University Student Handbook

Effective June 2015
This document serves as a reference for students concerning policies of Northwestern Health Sciences University. This Handbook will refer to this entity as the University. This document is not intended to create a contract with any student. It is accurate at the time of publishing but is subject to change from time to time as deemed appropriate by the University in order to fulfill its role and mission or to accommodate circumstances beyond its control.

The University expressly reserves the right to deviate from the provisions of this Student Handbook and to add, alter, or otherwise make changes at any time in terms and provisions of this Handbook. Students should anticipate changes throughout the year. Any such changes may be implemented without prior notice, and unless specified otherwise, are effective when made. Changes to the Student Handbook will be sent to students’ email accounts and will be updated on the web version of the Student Handbook as soon as practicable. Students are responsible for noting changes.

The policies and procedures contained in this Student Handbook replace and supersede all previous policies and procedures in Student Handbooks previously issued by Northwestern Health Sciences University. Students are responsible for the information and policies published in this Student Handbook, and other policies and information referenced therein. Students who have questions on the interpretation of Student Handbook policies should consult with the Vice President of Student Affairs and Enrollment Management.

This Handbook is published online at www.nwhealth.edu, on the Student Affairs webpage. Printed copies will be made available in the Student Affairs office, upon request.
# UNIVERSITY STUDENT HANDBOOK

## TABLE OF CONTENTS

### 1.0 SERVICES FOR STUDENTS  Pages 8-22

1.1 Student Accounts.............................................................................................................. 8  
   1.1.1 Tuition and Fees................................................................................................................. 8  
   1.1.2 Tuition Refunds .................................................................................................................... 8  
   1.1.3 Student Payroll...................................................................................................................... 9  
1.2 Financial Aid .............................................................................................................................. 9  
   1.2.1 Policies Related to Financial Aid.......................................................................................... 10  
   1.2.2 Financial Need Defined ......................................................................................................... 11  
   1.2.3 Financial Aid Budgeting Package.......................................................................................... 11  
   1.2.4 Disbursement of Financial Aid.............................................................................................. 11  
   1.2.5 Checks.................................................................................................................................. 11  
   1.2.6 Refund Checks (Excess funds after balance paid)............................................................... 11  
   1.2.7 Authorization to Apply Title IV Program Funds ................................................................. 12  
   1.2.8 EFT .................................................................................................................................... 12  
   1.2.9 Enrollment Status.................................................................................................................. 12  
   1.2.10 Financial Aid Satisfactory Academic Progress (SAP)... ..................................................... 13  
   1.2.11 Veterans Benefits .............................................................................................................. 15  
   1.2.12 Student Employment - Federal University Work-Study .................................................... 15  
   1.2.13 Continuous Financial Aid Counseling .............................................................................. 15  
   1.2.14 The Minnesota Higher Education Services Office (MHESO) ........................................ 15  
1.3 Student Records and Financial Services ............................................................................... 16  
1.4 Academic Computing ............................................................................................................. 16  
   1.4.1 Electronic Mail ....................................................................................................................... 17  
   1.4.2 Student Broadcast Email Policy........................................................................................... 17  
   1.4.3 Acceptable Use of Computers .............................................................................................. 17  
1.5 University Health Services .................................................................................................... 20  
1.6 Needle Sticks and Other Exposure to Blood Borne Pathogens ............................................. 20  
1.7 Professional Liability Coverage ............................................................................................. 20  
1.8 Bookstore ................................................................................................................................ 21  
1.9 Housing ................................................................................................................................... 21  
1.10 Lockers .................................................................................................................................. 22  
1.11 Telephone ............................................................................................................................... 22  
1.12 Library .................................................................................................................................... 22  

### 2.0 STUDENT AFFAIRS  Pages 23-27

2.1 University Counseling Service ............................................................................................... 23  
2.2 Accommodations for Students with Disabilities ................................................................. 23  
2.3 Student Government ............................................................................................................... 24  
2.4 Student Organizations ........................................................................................................... 24  
   2.4.1 Student Organization Seminar & Activity Policies .............................................................. 25  
   2.4.2 Financial Support ............................................................................................................... 26  
   2.4.3 Advisors .............................................................................................................................. 27  
   2.4.4 Meeting Reports ............................................................................................................... 27  
   2.4.5 Misconduct ......................................................................................................................... 27  
2.5 Student Health Insurance ....................................................................................................... 27  

Effective June 2015
## 3.0 STUDENT CONDUCT

### 3.1 Standards of Conduct
- 3.1.1 Misconduct

### 3.2 Prohibited Behaviors
- 3.2.1 Professional Conduct
- 3.2.2 Personal Conduct
- 3.2.3 Academic Misconduct

### 3.3 Disciplinary Process
- 3.3.1 Behavioral Standards Committee
- 3.3.2 Hearing Process and Procedures
- 3.3.3 Sanctions
- 3.3.4 Appeals

### 3.4 Student Complaints
- 3.4.1 Process

### 3.5 Harassment
- 3.5.1 Process
- 3.5.2 Initiation by the University
- 3.5.3 Appeals

### 3.6 Sexual Violence Policy
- 3.6.1 Making a Complaint of Sexual Violence through the University’s Disciplinary Process
- 3.6.2 Reporting Sexual Assault to Law Enforcement Authorities
- 3.6.3 Sexual Assault Education and Resources
- 3.6.4 Support Services

### 3.7 Drug and Alcohol Use Policy
- 3.7.1 Alcohol Policy for Student Organization Sponsored Events
- 3.7.2 Alcohol Policy for University Sponsored Events

### 3.8 Tobacco and Smoking Policy

### 3.9 Weapons Policy

### 3.10 Non-Discrimination Policy

### 3.11 Family Educational Rights and Privacy Act (FERPA) and Student Records

## 3.0 STUDENT CONDUCT  

<table>
<thead>
<tr>
<th>Pages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Standards of Conduct</td>
</tr>
<tr>
<td>28</td>
<td>Misconduct</td>
</tr>
<tr>
<td>28</td>
<td>Prohibited Behaviors</td>
</tr>
<tr>
<td>28</td>
<td>Professional Conduct</td>
</tr>
<tr>
<td>29</td>
<td>Personal Conduct</td>
</tr>
<tr>
<td>30</td>
<td>Academic Misconduct</td>
</tr>
<tr>
<td>32</td>
<td>Disciplinary Process</td>
</tr>
<tr>
<td>32</td>
<td>Behavioral Standards Committee</td>
</tr>
<tr>
<td>33</td>
<td>Hearing Process and Procedures</td>
</tr>
<tr>
<td>34</td>
<td>Sanctions</td>
</tr>
<tr>
<td>35</td>
<td>Appeals</td>
</tr>
<tr>
<td>36</td>
<td>Student Complaints</td>
</tr>
<tr>
<td>36</td>
<td>Process</td>
</tr>
<tr>
<td>36</td>
<td>Harassment</td>
</tr>
<tr>
<td>37</td>
<td>Process</td>
</tr>
<tr>
<td>37</td>
<td>Initiation by the University</td>
</tr>
<tr>
<td>38</td>
<td>Appeals</td>
</tr>
<tr>
<td>38</td>
<td>Sexual Violence Policy</td>
</tr>
<tr>
<td>38</td>
<td>Making a Complaint of Sexual Violence through the University’s Disciplinary Process</td>
</tr>
<tr>
<td>39</td>
<td>Reporting Sexual Assault to Law Enforcement Authorities</td>
</tr>
<tr>
<td>42</td>
<td>Sexual Assault Education and Resources</td>
</tr>
<tr>
<td>43</td>
<td>Support Services</td>
</tr>
<tr>
<td>39</td>
<td>Appendix A - Explanation of Victims’ Rights and Options</td>
</tr>
<tr>
<td>46</td>
<td>Drug and Alcohol Use Policy</td>
</tr>
<tr>
<td>47</td>
<td>Alcohol Policy for Student Organization Sponsored Events</td>
</tr>
<tr>
<td>48</td>
<td>Alcohol Policy for University Sponsored Events</td>
</tr>
<tr>
<td>48</td>
<td>Tobacco and Smoking Policy</td>
</tr>
<tr>
<td>48</td>
<td>Weapons Policy</td>
</tr>
<tr>
<td>49</td>
<td>Non-Discrimination Policy</td>
</tr>
<tr>
<td>49</td>
<td>Family Educational Rights and Privacy Act (FERPA) and Student Records</td>
</tr>
</tbody>
</table>

