class will focus on techniques for supine, prone, and side lying (pregnancy) positions. 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.

#### CAT 703 CLINICAL ADJUNCTIVE THERAPY III - 3 credits - Lab

Adjunctive Therapy, 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 presented as an eight-week review. The students are examined through discussion, quizzes and practical demonstrations in Naprapathic Charting, Naprapathic evaluation, Naprapathic techniques and nutritional counseling. The course prepares

the students for the proper creation of Naprapathic Case Records using Practice Fusion, standard clinical conduct and protocols, as well as providing and encouraging clinical observation. Current clinic interns or recent graduates are scheduled to attend the class to discuss their clinic experiences. 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 600 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 discussion of Naprapathically ascertained syndromes of vertebral and extra-vertebral articulations, a generalized evaluation of particular types of soft and osseous tissue disorders known to exist, and the discussion of a specific treatment for each type of involvement. Emphasis is placed on the pelvic region. Students begin proficiency in the use of signs, symbols, charts and definitions commonly used by Naprapaths to record specific physical findings in the evaluation of pelvic and sacral disorders.

Prerequisite: SANC 600 Spinal Anatomy.

**CEVL 602 NAPRAPATHIC CLINICAL EVALUATION II - 3 credits - Lab**

A continuation of Naprapathic Clinical Evaluation 601 with emphasis on the thoracic and lumbar areas. Hands on evaluation of the thoracic/lumbar spinal articulations to determine pathological syndromes, finishing with the performance of comprehensively charted thoracic/lumbar treatments. Prerequisite: SANC 600 Spinal Anatomy.

**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 comprehensively charted cervical treatments. Prerequisite: SANC 600 Spinal Anatomy.

**CPPH 700 CLINICAL PROTOCOLS AND PUBLIC HEALTH - 3 credits - Lab**

The goal of this class is to familiarize students with the day to day operations of a typical Naprapathic Clinic. Students review and discuss the Naprapathy Clinical Manual of Policy and Procedure on a weekly basis. Patient cases are consistently reviewed in a roundtable milieu

with the instructor leading the discussion. This class is designed to present students with integrative protocols to develop a foundational understanding for treating connective tissue related disorders. These student-clinic-patient evaluations are based on signs and symptoms, utilizing orthopedic and neurological evaluation, Naprapathic manipulative therapy, nutrition, therapeutic modalities and therapeutic exercises. Students will be familiarized with the clinic monitoring computer program One Touch. Opportunities for community outreach and mentorship with experienced Naprapaths will be discussed, encouraged, and provided. Current clinic interns or recent graduates are scheduled to attend the class to discuss their clinic experiences and future professional plans or experiences.

Prerequisite: Intern Status.

#### 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.

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, THEORIES, AND PRINCIPLES, - 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. This course prepares students to better understand some of the fundamentals of Naprapathic Medicine. It is divided into two parts. Part I is Naprapathic Theory and Principles. Part II is a didactic introduction to

Naprapathic Chartology. The first part of this course fleshes out the founding principles and concepts as discovered and evolved by the author of Naprapathy namely Dr. Oakley Smith.

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 600 Spinal Anatomy.

#### 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

Prerequisites: SANC 600 Spinal Anatomy.

#### SANC 600 SPINAL ANATOMY - 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.

RMD 601 Research Methods 1

Within their first trimester at SUNM, students will learn how to use search engines to facilitate the access to scholarly articles and primary research. Students will also review how to properly cite scholarly articles, use citation editors, avoid plagiarism and create bibliographies according to a recognized writing manual.

RMD 602 Research Methods 2

During this quarter, students will begin to read and analyze scientific studies. Different topics related to Naprapathic studies and manual therapy will be introduced. Emphasis will focus on understanding the main structure of a scientific study (objectives, questions, hypotheses, methods and results) and to explore different databases as good sources of information related to the field of study and to the specific interests of each student.

RMD 603 Research Methods 3

Within their third quarter in Research Methods, students will review the different types of research study designs. The students will also begin to analyze different topics related to Naprapathic studies and to explore possible ideas of interest for their dissertation.