## 4.0 OTHER UNIVERSITY REGULATIONS

### 4.1 Parking

### 4.2 Campus Security

### 4.3 Physical Plant Maintenance

### 4.4 Identification Cards

### 4.5 Institution Name Usage

### 4.6 Soliciting on Campus

### 4.7 Emergency Plan

### 4.8 Main Campus Closing Policy – Snow and Weather Emergencies

### 4.9 Dress Standards

### 4.10 Food and Beverages

### 4.11 Pets

### 4.12 Cellular Phones in Classrooms

### 4.13 Cellular Phones in Locker Rooms

### 4.14 Children in Instructional Settings

<table>
<thead>
<tr>
<th>Pages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>Parking</td>
</tr>
<tr>
<td>52</td>
<td>Campus Security</td>
</tr>
<tr>
<td>52</td>
<td>Physical Plant Maintenance</td>
</tr>
<tr>
<td>52</td>
<td>Identification Cards</td>
</tr>
<tr>
<td>52</td>
<td>Institution Name Usage</td>
</tr>
<tr>
<td>52</td>
<td>Soliciting on Campus</td>
</tr>
<tr>
<td>52</td>
<td>Emergency Plan</td>
</tr>
<tr>
<td>53</td>
<td>Main Campus Closing Policy – Snow and Weather Emergencies</td>
</tr>
<tr>
<td>53</td>
<td>Dress Standards</td>
</tr>
<tr>
<td>53</td>
<td>Food and Beverages</td>
</tr>
<tr>
<td>53</td>
<td>Pets</td>
</tr>
<tr>
<td>53</td>
<td>Cellular Phones in Classrooms</td>
</tr>
<tr>
<td>54</td>
<td>Cellular Phones in Locker Rooms</td>
</tr>
<tr>
<td>54</td>
<td>Children in Instructional Settings</td>
</tr>
</tbody>
</table>

Effective June 2015
5.0 ACADEMIC STANDARDS AND POLICIES – COLLEGE OF CHIROPRACTIC  

5.1 Non-Program Students ............................................................... 54  
5.2 Program Time Limits ................................................................. 54  
5.3 Class Loads .............................................................................. 54  
5.4 Attendance Policy .................................................................... 55  
  5.4.1 Religious Holidays .......................................................... 55  
5.5 Make-Up Assessments or Examinations .................................. 55  
5.6 Grading System ....................................................................... 56  
  5.6.1 Grade Scale and Grade Point Definitions ....................... 57  
  5.6.2 Grade Appeals Policy ..................................................... 57  
  5.6.3 Grade Point Average ..................................................... 58  
  5.6.4 Honors ........................................................................... 58  
  5.6.5 Academic Standing ....................................................... 58  
  5.6.6 Transcripts and Grade Reports ..................................... 58  
  5.6.7 Requirements for Graduation ....................................... 59  
5.7 Consequences of Academic Deficiencies .............................. 59  
  5.7.1 Course Failure ............................................................... 59  
  5.7.2 Probation ....................................................................... 59  
  5.7.3 Academic Dismissal ...................................................... 60  
5.8 Withdrawals and Leaves of Absence ..................................... 60  
  5.8.1 Short Term Leave of Absence Policy ............................... 61  
  5.8.2 Military Leave of Absence Policy ................................... 61  
  5.8.3 Military Withdrawals .................................................... 62  
  5.8.4 Withdrawal from Courses ........................................... 62  
5.9 Readmission to the College of Chiropractic ......................... 62  
  5.9.1 Re-entry Following a Leave of Absence ......................... 62  
  5.9.2 Re-entry Following Withdrawal .................................... 62  
  5.9.3 Readmission Following Academic Dismissal ................ 62  
5.10 Academic Standards Committee ......................................... 63  
  5.10.1 Petitions ....................................................................... 63  
  5.10.2 Procedure for requesting a Hearing ............................... 64  
  5.10.3 Preparation for a Hearing ............................................ 64  
  5.10.4 The Hearing .................................................................. 64  
  5.10.5 Hearing Procedure ....................................................... 64  
  5.10.6 Appeals ....................................................................... 65  

6.0 ACADEMIC STANDARDS AND POLICIES – COLLEGE OF ACUPUNCTURE AND ORIENTAL MEDICINE  

6.1 Non-Program Students ........................................................... 65  
6.2 Program Time Limits ............................................................... 65  
6.3 Academic Advising ................................................................. 65  
6.4 Attendance Policy ................................................................. 66  
  6.4.1 Religious Holidays ....................................................... 66  
6.5 Make-Up Examinations and Assessments ............................. 66  
6.6 Grading System .................................................................... 66  
  6.6.1 Grade Scale and Grade Point Definitions ....................... 67  
  6.6.2 Grade Appeals Policy .................................................... 68  
  6.6.3 Grade Point Average .................................................... 69  

Effective June 2015
8.6.2 Grade Appeals Policy ................................................................. 84
8.6.3 Grade Point Average ................................................................. 85
8.6.4 Academic Standing ................................................................. 86
8.6.5 Transcripts and Grade Reports .................................................... 86
8.6.6 Requirements for Graduation ..................................................... 86
8.7 Consequences of Academic Deficiencies ........................................... 86
  8.7.1 Academic Probation ................................................................. 86
  8.7.2 Academic Dismissal ................................................................. 86
  8.7.3 Academic Reinstatement .......................................................... 86
8.8 Withdrawals and Leaves of Absence ............................................... 87
  8.8.1 Short Term Leave of Absence Policy ........................................... 88
  8.8.2 Military Leave of Absence Policy ............................................... 88
  8.8.3 Military Withdrawals ............................................................... 89
  8.8.4 Withdrawal from Courses ....................................................... 89
8.9 Readmission to the College of Undergraduate Health Sciences ........... 89
  8.9.1 Re-entry Following a Leave of Absence ..................................... 89
  8.9.2 Re-entry Following Withdrawal ............................................... 89
9.0 LICENSURE REQUIREMENTS AND EXAMS ................................. PAGES 89-91
  9.1 College of Chiropractic ............................................................... 90
  9.2 College of Acupuncture and Oriental Medicine ............................... 91
  9.3 School of Massage Therapy .......................................................... 91

APPENDIX ........................................................................................................... PAGES 92-103
I. By-Laws of the University Student Senate ................................................. 92
II. Faculty Code of Ethical Behavior and Professional Boundaries .................. 101
III. Behavioral Standards Advisory Committee ........................................... 103
1.0 SERVICES FOR STUDENTS

1.1 Student Accounts

1.1.1 Tuition and Fees

All tuition, fees and other amounts owed are due and payable by the end of the third week of class each academic term. After the completion of the third week of class, if tuition has not been paid or if arrangements for payment have not been made with the Student Records and Financial Services Office, a $150 late fee will be assessed and registration for that academic term will be cancelled. In order to be reinstated, the affected student must pay tuition in full or make payment arrangements with the Student Records and Financial Services Office.

All tuition, fees, and other amounts owed by a student must be paid in full by the end of the third week of each term or the student will be removed and unregistered from classes. Any student with a balance due at the time of graduation will not receive a diploma, and copies of official transcripts will be withheld until the balance is paid in full.

1.1.2 Tuition Refunds

The University's Institutional Refund Policy applies to all continuing students. This refund policy takes into consideration the substantial financial commitment made by the University for the education of its students, including the employment of faculty, maintenance of laboratories, clinics, physical plant, and administrative operations. These commitments are made in advance of each academic term, and withdrawals leave vacancies unable to be filled until the next academic term.

Withdrawals will be calculated from the date on which the student officially withdraws. All tuition and fees will be refunded based on calendar days, using the following schedule:

- 100% of tuition if student withdraws on or before the first day of classes
- At least 90% of tuition charges if the student withdraws within the first 10% of the academic term (in calendar days)
- At least 50% of tuition charges if the student withdraws between the end of the first 10% and the end of the first 25% of the academic term (in calendar days)
- At least 25% of tuition charges if the student withdraws between the end of the first 25% of the academic term and the end of the first 50% of the academic term (in calendar days)
- No refund, if withdrawal is made after the first 50% of the academic term has elapsed (in calendar days)
- All percentages will be rounded down

Refunds on electives will also be calculated based on calendar days using the Institutional Refund Policy.

In instances where a course is offered in a non-traditional format, for purposes of the refund formula the duration of the term will be calculated based on the number of total days in residence at a Northwestern educational site. For example, if a total of 6 days are spent in residence, then 50% of the course/term has elapsed at the conclusion of the 3rd day. In these instances, students may receive a refund of 100% of tuition if they withdraw prior to the first day in residence, even if the first day in residence occurs later than the first day of the academic term. Students must submit a withdrawal form, which must be dated and signed by the course instructor (or program
The official date of withdrawal will be determined as the date on which the official withdrawal form is received by the Student Records and Financial Services office. In instances where a course has no residence component, course duration will be based on predetermined course start and end dates.