RMD 604 Research Methods 4

During this quarter, the focus of the assignments will be on reading several documents chosen from peer-reviewed scientific literature. Students will practice deconstructing the major ideas of given papers and write essays demonstrating an increasing critical understanding of the medical literature and the basic notions of statistical tests commonly seen in clinical studies.

#### RMD 605 Research Methods 5

Within the second year, students will learn the basic principles behind the science of clinical research. Students will learn to understand and interpret research from a variety of different studies as well as designing their own studies and defining specific research questions. Emphasis will increasingly shift toward critical scientific writing and organization of research schemes.

#### RMD 606 Research Methods 6

Within this second quarter of the second year, students will continue to apply the basic principles behind the science of clinical research. Students will begin to outline study plans to address given questions and research problems. The complexity of the requirements will gradually increase as well as the exigency on the quality of the written research essays.

#### RMD 607 Research Methods 7

During this quarter students will explore the utility of existing databases to do research. Ethical principles in research will be reviewed.

#### RMD 608 Research Methods 8

During this last quarter, students will write a research proposal under the supervision of the Research Method instructor.

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 Naprapathic Research Project including original research or application of knowledge. The educational goal of the Naprapathic Research Project 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 dissertation consists of two elements:

A communication component where the student must present the Naprapathic Research Project orally and 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 dissertation.

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

### CLINICAL EXPERIENCE AND INTERNSHIP

At the completion of the second year, students must pass the Clinical Entrance Exam to participate in the clinical experience and internship during the third year of the program. Each Quarter, students will enroll in a Naprapathic Research Project class, a clinical protocol and evaluation course, three clinical adjunctive therapy classes, four Professional Skills Practice Development classes, and four Clinical Practice Classes.

This phase of the Naprapathic education provides the students with direct clinical experience to develop confidence, refine Naprapathic skills, and 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 provides the interns with an ongoing progress report daily in areas of Naprapathic technique, professionalism, nutritional counseling and other clinic activities. 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 Quarters) served: (a) minimum of 12 hours per week in supervised clinic practice; (b) administration of 350 Naprapathic treatments; (c) performance of nutritional counseling sessions; (d) attendance at all intern seminars; (e) satisfaction of all clinic academic requirements as assigned. Quarterly examinations are administered by the clinical preceptors to reinforce Naprapathic skills. Exams are forwarded to SUNM for grading and posting, by the assigned instructor of record. Interns are required to maintain a “B” average for clinic work.

Prerequisite: Intern Status.

CPRC 701 Clinical Practice I 4 credits

During the first quarter of the internship, students are introduced to the day to day functions of the clinical setting while conducting exams and performing spinal markings on patients. Students can expect to be formally evaluated by a faculty member on every patient interaction.

#### CPRC 702 Clinical Practice II 4 credits

During the second quarter of the internship, students are given more responsibilities in the clinical setting. In addition to basic treatments with spinal markings, students may begin using modalities with patients. Students can expect to be formally evaluated by a faculty member on at least one patient interaction per week.

#### CPRC 703 Clinical Practice III 4 credits

During the third quarter of the internship, students continue to be given more responsibilities in the clinical setting. In addition to basic treatments with spinal markings, students continue using modalities with patients. Students can expect to be formally evaluated by a faculty member on at least two patient interactions per month.

#### CPRC 704 Clinical Practice IV 5 credits

During the final quarter of the internship, students continue to be given more responsibilities in the clinical setting. In addition to basic treatments with spinal markings, students continue using modalities with patients. Students can expect to be formally evaluated by a faculty member on at least one patient interaction per month.

#### PSPD 701 Professional Skills Practice Development I- 1 credits – Online Course

Designed to prepare Interns to assume a professional role. Students will be introduced to effective business and practice management including taxes.

Prerequisite: Intern Status.

#### PSPD 702 Professional Skills Practice Development II- 1 credit – Online Course

Designed to prepare Interns to assume a professional role. Students will practice principles of effective professional communication, including marketing and the use of social media.

Prerequisite: Intern Status.

#### PSPD 703 Professional Skills Practice Development III- 1 credit – Online Course

Designed to prepare Interns to assume a professional role. Students will be introduced to insurance management and business management for setting up private practice.

Prerequisite: Intern Status.

#### PSPD 704 Professional Skills Practice Development IV- 1 credit – Online Course

Designed to prepare Interns to assume a professional role. In this culminating class, students will create a business skills portfolio which will include a business plan.

Prerequisite: Intern Status.

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

<b>SCHEDULE OF COURSES</b>			
<b>FIRST CALENDAR YEAR</b>			
<b>FIRST QUARTER</b>			
	COURSE NAME	COURSE NUMBER	QUARTER CREDIT HOURS
	Anatomy I	ANAT 501	3
	Naprapathic History, Theories, and Principles	HPP 600	3
	Physiology I	PHYS 501	3
	Connective Tissue Dynamics I	CTDY 501	3
	Medical Terminology	METE 500	3
	Research Methods I	RMD 601	2.5
<b>SECOND QUARTER</b>			
	Anatomy II	ANAT 502	3
	Connective Tissue Dynamics II	CTDY 502	3
	Physiology II	PHYS 502	3
	Spinal Anatomy	SANC 600	3
	Histology/ Genetics/ Embryology	HTGE 500	3
	Research Methods II	RMD 602	2.5
<b>THIRD QUARTER</b>			

	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
	Research Methods III	RMD 603	2.5
<b>FOURTH QUARTER</b>			
	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 IV	RMD 604	2.5
<b>SECOND CALENDAR YEAR</b>			
<b>FIRST QUARTER</b>			
	COURSE NAME	COURSE NUMBER	QUARTER CREDIT HOURS
	Microbiology and Public Health	MPHE 500	3
	Neuroscience I	NEUR 501	3
	Principles of Rehabilitation	REHB 600	3
	Naprapathic Clinical Evaluation II	CEVL 602	3
	Applied Biomechanics	APBM 500	3

	Research Methods V	RMD 605	2.5
<b>SECOND QUARTER</b>			
	Naprapathic Clinical Evaluation III	CEVL 603	3
	Therapeutic Exercise	THEX 600	3
	Neuroscience II	NEUR 502	3
	Pathology of Human Diseases I	PATH 501	3
	Science of Nutrition & Diet I	SNDI 501	3
	Research Methods VI	RMD 606	2.5
<b>THIRD QUARTER</b>			
	Pathology of Human Diseases 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
	Radiological Report Interpretation and Normal Radiographic Anatomy	RAD 600	3
	Research Methods VII	RMD 607	2.5
<b>FOURTH QUARTER</b>			
	Stress and the Body	STBD 500	3
	Clinical Preparation	CPRP 600	3
	Mind Body Medicine	MBME 603	3
	Accessory Technique II	ACTC 602	3
	Sports & Exercise Injury Assessment and	SEIA 600	3

	Treatment		
	Research Methods VIII	RMD 608	2.5
<b>THIRD CALENDAR YEAR</b>			
<b>FIRST QUARTER</b>			
	COURSE NAME	COURSE NUMBER	QUARTER CREDIT HOURS
	Clinical Protocols and Public Health	CPPH 700	3
	Clinical Practice I	CPRC 701	5
	Professional Skills Practice Development I	PSPD 701	1
	Naprapathic Research Project I	DIS 701	4
<b>SECOND QUARTER</b>			
	Clinical Adjunctive Therapy I	CAT 701	3
	Clinical Practice II	CPRC 702	5
	Professional Skills Practice Development II	PSPD 702	1
	Naprapathic Research Project II	DIS 702	4
<b>THIRD QUARTER</b>			
	Clinical Practice III	CPRC 703	5
	Professional Skills Practice Development III	PSPD 703	1
	Clinical Adjunctive Therapy II	CAT 702	3
	Naprapathic Research Project III	DIS 703	4
<b>FOURTH QUARTER</b>			
	Clinical Practice IV	CPRC 704	5
	Professional Skills Practice Development IV	PSPD 704	1