When a student is entitled to a refund and funds from assistance programs have been provided to the student, the refund will be applied in the following order:

1. Federal Financial Aid
2. State of Minnesota
3. Private, Alternative and other outside resources
4. Institutional grants
5. Student

For further details on any programs, students may contact the Student Records and Financial Services Office at (800) 888-4777, ext. 387. Please note that financial aid and related processes are subject to change.

1.1.3 Student Payroll

Student employees are paid on the 15th of each month for the prior month's work. Time sheets are due in Human Resources on the 5th of the month for the prior month's work hours. It is important not to include any of the current month's hours. A W-4 form, I-9, and employment request must be completed prior to beginning work in order for students to be paid.

1.2 Financial Aid

The University provides a wide variety of financial aid programs to assist students in meeting the educational costs. These funds are available through federal, state, institutional, and/or private sources. Only those who have been accepted into the University and have submitted their tuition deposit will be considered for assistance. These students will receive a financial aid packet upon request with all necessary applications and forms that must be completed.

Listed below are all the Northwestern programs approved for federal assistance:

**Northwestern College of Chiropractic:**
Graduate/health profession status upon full acceptance.

**Masters of Acupuncture and Oriental Medicine:**
Graduate status upon full acceptance.

**School of Massage Therapy Certificate:**
First-year undergraduate status upon full acceptance.

**Undergraduate Studies (Pre-Professional)**
Undergraduate course work required to complete the dual degree of doctor of chiropractic and Bachelor or Science degree in human biology: Undergraduate status and limits.
1.2.1 Policies Related to Financial Aid

In general, there are two categories of aid for which the Doctor of Chiropractic, Master of Acupuncture and Oriental Medicine, School of Massage Therapy and Pre-Professional programs have developed policies to facilitate access to funds for educational expenses:

1. Funds in which the University has some direct control with regard to the selection of recipients, and responsibility for the disbursement of funds through a Scholarship Committee (Internal Endowment and Worldwide Grants).

   The Scholarship Committee serves mainly to administer the programs of Internal Endowment Scholarships and Worldwide Grants. Document depository is done by the agency offering the aid; notices are posted advising students of details; announcements are made through the Financial Aid office. Students are responsible for informing themselves about the need for supporting documents and for meeting deadlines.

2. Funds that come from the Federal Government (Department of Education) and the state of Minnesota for which the University is responsible to maintain control for selecting recipients, accounting records, and the disbursement of funds.

   The Doctor of Chiropractic*, Master of Acupuncture and Oriental Medicine, the School of Massage Therapy and Undergraduate Studies (Pre-Professional) students utilize the following sources of financial aid: Federal Work Study (FWS), Federal Perkins Loans, Federal Family Education Loan (FFEL) Program, and other private loans.

   * Note: There may be variations (undergraduate Pre-Professional) if the student is not fully accepted and taking pre-requisite course work. Contact the Financial Aid office for information.

All of these programs provide aid to needy students who apply and have been verified as eligible by the Financial Aid office. Due to Federal and State limits and authorized allocation, only a certain amount of money is available for each program.

In order to qualify for consideration to be awarded federally funded aid, students must meet the following conditions:

1) Be admitted or currently enrolled at the University.
2) Complete a Free Application for Federal Student Aid (FAFSA).
3) Entrance Counseling
4) Institutional Information Sheet
5) Stafford Master Promissory Note
6) Perkins Master Promissory Note
7) If selected, complete all necessary documents for verification.
8) Hold acceptable academic eligibility and be making academic progress.

Deadlines and all updates will be posted, noted in institutional publications or other means (i.e. e-mail, websites, student representatives).
1.2.2 Financial Need Defined

Financial "Need" is defined as the difference between educational expenses and student resources. Educational expenses include reasonable costs of education, based on an academic year, including: tuition and fees, books and supplies, room and board, travel, and miscellaneous costs. Student resources include Expected Family Contribution (EFC as calculated from FAFSA), educational funds, and any additional resources.

1.2.3 Financial Aid Budgeting Package

In financial aid terms, a package is an amount of funds awarded that equals but does not exceed the standard cost of attendance allowances for the student only. The process of awarding funds from sources of aid for which a student is eligible is called packaging. The aid package is determined by the Financial Aid office in response to the level of the student's need and status of eligibility for each program. An aid package may include a loan only, or may include any combination of sources of aid, grants, scholarships, Federal Work Study and other private loans.

The policy of the Financial Aid office is determining assistance to students with need, until the authorized funds are exhausted. Students will be sent an award notice informing them about the amounts, terms, and conditions of their awards, as well as the manner and timing of payments. Brochures explaining all programs of financial aid are available, free of charge, from the Financial Aid office.

1.2.4 Disbursement of Financial Aid

The money borrowed by the student under the Student Financial Aid Programs, State of Minnesota, or other loan alternatives, must be sent by the lender to the University in the form of a check or through electronic funds transfer (EFT) requiring endorsement or other written certification by the student.

1.2.5 Checks

The check must be made co-payable to the student and the University. In the case of PLUS, the check is sent to the parent to be endorsed and the enrollment status of student verified before funds are credited to the student's account.

When loan checks are received by Student Records and Financial Services, they are prepared with additional documents attached, then signed by the student. Checks must be picked up within 30 days, or the check will be returned to the lender and the loan(s) canceled. This 30 day period includes breaks between trimesters.

1.2.6 Refund Checks (Excess funds after balance paid)

All disbursements will be applied to the student’s account. If the account has been paid in full, the student will be issued a check which may be picked up in Student Records and Financial Services. Checks are normally available on Fridays. Students also go to Student Records and Financial Services to sign paper loan checks as soon as they arrive.
1.2.7 Authorization to Apply Title IV Program Funds

Federal Title IV Program financial aid funds are restricted to payment of NWHSU tuition and fees. Students may however, authorize the use of Title IV Funds for other allowable charges by voluntarily completing the “Authorization to Apply Title IV Program Funds”. The form is available in the Financial Aid Office.

1.2.8 EFT

EFT authorization is collected on the Stafford Master Promissory Note, Perkins Master Promissory Note and/or other alternate loan applications.

The Accounting Office, who then prepares the funds to be credited, according to regulations receives disbursement rosters.

Funds for which students are eligible are then credited through the University directly to the student's University account. In the event that an amount to be disbursed is more than liability incurred, the remaining amount will be credited the student's account and a balance will be issued to the student according to a time schedule established by federal regulations. Financial aid over awards must be paid immediately upon notification, or adjusted in remaining enrollment periods.

Financial aid awards must be disbursed by the Accounting Office and will be applied toward any tuition or balance that the student owes to the University. Financial aid proceeds must be credited to the student's account within three business days of the period of enrollment for which the loan is intended. Excess funds then must be released to the student within fourteen calendar days or should the student not be enrolled, all funds will be returned to the lender within 30 days.

1.2.9 Enrollment Status

Chiropractic, Acupuncture and Oriental Medicine, and Massage Therapy students may receive financial aid if they are in good academic standing with the University. Students are eligible for financial aid during those terms enrolled under any of the following enrollment status levels:

**Enrollment Status Definitions**

*Chiropractic and Pre-Professional: full-time (15 credits); three-quarter time (10 to 14.99 credits) half-time (7.5 to 9.99); less than half-time (7.49 or less credits)*

Acupuncture/Oriental Medicine: full-time (9 credits); half-time (5 to 9.99 credits); less than half-time (4.99 or less)

Massage Therapy: full-time (12 credits or more); three-quarter time (9 to 11.99 credits); half-time (6 to 8.99); less than half-time (5.99 or less)

*Students who are classified as a T10 chiropractic student are full-time per school standards with 10 or more credit hours; others will be prorated.

Financial aid assistance will be adjusted for each trimester of enrollment according to the student's enrollment status and regulations that govern each condition. Students who have been suspended from financial aid for failing to make satisfactory academic progress, or who have
been dismissed from the University, are not eligible for federal and state funded financial aid programs (see the Financial Aid office for other alternatives).

### 1.2.10 Financial Aid - Satisfactory Academic Progress (SAP)

The Office of Financial Aid at Northwestern Health Sciences University is required by federal regulations to monitor that all enrolled students are making Satisfactory Academic Progress (SAP) towards completion of their degree. All students are monitored for SAP regardless of their eligibility or intent to receive financial aid. A student who does not meet the SAP requirements may lose eligibility to receive Federal Title IV aid including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Direct Stafford Loans (subsidized and unsubsidized), Federal Direct PLUS Loans, and Federal Work-Study and all sources of Institutional Aid.

A new student is considered to be meeting SAP requirements upon admission into a degree program. The academic records of all students are reviewed at the end of every trimester to determine if SAP requirements are being met. All periods of a student’s enrollment, whether or not the student received aid, are included in the SAP review. A student who does not meet any one of the eligibility criteria (stated below) is determined to not be making SAP towards completion of their degree.

Students may continue to receive financial aid by meeting all of the following criteria which have been established as the minimum standards for making SAP at Northwestern Health Sciences University. This policy replaces all previous SAP policies.

1. **Minimum Cumulative Grade Point Average Requirement:** A student must maintain a minimum cumulative grade point average (GPA) to retain financial aid eligibility. A minimum CGPA must be earned in the following programs:

   - College of Chiropractic: 2.0
   - College of Acupuncture and Oriental Medicine: 2.0
   - College of Undergraduate Health Sciences: 2.0
   - School of Massage Therapy: 2.0

2. **Minimum Cumulative Pace Requirement:** A student must successfully complete at least 67% of cumulative attempted hours by the end of each trimester. The completed percentage is determined by dividing credits earned by the number of credits attempted. **Note:** While grades of W, WP, and WF may have no impact in the academic GPA calculations, these grades are included as attempted credits, as required by Federal regulations.

3. **Maximum Time Frame Requirement**
   The maximum number of credit hours allowable to complete a degree is 150% of the credit hours normally required to complete the degree program.

**Financial Aid Warning Status**

A student who fails the SAP evaluation at Northwestern Health Sciences University may be placed on Financial Aid Warning status. Financial Aid Warning lasts for one trimester and does not require action (such as an appeal) by the student. This option is permitted at Northwestern since SAP is reviewed at every payment period/trimester.
A student on Financial Aid Warning is notified of the status at the beginning of the trimester.

There is no limit to the number of Financial Aid Warnings a student can receive during his or her enrollment and it is possible that a student could receive more than one Financial Aid Warning period, but not in consecutive trimesters.

- For example, if a student is not making SAP after the fall trimester, the student may be placed on Financial Aid Warning. The student could make SAP during the spring and then fail to make SAP during the subsequent fall. The student could again be placed on Financial Aid Warning after the subsequent fall. The student could not have successive trimesters in Financial Aid Warning status.

Financial Aid Probation Status

- After a Financial Aid Warning, a student who continues to fail SAP must successfully appeal to be placed on Financial Aid Probation and be permitted to receive financial aid. Financial Aid Probation status is not granted automatically at Northwestern Health Sciences University. At the end of one trimester on Financial Aid Probation, the student must make SAP or must be meeting the requirements of the academic plan set in the appeal for probation.
- Generally speaking, a student granted Financial Aid Probation status should be given two academic requirements during the probation trimester, in addition to fulfilling the academic plan:
  - Complete all coursework with passing grades (e.g., no W or F grades)
  - Achieve a trimester GPA of 2.0 or higher.

- After trimester on Financial Aid Probation, a student that is still not making SAP cannot be automatically placed on another trimester of Financial Aid Probation. The student would have to successfully appeal to be eligible for financial aid.

- Appeals submitted for students who continue to fail SAP after a probation period must contain information about why the student failed to make SAP at the end of the Financial Aid Probation period, including what had changed that caused the student to not make SAP during the probationary period and why the student will be able to meet SAP on the terms of the academic plan.

If the Academic Program determines, based on the appeal, that the student will require more than one payment period to meet SAP, it may recommend the student remain on probation and develop an academic plan for the student. The Financial Aid Office is required to review his/her progress at the end of probation period, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

SAP Appeal

When a student becomes ineligible for financial aid due to failure to meet SAP standards, an opportunity is given to appeal for further financial aid consideration. A student may file a SAP Appeal with the Office of Financial Aid on the basis of:

- Death of a relative
- Injury or illness of the student
- Other special circumstances (such as difficult transition to NWHSU, family issues, legal troubles, work or budget problems, etc.)
Completed SAP appeals will be reviewed within 15 business days. The student will be notified by campus email if the appeal is accepted or denied. If the email is returned undeliverable, a letter will be mailed to the student’s current residing address as listed on the Free Application for Federal Student Aid (FAFSA).

Requirements for Prorating Annual Federal Subsidized and Unsubsidized Loan Limits (Massage and Undergraduate Only)

NWHSU is required to prorate Federal Subsidized and Unsubsidized Loan when it is known in advance that a student is enrolled for a final period of study that is shorter than an academic year in length.

1.2.11 Veterans Benefits

Veterans Benefits are coordinated through Enrollment Support Services.

1.2.12 Student Employment - Federal University Work-Study

All Chiropractic, Acupuncture and Oriental Medicine, School of Massage Therapy and Pre-Professional students employed by the University must apply through Student Records and Financial Services. Departmental heads and staff supervising the positions determine Job openings. The department faculty or staff person must go through Student Records and Financial Services to determine eligibility and final approval to fill the position.

Opportunities for employment by the University can be found in the following departments and offices: Admissions, Alumni, Basic Science, Clinical Science, Custodial, Library, Postgraduate, Research, Student Affairs, Student Health Service, and others.

Positions available are published in the Northwestern Today. Students may also inquire in any department office or in Student Records and Financial Services. Students receiving Federal University Work-Study funds must demonstrate financial need.

1.2.13 Continuous Financial Aid Counseling

Student Records and Financial Services provide counseling for all students receiving financial aid. Students are informed of their rights and responsibilities, and of the consequences for noncompliance with their financial responsibilities and obligations. Financial aid and related counseling is subject to change at any time throughout a student's period of enrollment. Students who will or have received federal loans are required to have Entrance and Exit Interviews.

At any time during enrollment, a student may come by the Financial Aid Office to discuss anything related to their financial aid file including up to date loan history.

For further details on any financial aid programs or procedures, students should check with the Financial Aid office. Please note that financial aid and related processing are subject to change.

1.2.14 Minnesota Higher Education Services Office (MHESO)

The Minnesota Student Educational Loan Fund (SELF) program helps students who need assistance in paying for education beyond high school. To be eligible for the SELF program, a student must be either a:
• Minnesota resident who is enrolled at least half time in a certificate, associate, baccalaureate, or graduate degree program at an eligible school; or
• Non-Minnesota resident who is enrolled at least half time in a certificate, associate, baccalaureate, or graduate degree program at an eligible school located in Minnesota

To be eligible for a SELF loan, the student must also have a creditworthy co-signer, and may not be delinquent or in default on a SELF or any other outstanding student loan.

Students enrolled in the Massage Therapy Program may be eligible for the Minnesota State Grant Program (MSGP). The State Grant Program helps undergraduate students from low and moderate-income families attend colleges or universities that they might not be able to afford otherwise. In order to receive an award, students must demonstrate sufficient financial need, be a Minnesota resident, be making satisfactory academic progress (see the policy statement on academic progress), and meet any federal or state requirements. The state makes a limited amount of MSGP funding available each year, and state award funds are generally exhausted after the fall academic term. Additional documents may be needed to meet state regulations.

Students interested in the SELF or MSGP programs must complete the FAFSA (Free Application for Federal Student Aid) form, for determination of eligibility. Please contact the Student Records and Financial Services Office for more information. You may also visit the MHESO Web site at http://www.mheso.state.mn.us for more information on these programs. The web site for the online version of the SELF loan is www.selfloan.org. Entrance counseling for the SELF loan is also required at the same website.

1.3 Student Records and Financial Services

To better protect student information and money, the department has instituted the following policies:

• Students must be prepared to present a NWHSU student ID or other photo ID.
• A NWHSU Student ID or other photo ID will be required to receive a check (work study or other financial aid). To pick-up a check for a spouse or other student, a signed note from that student must be on file authorizing such individual to pick up the check. Signed, faxed requests are acceptable: the Student Records and Financial Services fax number is 952-887-1386. Phone and email requests will not be honored.
• To assist with privacy, students should wait in the outer hallway for an open window to become available.
• If a student feels that he/she needs more privacy to carry out his/her business with a Student Records & Financial Services staff member, the student may ask to be brought into the back area. A staff member will accompany the student to a more private area to conduct business.

1.4 Academic Computing

Computers are available to all patrons in the Greenawalt Library; access to the Computer Lab (Room 25) is limited to currently enrolled Northwestern students, faculty and staff. Campus computers are to be used for educational or authorized university-related purposes only. Installation of personal software, including games, is prohibited and may result in the loss of computer privileges or other disciplinary sanctions. In order to allow computer access for all students, please limit internet browsing to a reasonable amount of time.
1.4.1 Electronic Mail

The University provides electronic mail accounts to all students, faculty, and staff. Students are assigned a GroupWise® e-mail account for the purpose of receiving official University correspondence and promoting intra-university communication. Students are responsible for all information, including attachments, transmitted to them via their e-mail account. Use of the University’s electronic mail system is subject to the University’s policy for Acceptable Use of Computers, Network, Telecommunications, and Information Systems.