	Clinical Adjunctive Therapy III	CAT 703	3
	Naprapathic Research Project IV	DIS 704	2

## **ADMISSIONS INFORMATION**

As a Naprapath, upon passing the National Board of Naprapathic Examiners Exam, you will be licensed and regulated by the New Mexico Medical Board. You must be able to pass a criminal background check in order to be licensed. For information on the criminal background check, refer to the New Mexico Medical Board General Information for Naprapathic Physician Licensure

([http://www.nmmb.state.nm.us/docs/license\\_apps/naprapathic\\_doctors/Naprapath%20Application%20Complete%202-15-16.pdf](http://www.nmmb.state.nm.us/docs/license_apps/naprapathic_doctors/Naprapath%20Application%20Complete%202-15-16.pdf)).

### **NON-DISCRIMINATION**

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 in the intended program and to become a credit to their respective profession.

Students should apply for admission as soon as possible in order to be accepted for a specific starting date.

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 quarter credit hours of general education with a GPA of 2.5 on a 4.0 scale, including a minimum of 6 quarter credit 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.

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

### **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.

### **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 12 quarter 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 re-enter within one year of withdrawing will not be required to pay a new application fee.

All re-entering students must complete a new Enrollment Agreement.

### **SUNM PAYMENT PLAN PROGRAM**

SUNM currently offers an Individual Payment Plan (IPP). Students may select to pay monthly, quarterly or annually.

### **HOUSING**

There are no residential accommodations for students at SUNM.

### **STUDENT ID CARD AND IDENTITY VERIFICATION**

A student ID card will be issued to every student. This ID card contains a unique student number and an anticipated graduation date. Lost cards, or cards for students who extend their program, are available for a \$30 replacement fee. To validate identity in the online classroom, students will enter the Learning Management System (LMS) using a unique username and password.

### **PARKING**

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

### **PETS/ANIMALS**

Pets/animals (except service animals) 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, parking lot and on breaks.

### **SOLICITATION**

SUNM does not permit the promotion, sale or distribution of merchandise or services that have not been approved by SUNM.

### **TIMELY NOTICE OF POLICY CHANGES**

Changes to 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 SUNM community are expected to be compliant with them.

### **REASONABLE ACCOMMODATIONS**

SUNM is committed to ensuring that every qualified 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, SUNM 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.

SUNM may provide reasonable accommodations for students with disabilities and does not discriminate on the basis of disability in the admission and retention of students. Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified persons with disabilities are entitled to reasonable accommodations to achieve

nondiscriminatory access to programs, services, and activities. In order to receive accommodations, the student must begin the process by filling out an Accommodation Application and Request for Accommodations Form. For more information or to discuss your specific needs, please schedule an appointment with the Registrar.

## **REFUND POLICY**

### **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 within 30 days of the date of cancellation.

### **COURSE WITHDRAWAL**

A student may withdraw from a course any time. 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**

A student has the right to withdraw from the program at any time. 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 Registrar 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.

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 fifth business day following the first class the student attended, SUNM will remit a refund less a registration fee, 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 based on the refund policy. SUNM does not grant refunds for books purchased through SUNM 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 within 30 days of the first day of class.

**REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCES**

Length of Term 12 Weeks	Percentage of Tuition Returned to the Student Minus the Application and/or Registration Fee <b>AFTER</b>	
	1st week	80%
	2nd week	70%
	3rd week	60%
	4th week	50%
	5th week	40%
	6th week	30%
	7th week	20%
	8th week	10%
	9th week	0%

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**

**Non-Payment Plan**

Student Pays \$4595.83 for the quarter.

The student withdraws during the 3<sup>rd</sup> week, the student receives \$3217.08

**Payment Plan**

Revised 4/28/19

Student registers for classes. Tuition for the quarter is \$4595.83, which equals \$382.99 per week for 12 weeks. The student withdraws during the 3<sup>rd</sup> week and has paid \$700 for the quarter following the payment plan. The student does not receive a refund and owes SUNM \$448.97 for unpaid tuition.