1.4.2 Student Broadcast Email Policy

Communications to the campus community that originate from students are restricted to events that have general value to the Northwestern community. Students must gain Student Affairs approval before broadcast emails may be distributed. Broadcast emails are defined as emails that are sent to groups larger than a student’s class. Students may send emails to their class members for educational purposes without prior authorization from Student Affairs. Specific broadcast email guidelines can be found in the office of Student Affairs.

1.4.3 Acceptable Use of Computers, Networks, Telecommunications, and Information Systems Technology

POLICY:

Computers, networks, telecommunications, and other information systems technology are essential resources for accomplishing the mission of the University. It is the responsibility of all University’s computer, network, and information systems technology users to use these resources in an effective, efficient, and responsible manner.

PROCEDURE:

1. Limited Resources

Information technology resources are both limited and expensive. Although the amount of usage may vary among users, all users should avoid excessive usage of these resources, especially when it impacts upon the usage of others. All members of the University community are responsible for protecting the University's resources.

A. No user should permit anyone else to use her or his computer account for any reason. Users are responsible for all activity relating to their accounts.

B. No one who is provided with information technology access for their work as a student, faculty member, or staff member of the University should use this access for work not specifically authorized. This includes, but is not limited to, unauthorized commercial use, use in support of an organization or effort external to the University, use for personal financial gain, or excessive personal use. These restrictions do not fully apply to those students, faculty and staff who obtain personal computing resources through the University via a lease/purchase arrangement.

C. The University will make every effort to provide computers and information technology services to meet demands; however, there are reasonable upper limits on computer usage. Excessive amounts of central processor time or disk usage will be checked for on central systems, as well as excess amounts of printing on public printers. Instructional, research, and administrative computing take precedence over personal computing. Users shall not
send chain letters via electronic mail. Mass emails require approval from the Student Affairs department. Users should avoid all activities that generate unnecessary output, create unnecessary multiple jobs or processes, or create unnecessary network traffic.

D. No person or organizational unit with a long-distance access code for University business purposes should allow any other person or organizational unit to use that code. Faculty and staff with business access should not use their codes for personal long-distance calls. Because the University receives a tax reduction on business calls, it is not legal or ethical to make personal calls, even if restitution is made.

2. Privacy

Users of the University's computer and telecommunications systems expect security of their accounts and privacy of information stored in their accounts. The Information Technology Department will make reasonable attempts to provide such security and privacy for users.

A. Users should keep passwords and access codes secret. Report any suspicious account activity to the Information Technology Department. If a password or access code has been compromised, contact the Information Technology Department immediately.

B. Members of the University community who are expecting to leave the University permanently should work with the Information Technology Department to dispose of or redistribute information stored in their personal computer or on network drives. Information Technology reserves the right to close accounts and dispose of information stored on personal computers or network drives if no arrangements are made to save this information. The University may claim the right to information produced by employees as part of their regular duties, subject to certain limitations.

C. All users should be aware that information transmitted electronically is very easy to forward to others. A good rule is to never send out any information by electronic mail or voice mail that you would not want distributed widely.

D. All users should be aware that information transmitted electronically, by telephone, voice mail, or computer systems, is subject to the same University policies and international, federal, state, and local laws that apply to written and oral communications. Information that others view as abusive, profane, pornographic, harassing, threatening, libelous, or sexually, racial, or religiously offensive may be addressed under other University policies or the applicable laws.

E. The University’s employees or agents reserve the right to monitor, examine or disclose the contents of data, electronic files/communications, or other system accounting information. The University also reserves the right to monitor, access and disclose the contents of employees’ electronic and/or telephone communications (including e-mail and voice mail). The issuance of a password or other means of access to the computer or voice mail systems is to assure appropriate confidentiality of University files and information. The issuance of a password DOES NOT guarantee privacy for personal or improper use of University equipment and facilities.

3. Property

Software and information stored on computer systems or transmitted over computer networks is considered intellectual property and is protected by copyright law and rules governing plagiarism.

A. All members of the University community must abide by the terms of all software licensing agreements. Absolutely no software piracy will be tolerated.
B. Users may not use University resources to gain access to either local or remote accounts or computers which they are not authorized to use. Users may not try in any way to obtain a password for another person's account.

C. Users must not attempt to circumvent data protection schemes or uncover security loopholes on either University computer systems or remote computer systems.

D. Users must not attempt to monitor or read another person's electronic mail or other data transmissions without permission. Users may not read, copy, change, or delete another person's files or software without permission of the owner.

4. System Security

Actions that cause the telephone system, voice mail system, computer systems or networks at the University to fail or become impaired are absolutely forbidden.

A. Absolutely no physical abuse or theft of equipment, wiring, software, or data will be tolerated.

B. Absolutely no misuse of the telephone system, the voice-mail system, computer systems, the computer network, or other systems on the network will be tolerated. This includes, but is not limited to, breaking into, halting, slowing down, or breaching security of any of these systems. In particular, introduction of any of a range of programs known as computer viruses, Trojan horses, or worms is expressly forbidden.

C. A user may not attempt to disguise the identity of the account or machine he or she is using or the nature of the work that he or she is doing.

D. Anonymous or pseudonymous written communications appear to disassociate users from responsibility for their actions, and are almost always inappropriate. Concealing or misrepresenting user name or affiliation to mask irresponsible, offensive, and/or prohibited behavior is a serious abuse of University computing resources. Using identifiers associated with other individuals as your own constitutes fraud.

E. A standard set of software products will be installed on each networked computer, to include Microsoft Windows, Microsoft Office, and Internet Explorer. Installation of software without prior review and authorization by the Information Technology Department is prohibited, and may constitute cause for termination of access privileges.

5. World Wide Web

The University recognizes the value and potential of publishing on the Internet, and so allows and encourages divisions, departments and organizational units to publish electronic information. Divisions, departments, and organizational units may create electronic home pages, publications pages, or other pages that carry out official University business in support of the University's mission and goals.

A. All division, department, and organizational unit pages are the electronic equivalent of a publication, and will begin with some reference to the University, either in text or in graphical form.

B. Copyright laws apply to electronic publishing as well as to print publishing. Publishers must have permission to publish the information, graphics, or photographs on their pages, if the publisher is not the author or creator. Electronic publications are subject to the same University policies and standards as print publications.

C. All pages accessible to the general public that contain health or treatment-related information must contain a link to the general Copyright & Disclaimer page; the URL for this page may be obtained from the Office of Communications.
D. University resources may not be used to create web pages primarily intended for personal business or personal gain, except as permitted by other University policies. Personal pages that provide information about an individual relevant to that individual’s role at the University are permissible, within the content provided by a division, department, or organizational unit.

E. University web pages may not link to any external site that violates University policy or international, federal, state and local laws pertaining to content, including but not limited to those policies and laws relating to intellectual property, harassment, and offensive behavior. When identified, links to such material must be immediately deactivated.

Procedure

Violations of this policy will be handled through existing disciplinary procedures. Policy infractions may incur sanctions up to and including loss of account privileges, dismissal or expulsion. The Information Technology Department reserves the right to temporarily suspend a user's access pending disciplinary, procedures.

1.5 University Health Services

A variety of health care options are available to students through the University Health Services located on campus in the De Rusha Clinical Education Center. Services available include general physical examination, chiropractic assessment and treatment, X-ray and laboratory evaluation, massage and acupuncture. Care is provided by upper term students under the supervision of faculty clinicians. Basic services provided to students are covered through a health service fee assessed each trimester. Family members are charged a small fee for services.

1.6 Needle Sticks and other Exposure to Blood Borne Pathogens

Students who have been exposed to needle sticks, or potentially hazardous blood or blood products, are obligated to report such incidents and follow all procedures indicated in the Blood-Borne Pathogen Exposure Incident Protocol for Students at NWHSU which can be found on the Student Affairs website at www.nwhealth.edu. Following such exposures, the university will assist the student in accessing the appropriate medical facilities for the immediate evaluation and treatment that is clinically indicated. In such circumstances, the university will reimburse the student up to $500.00 for any out-of-pocket medical expenses. All other additional costs incurred as a result of needle sticks or other related exposures that require long-term follow-up and/or care are the responsibility of the student. For this reason, the university strongly encourages students to have health insurance coverage adequate to cover such health care needs.

1.7 Professional Liability Coverage

Students are covered by the University’s malpractice insurance while enrolled as students in the clinic or pre-clinic curriculum of the University. Malpractice insurance only covers activities performed in connection with instruction or training in university classes, labs, and clinics while rendering professional services to a patient and under the supervision of a licensed faculty member. The activity must be within the course and scope of a student’s training for the malpractice coverage to apply.
1.8 Bookstore

The Bookstore hours are posted on the Bookstore website.

Return Policy:

The following items are not returnable:

1) Vitamins, supplements, and other items with an expiration date.
2) Course Notes (includes bound, photocopied materials).
3) Special Orders.
4) Board Review or Exam Books.
5) Textbooks not purchased within the first two weeks of trimester.
6) Opened pillows, videos, tapes, and software.
7) Beanies
8) Items without receipt.

All returns with receipt must be made within 14 days and may be subject to a restocking fee. Items must still be in a new and sellable condition.

Textbooks purchased during the first two weeks of a term may be returned with receipt within 14 days of the date of purchase if the books are unmarked and still new. We do buy back current editions of used books at the end of each term. Defective items returned with receipt within 14 days will be replaced with the same item.

1.9 Housing

The Office of Admissions maintains a free property listing service designated for the sole purpose of assisting students in finding housing. The university advises students to enter into agreements with caution, making sure to do screening and reference checks. The university is not a party to, nor does it have any liability with respect to lease agreements between a student and a proper owner / representative.

The University strongly recommends that students do a sufficient investigation into the rental choices. It is recommend that students request references and inspect the premises. This will help determine which is the best value, has the most reasonable living conditions, and has an atmosphere that will enhance full-time student responsibilities.

The City of Bloomington requires licenses for all rental housing. Northwestern Health Sciences University does not verify housing licenses for properties listed in this housing newsletter. The license should be posted on the premises and up to date.

The University reserves the right to post, not post, and/or edit ads that have been documented as undesirable student housing conditions. The housing listings appear in the newsletter for approximately two months.

The housing newsletter can be found online at:
http://www.nwhealth.edu/student-affairs/community-services/housing/
1.10 Lockers

The University assigns lockers for use during enrollment at the University. Gym lockers may also be assigned on a first-come first-served basis, as available. Students must furnish their own locks. These locks must be removed when they leave the University, or when the locker is surrendered. Locks that are not removed in a timely manner will be removed by the maintenance staff, and the contents of the locker will be discarded.

1.11 Telephone

Student calls must be made on the telephones provided for public use at various locations in the building. Students are not called out of classes to answer incoming calls except in extreme emergencies, which are handled through the Registrar’s Office. Office phones are needed for University business and are not available for student use. For policies related to cellular phone usage, see Sections 4.12 and 4.13.

1.12 Library

Students may borrow books and audiovisual materials (except videotapes and DVDs) for a period of four weeks and may renew them if no one else has requested them. Certain books in high demand, videotapes, and DVDs are loaned for only seven days. Students must present their student ID to check out these items at the Information Desk. Journals and reference materials are for use in the Library only.

Required classroom textbooks and audiovisual items are kept in the Reserve Collection and may be borrowed for two hours only; however, they may leave the Library.

<table>
<thead>
<tr>
<th>Materials</th>
<th>Loan Period</th>
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<tbody>
<tr>
<td>Regular books</td>
<td>4 weeks</td>
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<tr>
<td>7-day books</td>
<td>1 week</td>
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<tr>
<td>Videos/DVDs</td>
<td>1 week</td>
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<tr>
<td>Other AV materials</td>
<td>4 weeks</td>
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<tr>
<td>Reserve materials</td>
<td>2 hours</td>
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<tr>
<td>Club materials</td>
<td>4 weeks/videos 1 week</td>
</tr>
<tr>
<td>Software/CD-ROMs</td>
<td>2 hours</td>
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</tbody>
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Students are responsible for returning materials on or before the due date and/or time. Fines will be assessed for late returns. Journal articles or books not owned by the Library may be requested via interlibrary loan.

The Library’s seven AV/group study rooms, each equipped with a VCR/DVD player, may be reserved at the Information desk for up to two hours at a time. If a room is not needed for AV viewing or group study, an individual student may use a room for quiet study.

No food or drink is permitted in the Library except for covered water bottles.
2.0 STUDENT AFFAIRS

2.1 University Counseling Service

The University offers limited counseling services for students who experience academic, personal, or relationship concerns. Short-term counseling and educational programs are provided free of charge. On occasion, referrals may need to be made to outside services. The University does not cover the cost of outside services.

Counseling services, available to students, include: help with study skills, short term individual counseling, joint counseling with a partner, or support groups with other students confronting similar life issues. Counseling services are provided with the strictest confidentiality. Unless requested by the student, no information is given to anyone outside of the counseling service about who was seen or what was discussed. Additional information on student rights, confidentiality, clinical record policy, and emergency attention can be obtained in the Student Affairs office.

Educational workshops are offered periodically to students who are interested in improving their performance in areas such as study skills, test anxiety and life stresses. Suggestions for special interest workshops are welcomed. Appointments for counseling with the University Counselor are scheduled through the Student Affairs office.

2.2 Accommodations for Students with Disabilities

Qualified persons shall receive reasonable accommodations for access to educational opportunities, programs and activities of Northwestern.

The Student Affairs office is responsible for coordination of programs and services for enrolled students with disabilities. In order for the University to provide reasonable accommodations for students with disabilities, the following process will be used:

1. The Office of Admissions will notify accepted students of the procedures to receive necessary support services.
2. It is the responsibility of the individual student to inform the Student Affairs Office of any special aids or services that he/she may need as the result of a disability.
3. Students must submit directly to the Student Affairs office a written request for accommodations or auxiliary aids. Students may be required to submit medical or other diagnostic documentation of disability and/or limitations. This information will remain confidential to the Student Affairs office except as permitted by the student expressly for providing support services to that student.
4. As needed, the Student Affairs office will discuss the student's request for accommodation with the student and faculty member or department involved to determine appropriate accommodation. If there is a question about the appropriateness of a student's requested accommodation, the Student Affairs office will inform the student of the University's decision. Northwestern will comply with applicable legal requirements in considering requests for accommodations. However, Northwestern will not waive requirements that are integral to the educational program.
5. Requests must be made in a timely manner. Students must initiate a request for accommodation at least 30 days prior to the beginning of the course/program. Untimely requests may result in delay or denial of accommodation.
6. Complaints concerning the provision of accommodations to disabled students will be handled through the Student Complaints process specified in the Student Handbook (Section 3.4).
7. Facility and Program Accessibility: The University will relocate programs, activities, and services to accessible locations upon request of an individual with a mobility impairment. Such requests should
be directed in writing to the Director of Human Resources, 2501 W. 84th Street, Bloomington, MN, 55431, at least 30 days prior to the beginning of the course or program.

2.3 **Student Government**

**Student Senate**

Through the Student Senate, students participate in the development of recommendations to the administration regarding Northwestern Health Sciences University policies and procedures.

The mission of the University Student Senate is to function as a liaison between the student body, the community, and the University to endeavor to continually improve the student experience.

The purposes of this organization shall be to:
1. Serve as a voice and advocate for the student body.
2. Facilitate communication between students and faculty/administration.
3. Provide a forum for student concerns and ideas.
4. Bring real world experience to the educational setting.
5. Serve the community holistically.
6. Assist in the academic enrichment of students, as requested.
7. Bring the community to the students and the students to the community.
8. Provide the student body with opportunities for fun, relaxation, and entertainment.
9. Review and authorize the use of student activity funds, while cooperating with other student organizations.
10. Encourage responsible conduct of the student body.
11. Foster interdisciplinary relationships, and increase awareness of each university program.

The By-Laws of the Student Senate are found in the Appendix of the University Student Handbook and on the Student Affairs website.

2.4 **Student Organizations**

**Recognition of Student Organizations**

Groups of students who share a common interest, either social or professional, that serves the mission of Northwestern Health Sciences University, may organize and seek recognition as a student organization through the Vice President of Student Affairs and Enrollment Management. Requirements and procedures for recognition are available in the Student Affairs office.

New organizations may initiate the recognition process at any time during the academic year. Recognized organizations must submit a statement of purpose, objectives, and procedures that will be reviewed and approved by an advisor and the Vice President of Student Affairs and Enrollment Management. Each recognized organization must have an advisor. Recognized student organizations must go through the entire recognition process every third academic year. Every term, organization leaders are required to submit an updated list of officers and members to the Student Affairs office.

**Opportunities and Benefits for Recognized Student Organizations**

- The ability to request funds from the University Student Senate.
- The ability to use university facilities.
- The ability to use the university name in conjunction with approved programs.
- The ability to engage in fundraising activities for the organization.
• The ability to list organization activities in the university’s publications.
• The ability to sponsor approved events for the student body.
• The ability to hold a university checkbook account.

Responsibilities of Recognized Student Organizations
• Organizations will not discriminate on the basis of race, color, religion, national or ethnic origin, age, gender, marital status, sexual orientation, disability, or veteran status.
• Organizations will not engage in activities that are illegal or against Northwestern policy.
• Organizations will develop a clear definition of their goals and objectives, consistent with the University mission.
• Organizations will provide opportunities for personal growth through leadership positions and programs.
• Organizations will promote Northwestern Health Sciences University through positive representation on and off campus.
• Organization leaders and their advisors will be required to attend meetings with the Vice President of Student Affairs and Enrollment Management upon request.
• Consistent with the function of fulfilling the mission of the University, organization leaders are encouraged to determine means of assessing and reporting their activities.
• Organizations must comply with University accounting procedures for collection and disbursement of funds.