### **CANCELLATION POLICY**

A student has the right to cancel her/his agreement at any time. 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 postmark date.
3. If the Enrollment Agreement is canceled 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.

### **UNIT OF CREDIT**

The SUNM'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 30 hours of student work. A quarter consists of a time frame equal to 12 weeks of regularly scheduled academic activities.

### **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. Transcripts 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 the SUNM Registrar's Office 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.

### **ACADEMIC 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 "attempting to pass work of another off as your own".

Acting in an unethical manner in either the online classroom or in-person 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 the faculty member or request a hearing before the Academic Integrity Ad Hoc Committee, who will decide 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 Academic Integrity Ad Hoc Committee ranging from attending a mandatory class in ethics to expulsion from SUNM.

### **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 electronic sources.

**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 Academic Integrity policy.

**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 Academic Integrity policy violation.

Violations:

Violations of Academic Integrity 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 Academic Integrity Ad Hoc Committee, 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 Academic Integrity Ad Hoc Committee, 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 Academic Integrity Ad Hoc Committee ranging from attending a mandatory class in ethics to expulsion from SUNM.

### **Satisfactory Academic Progress**

SUNM requires high standards of academic achievement. Students must maintain sufficient academic progress to be eligible to continue their program of study. The Registrar and Chief Academic Officer reviews all grades and evaluations regarding academic, clinical and professional competencies at the completion of each quarter. 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, 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 3.0 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 REQUIREMENTS**

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 5 years calculated from the original date of enrollment.

### **HOW TRANSFER CREDITS AFFECT STANDARDS OF ACADEMIC PROGRESS**

Transfer credits are not counted in the CGPA and the Graduation CGPA

### **WARNING & PROBATION**

At the end of each quarter 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 quarter in which the CGPA or the rate of progress falls below the minimum requirements of 3.0 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 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 SUNM's stated refund policy.

Students on Warning and Probation must participate in academic advising as deemed necessary by SUNM 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 WARNING**

Any student whose grade falls below an 80% in any class will be subject to written notice of academic warning from the Chief Academic Officer 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 Chief Academic Officer, be removed from clinic for the remainder of the term.

### **ACADEMIC PROBATION**

Any student whose grade point average falls below 3.0 will be subject to academic probation pursuant to a written notice from the Chief Academic Officer. Probation shall be imposed for a period of one quarter. The student will be required to meet with the Chief Academic Officer to discuss ways in which the situation may be remedied. Suspension for one quarter 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 SUNM and its members. 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.

### **INTERNSHIP PORTION OF THE PROGRAM**

Prior to entrance into the Internship portion of the program, students must pass the Clinical Entrance Exam. 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, 12-hour work weeks and a minimum of 2 days per week.

The minimum time commitment to complete Clinic requirements is 50 weeks, 2 days a week 12 hours per week in the clinic. Interns are also enrolled in classes each quarter.

To assure proper credit and recording of time obligations, Interns will be computer clocked in and out in the 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 quarter with written approval of the Clinic Director.

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 or absences occasion can be taken during internship, that time must be made up to fulfill the 50 weeks of Clinical experience.

## **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.

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).

## **PRIOR LEARNING ASSESSMENT**

SUNM accepts prior experiential learning as well as prior occupational experience. Acceptance of credits is at the sole discretion of SUNM. The prior experiential learning or occupational

experience must be relevant to the student's program of study and equivalent in both content and degree level of study.

An applicant must provide documentation regarding prior learning (or occupational experience) prior to the program start date. Students requesting a prior learning assessment must observe the following guidelines:

1. All requests 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 will be evaluated and assessed. SUNM has the sole discretion of accepting such courses and/or credit for prior learning or occupational experience.
3. Prior coursework must have been completed within the past seven (7) years.

### **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 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**

Attendance 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. 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 and may be required to repeat the course. 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 or exams missed. Students who miss fourteen consecutive days of classes, without having made prior arrangements with the Chief Academic Officer, will be automatically 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.