2.4.1 Student Organization Seminar & Activity Policies

Recognized Student Organizations may request speakers and visitors from outside the University community to present programs to the students of the University. Such requests will be made by student organizations with advisor support, by completing a Facility Use Application form. The speaker and facility request will require approval by the Vice President of Student Affairs and Enrollment Management. Other speakers and visitors may be directly invited by faculty and administrative officers of the University, with notification to the office of the President.

The sponsorship or invitation of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or the university, of the views expressed.

Off-Campus Seminars
Off-campus seminars are carefully considered by the Student Affairs office. Students must follow the University’s student organization and accounting policies for all off-campus seminars, or disciplinary action will follow. Circumstances which may trigger this action may include: not properly notifying Student Affairs of the seminar, or participating in other activities that might put Northwestern in legal risk or jeopardy.

Off-Campus Activities
Student Organizations wishing to participate in activities off-campus must notify the Student Affairs office and follow all university policies. Where such off-campus events involve the provision of clinical services, University malpractice and liability coverage requirements must be observed. This may require the presence Minnesota-licensed, University faculty or other institutional representative(s).

On-Campus Activities
Throughout the year, several events are planned by student organizations for the University community. All events to be held on campus require written permission for use of the physical plant. Facility Use Applications for usage of the physical plant are available in the Student Affairs
office. Where such on-campus events involve the provision of clinical services, University malpractice and liability coverage requirements must be observed. This may require the presence of Minnesota-licensed, University faculty or other institutional representative(s).

**Alcohol Request Forms**
Students wishing to have alcohol at their function must complete an Alcohol Request form, which requires approval from the Vice President of Student Affairs and Enrollment Management and the Vice President of Administrative Services. Upon approval, Student Organizations must adhere to the University’s alcohol policy guidelines (see Section 3.7.1) and state and federal laws. In the event that student monitors are utilized for events that involve alcohol, their attendance may be required for additional training provided by Student Affairs or Human Resources offices.

**Room Reservations**
Students may reserve rooms for meetings, seminars or events through the Student Affairs office. In certain cases, the Facility Use Application form must be completed. Rooms that are reserved by student organizations must be vacated by other members of the campus community during the reserved time.

### 2.4.2 Financial Support

**Donations to Student Organizations**
Student Organizations may receive donations and should issue a receipt for the donation, with a copy to the Vice President of Student Affairs and Enrollment Management. This receipt will provide appropriate certification for the portion of the donation which is exempt from taxes.

**Fees Assessed for Seminars - Students**
Student Organizations may assess reasonable fees to students for seminars.

**Fees Assessed for Seminars – Outside guests**
Northwestern seeks to encourage members of its community to participate in additional educational opportunities. Consequently, student organizations may not assess fees for seminars to guests outside of the campus community. Students may invite external constituents at no charge. Where certification for continuing education hours is a part of an event, the seminar must be sponsored by the University Department of Continuing Education.

**Fundraisers**
Student Organizations may hold fundraisers for the purpose of organization-specific benefit. The Vice President of Student Affairs and Enrollment Management must first approve the event. University accounting procedures must be followed.

**Checking Accounts**
Student Organizations may hold a checking account at an approved financial institution. These are University checking accounts. Student Affairs will be responsible for receiving the monthly checking account statements and providing copies to the student organizations concerned. In addition, checks will have a minimum of two signature lines. At least one will be for an officer of the student organization and one will be for the Vice President of Student Affairs and Enrollment Management.

The University has the right to impose disciplinary sanctions if any organization deviates from these financial policies.
2.4.3 Advisors

All student organizations must have an institutional advisor. The advisor will be responsible for assisting in the development of a purpose and objective statement, providing recommendations for speakers/visitors, and for providing oversight during any demonstration or practice of methods or techniques. Advisors are strongly urged to attend all other meetings of the organization. It is the responsibility of the advisor to notify the Student Affairs office regarding any change in organization purpose or mission. Any failure to observe the requirement for advisor presence during clinical practice or technique provision may result in sanctions being applied to the organization.

2.4.4 Meeting Reports

Student Organizations are required to complete monthly Meeting Reports and submit them to the Student Affairs office. These reports must include meeting dates, topics covered, advisor attendance, guest doctor or speaker attendance, and seminars held. Organizations are also encouraged to attach minutes of their meetings. Funding for Organizations may be reduced if Meeting Reports are not completed and turned into the Student Affairs office.

2.4.5 Misconduct

Student groups may be charged with violations of the Standards of Conduct, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received the tacit or overt consent or encouragement of the group or its officers. Possible violations will be referred to the Vice President of Student Affairs and Enrollment Management, or designee, who will conduct a review and present the findings to the Provost, and to others they deem appropriate. Where violations of the Standards of Conduct are determined to have occurred, the University President may impose sanctions. Sanctions for a student group may include revocation of the group's right to exist at the University, as well as other appropriate actions.

2.5 Student Health Insurance

The university assumes no responsibility to provide or reimburse students for the cost of medical or other health care services for any illness or accident beyond those available in the University Health Service (see section 1.5). An exception to this policy involves the immediate evaluation and treatment of students who have been exposed to needle sticks or potentially hazardous blood or blood products in either instructional laboratory or clinical settings of the university or affiliated clinics (see section 1.6). Students are strongly encouraged to have health insurance coverage. Information on accessing various health insurance programs can be obtained in the Student Affairs Office.
3.0 STUDENT CONDUCT

3.1 Standards of Conduct

Northwestern Health Sciences University expects students to act responsibly at all times, to practice personal and academic integrity, and to respect others, including their opinions and property.

Students of Northwestern Health Sciences University are expected to conduct themselves in a manner consistent with all the responsibilities, confidence and trust inherent in the health care of patients and clients. Therefore, students are expected to conform to the legal and ethical standards of their professional and academic community.

3.1.1 Misconduct

The University has the right and responsibility to determine the appropriateness of student behavior. Issues of conduct may be reviewed by the Behavioral Standards Committee. The University is committed to cooperating with Federal, State and local authorities to enforce existing laws and regulations.

3.2 Prohibited Behaviors

The University creates certain policies for the protection and well-being of the individual. However, at certain times, situations arise of a special nature not otherwise addressed in the Standards of Conduct that may require investigation and administrative action. It is not the intent of this summary to address or include all such possible situations. Depending on the nature of the incident, the investigation and hearing may be handled using normal disciplinary procedures, or by other appropriate review procedures, as determined by the Vice President of Student Affairs and Enrollment Management, or designee.

3.2.1 Professional Conduct

Prohibited Behaviors are violations of the Standards of Conduct and include, but are not limited to, the following list. These are examples of actions that constitute misconduct for which students may be sanctioned.

1. Representing oneself as a graduate of the Northwestern Health Sciences University prior to program completion.
2. Chiropractic Students: Performing, whether on campus or off, a treatment or other procedure before graduation that is reserved to a licensed Doctor of Chiropractic without supervision and direction of a licensed Doctor of Chiropractic that maintains ranked faculty, adjunct faculty or preceptor-affiliation status with Northwestern’s academic programs.
3. CAOM Students: Practice of acupuncture or herbs without CAOM faculty supervision or in other than a CAOM educational setting before graduation. Students already licensed to practice acupuncture who enroll at CAOM for enhancement of skills may request an exception to this rule in writing to the Dean of the program.
4. Massage Therapy Students: Practice of massage therapy outside of assigned projects and homework before graduation without NWHSU School of Massage Therapy faculty supervision.
3.2.2 Personal Conduct

Prohibited Behaviors are violations of the Standards of Conduct and include, but are not limited to, the following list. These are examples of actions that constitute misconduct for which students may be sanctioned.