### **MAKE-UP POLICY**

If a student is unable to attend scheduled on campus course sessions 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." 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. 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 14 calendar days to make up the incomplete. If at the end of 14 calendar days the student still has not made up the incomplete, the grade earned based on the submitted assignments will be conferred. If the final grade is a C or below, the student will be required to retake the class, at an additional expense, in order to obtain credit for the course.

### **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 Chief Academic Officer. Upon taking a course for the second time, the student must achieve a minimum passing grade of 80% (B-).

### **GRADING SYSTEM**

Grade reports are available to students through the Moodle gradebook and from the Registrar. 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>	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
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
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 C, D, F, and W are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any course in which a grade below C, or W is received. The better of the two grades achieved is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

#### **DISCIPLINARY PROBATION**

Students may also be placed on disciplinary probation for excessive absences and/or tardiness, unacceptable conduct, violation of the uniform policy (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 President 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.

### **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 who was academically dismissed may apply for reinstatement for the next entry year to SUNM 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 quarter 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 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 an 80% passing grade in each class that constitutes the academic program of SUNM;
2. Receive satisfactory evaluations from each of his/her immediate clinical supervisors;

3. Complete the dissertation;
4. Have faculty consensus that performance warrants graduation;
5. Be current with all financial obligations to SUNM.

In order to graduate, a student must have earned a minimum of a 3.0 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 Naprapathic Examiners Exam 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](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 Chief Academic Officer 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 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 day, the student must inform the Instructor in writing. The student must bring a note from his/her physician to ensure that the illness is not contagious.

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**

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 President 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 students shall attend an orientation program. Orientation can facilitate a successful transition into the school and/or quarter. All students are required to attend regardless of their prior SUNM experience. During new student orientation, students are acquainted with the Campus, the administrative staff, the faculty and their peers. 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. New student orientation includes

an introduction and demonstration of the LMS and LIRN. Students are provided with passwords to the LMS and 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 (Library and Information Resources Network) contains a collection of full-text journals, books, 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 includes 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.

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. Faculty members are responsible for providing academic assistance and should be consulted when assistance is desired. Students can also contact the Student Success Coordinator to receive assistance from an SUNM Student Ambassador.

### **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, including 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, quarter credit hours, and grades.

### **CAREER SERVICES**

Career preparation is an important service provided to all graduates of the school. Students nearing graduation will consult with the Director of Career Services 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.

## **ALUMNI SERVICES**

### **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**

Face to face classes are held Monday through Friday 2:30 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.

### **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, 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, 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**

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.

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 President will

investigate the grievance. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President 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 President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision is considered final in all matters as it relates to SUNM. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

If the matter is not resolved to the student's satisfaction, 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.

### **2019 QUARTERS**

Quarter 1	January 2 – March 24
Quarter 2	April 1 – June 23
Quarter 3	July 1 – September 22
Quarter 4	September 30 – December 22

### **SCHOOL HOLIDAYS 2019**

**January 21**, Martin Luther King Jr. Holiday

**February 18**, Presidents Day Holiday

**May 27**, Memorial Day Holiday

**September 2**, Labor Day Holiday

**November 11**, Veterans Day Holiday

**November 28-29**, Thanksgiving Holiday

**December 17-January 1**, Winter Break

### **2019 Academic Calendar**

<b>January 2</b>	2019 Classes Begin Winter Quarter
<b>January 16</b>	Research Proposal Presentation
<b>February 3</b>	Written Portion of National Board Exam
<b>February 10</b>	Practical Portion of the National Board Exam
<b>February 23</b>	SUNM Graduation
<b>March 24</b>	End of Winter Quarter
<b>March 25-31</b>	Spring Break
<b>April 1</b>	Classes Begin Spring Quarter
<b>May 28</b>	Memorial Day Holiday

<b>June 5, 2019</b>	Naprapathic Research Project Progress Presentations
<b>June 23</b>	End of Spring Quarter
<b>June 24-30</b>	Summer Break
<b>July 1</b>	Classes Begin Summer Quarter
<b>July 4</b>	Holiday
<b>September 3</b>	Labor Day Holiday
<b>September 22</b>	End of Summer Quarter
<b>September 23-29</b>	Fall Break
<b>September 30</b>	Classes Begin Fall Quarter
<b>November 28-29</b>	Thanksgiving Break
<b>December 2</b>	Naprapathic Research Project Proposal Presentations
<b>December 22</b>	End of Fall Quarter
<b>December 17- January 1</b>	Winter Break
<b>January 2, 2020</b>	2020 Classes Begin Winter Quarter

## STAFF

Employee	Title	Email
Patrick V. Nuzzo, DN	Founder, President	<a href="mailto:dr.nuzzo@nmnm.org">dr.nuzzo@nmnm.org</a>
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Kirsten LaVista, DN	Career Services/Outreach Coordinator	<a href="mailto:dr.lavista@nmnm.org">dr.lavista@nmnm.org</a>
Melissa B. Sisneros	Registrar	<a href="mailto:msisneros@sunmedu.com">msisneros@sunmedu.com</a>
Janice Zoller	Student Success Coordinator	<a href="mailto:jzoller@sunmedu.com">jzoller@sunmedu.com</a>
Mary O'Dell	Librarian/Media Specialist	<a href="mailto:medmonds@cfl.rr.com">medmonds@cfl.rr.com</a>

## FACULTY

Employee	Title	Email
Patrick V. Nuzzo, DN	Founder, President	<a href="mailto:dr.nuzzo@nmnm.org">dr.nuzzo@nmnm.org</a>
Tony Zayner, DM	Faculty	<a href="mailto:tzayner@sunmedu.com">tzayner@sunmedu.com</a>
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Travis Mason	Faculty	<a href="mailto:tmason@sunmedu.com">tmason@sunmedu.com</a>
Josh Pieper	Faculty	<a href="mailto:jpeiper@sunmedu.com">jpeiper@sunmedu.com</a>
Kevin Gill, DN	Faculty	<a href="mailto:kgill@sunmedu.com">kgill@sunmedu.com</a>

### **Faculty Qualifications**

Dominique Alo, Faculty

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

Kevin Gill, DN

- Doctor of Naprapathy - National College of Naprapathic Medicine
- Officer Training School/ Air Force Training
- Bachelor's Degree – Philosophy & Psychology, North Michigan University

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

- Ph.D. – Neuroscience, University of Havana
- Doctor of Naprapathy, Southwest University Of Naprapathic Medicine
- Doctor of Chiropractics, Parker College Of Chiropractic
- Master's – Exercise Science and Health Promotion, California University (PA)
- Bachelors - Anatomy, Parker University of Chiropractic
- Bachelors - Health and Wellness, Parker University of Chiropractic

Kirsten LaVista, DN, Faculty

- Doctor of Naprapathic Medicine, National College of Naprapathic Medicine
- Bachelor's – Business, Arizona State University

Travis Mason

- Bachelor's – Human Biology, University of Western States
- Master's - Exercise and Sports Science, University of Western States
- Doctor of Chiropractic - University of Western States

Charlsey McDonald, PT, DPT, Faculty

- Doctorate – Physical Therapy, University of New Mexico
- Master's – Physical Therapy, University of New Mexico
- Bachelors – Exercise Science, University of New Mexico

Josh Piper, DN

- Doctor of Naprapathic Medicine, Southwest University of Naprapathic Medicine

Tony Zayner, DN, Faculty

- Doctor of Naprapathic Medicine, National College of Naprapathic Medicine

- BS / MS in Education, Hyles-Anderson College

**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”).

<b>TOTAL PROGRAM COSTS</b>	
Tuition: Doctor of Naprapathic Medicine	\$55,150 total
Books and supplies purchased from a third-party seller.	Approximately \$2,500 This reflects purchasing a new current edition for each class from a third-party vendors.
<b>TOTAL PROGRAM COST WITH BOOKS AND SUPPLIES FROM THIRD PARTY VENDORS</b>	<b>\$57,650</b>