1. Intentionally or recklessly causing physical harm to any person on or off University premises or at University-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm. This includes, but is not limited to, hazing or verbal or written threats, abuse, harassment or sexual violence.
2. Theft of property or of services belonging to the University or others; knowing possession of stolen property on University premises or at University-sponsored activities.
3. Dishonesty, furnishing false information, forgery, alterations, or unauthorized use of University documents, records, identification or property.
4. Damaging or destroying University property or property belonging to others. Littering or dumping trash on University grounds.
5. The Violation of the University Weapons Policy (see Section 3.9).
6. The Violation of the University Drug and Alcohol Use Policy (see Section 3.7).
7. Possession, sale or use of alcoholic beverages on campus, except where specifically authorized by the University. Knowing presence in a campus facility where alcohol is being consumed or is present without authorization of the University.
8. Failing to comply with the directions of University employees acting in the performance of their duties.
9. Verbally threatening, abusing or harassing any University employee in the performance of their duties.
10. Intentionally or recklessly misusing or damaging fire safety equipment.
11. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on University premises or at University-sponsored activities.
12. Intentionally or recklessly interfering with normal University or University-sponsored activities including but not limited to studying, teaching, research, University administration, or fire, police or emergency services.
13. Knowingly violating the terms of any disciplinary sanctions imposed in accordance with this code.
14. Engaging in disorderly conduct, public intoxication, or lewd, indecent or obscene behavior on University premises or at University-sponsored activities.
15. Violation of other published University regulations or policies.
16. Unauthorized presence in or use of University facilities, premises or equipment.
17. Actions which annoy, disturb or otherwise prevent the orderly conduct of activities, administration or classes of the University.
18. Actions not committed on University property, but related to the security of the University community or the integrity of the educational process.
19. Violations of Federal, State or local law.

SPECIAL NOTE: Northwestern Health Sciences University reserves the right to initiate disciplinary proceedings against students who have been formally charged with criminal violations off-campus by legal or civil authorities.
3.2.3 Academic Misconduct

Academic honesty and integrity are highly valued in the Northwestern campus community. Academic honesty directly concerns ethical behaviors that affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated.

Prohibited behaviors are violations of the Standards of Conduct and include, but are not limited to, the following list. These are examples of actions that constitute misconduct for which students may be sanctioned.

1. Buying, selling, otherwise obtaining, possessing or using any copy of any unsanctioned material intended to be used as an instrument of academic instruction or academic evaluation in advance of its initial administration.
2. Acting as a substitute for another person or using another person as a substitute in any academic evaluation process.
3. Using the aid of others or providing aid to others in a manner prohibited by the instructor, or University regulations, in the research, preparation, creation, writing, performing or publication of work for academic credit or evaluation.
4. Submitting the work of others in a manner which represents the work to be an individual's own.
5. Knowingly permitting one's work to be submitted by another person without the instructor's permission.
6. Knowingly violating the terms of any disciplinary sanctions imposed in accordance with this code.
7. Certain behaviors during the administration of an instrument meant to evaluate student progress (written examinations, quiz, lab practical, etc.), including the following or others that may be described by faculty in a course syllabus:

- Having personal belongings other than writing implements in vicinity of the test. Examples of personal belongings include: briefcases, backpacks, purses, notebooks, textbooks, and unauthorized electronic devices (ex: cell phones, pagers, iPads, laptop computers, Blackberry’s, calculators).
- Eyes wandering toward anyone else's test, or posturing in such a manner.
- Placing one's test booklet or answer key so that another student may see it.
- Study notes of any kind, in view of the student or other students.
- Wearing a hat.
- Long hair not tied back
- Unauthorized use of headphones.
- Unauthorized exit from the room; anyone who leaves the room may not return.
- Behaving in a way that is a distraction to others.

Reporting Academic Misconduct

Faculty who determine that academic misconduct has occurred (i.e., items 1-6 above) should specify the misconduct by completing and submitting the Academic Misconduct Violation Report Form to the Program Dean, and the Associate Dean of Student Affairs. The faculty member may elect to handle the incident with appropriate sanctions, or the incident may be referred to the dean of the program, or to the Associate Dean of Student Affairs, or designee for further investigation or referral to the Behavioral Standards Committee.
Faculty, test monitors, or students who are satisfied that a specific test-taking violation has occurred (i.e. item 7 above) during an examination or quiz will use the following procedure:

A. If a faculty member, or test monitor, witnesses a violation during an examination, the faculty member, or test monitor, should allow the student to finish the examination. The faculty member, or test monitor, will immediately document the incident using the Academic Misconduct Violation Report Form.

B. If a student witnesses a violation of academic conduct during an examination, the student should report the violation to a faculty member immediately following the examination. If the student(s) reports the violation more than two class days after the exam, action may not be taken. The faculty member will immediately document the incident using the Academic Misconduct Violation Report Form.

The faculty member will interview all students involved to determine if there is enough evidence to take action. The faculty member also has the option to refer the investigation to the Program Dean.

Students who come forward with allegations of a violation of another student should be assured that their confidentiality will be protected. However, if the matter is referred to the Program Dean, the student(s) may be asked to present what they witnessed.

C. Depending on the nature of the violation, the faculty member or Program Dean has three options for sanctions:

1. a written warning to the student
2. a grade of zero for the examination
3. other sanction(s), as deemed appropriate

In all cases, the sanction should be recorded on the Academic Misconduct Violation Report Form.

D. The faculty member, or Program Dean, will notify the accused student as soon as possible by email, but no later than five class days after the examination to describe the inappropriate test-taking behavior that was observed, and within ten class days of the examination to describe the action or sanction that will follow.

E. The faculty member, or Program Dean, will then send copies of the Academic Misconduct Violation Report Form to the Program Dean (if sent by the faculty member) and the Associate Dean of Student Affairs for the student’s file. Other sanctions may follow.

Appeals

Students may appeal a faculty member’s decision to the Program Dean only if they believe the investigation and disciplinary processes have not been appropriately and fairly followed. Appeals must be made in writing on or before the tenth class day following the notification of the decision.

If the sanction was delivered by the Program Dean instead of the faculty member, students may appeal the decision to the Provost only if they believe the investigation and disciplinary processes have not been appropriately and fairly followed. Appeals must be made in writing to the Provost.
on or before the tenth class day following the notification of the decision. The decision of the Provost is final.

3.3 Disciplinary Process

Any employee or student may bring an allegation of student misconduct. Alleged violations of The Standards of Conduct will be reported, in writing, to the Associate Dean of Student Affairs. The Associate Dean of Student Affairs, will conduct a preliminary investigation and determine if the matter warrants referral to the Behavioral Standards Committee (see section 3.3.1). The following may be considered when determining whether a matter warrants referral to the Behavioral Standards Committee:

1. whether the student has admitted to, and accepted responsibility for, the academic or behavioral misconduct;
2. the severity of the alleged academic or behavioral misconduct;
3. the severity of the sanction under consideration;
4. whether material facts are in dispute;
5. other factors deemed relevant in the judgment of the Associate Dean of Student Affairs.

If the matter is not referred to the Behavioral Standards Committee, the Associate Dean of Student Affairs will complete the investigation and impose appropriate sanctions.

In cases where the Associate Dean of Student Affairs or Vice President of Student Affairs and Enrollment Management, judge that the student's continued presence on campus or in the clinics poses an immediate and significant risk of danger to the student, to others, or to the University community, the student will be summarily suspended from classes and clinics. The case will then be referred to the Behavioral Standards Committee.

3.3.1 Behavioral Standards Committee

The Behavioral Standards Committee (BSC) is a standing committee of the University composed of representatives from each program as well as student representatives from the program where the alleged complaint originates. The purpose of the Behavior Standards Committee is to:

1. Review policies related to student conduct, sanctions for misconduct, appeals, and procedures for accepting, investigating, and hearing allegations of student misconduct.
2. Conduct hearings on allegations of student misconduct, as requested by the Vice President of Student Affairs and Enrollment Management, or designee, and report findings and recommendations to the Vice President of Student Affairs and Enrollment Management.

The complete committee structure and function can be found in Appendix III. The Behavior Standards Committee does not consider complaints of Sexual Harassment or Sexual Violence. The process for reporting complaints of Sexual Harassment can be found in section 3.5. The process for reporting complaints of Sexual Violence can be found in section 3.6.
3.3.2 Hearing Process and Procedures

Notice of Charges

The Vice President of Student Affairs and Enrollment Management, or designee, will provide a written “Notice of Charges and Referral to the Behavioral Standards Committee” to the student which describes the charges facing the student, along with any supporting documentation as appropriate. This document will be sent to the student before the hearing date is scheduled.

The Behavioral Standards Committee will make every effort to conduct a hearing within 15 class days, not including term breaks, following the date of referral from the Vice President of Student Affairs and Enrollment Management, or designee.

The Behavioral Standards Committee will receive a copy of the Notice of Charges and Referral to the Behavioral Standards Committee, along with any supporting documentation. The Committee may also be briefed by the Vice President of Student Affairs and Enrollment Management, or designee, to fully describe the Notice of Charges.

Findings

The Behavioral Standards Committee will determine if it is more likely than not that there has been a violation of the Standards of Conduct.

The Behavioral Standards Committee will prepare written findings, which specifically state their findings on each conduct charge, the University policy violated by any conduct violations, and the recommended sanction(s), if any.

All Behavioral Standards Committee findings and recommended sanctions will be reported to the Vice President of Student Affairs and Enrollment Management who will impose any sanctions. These sanctions may take into consideration any past conduct violations of the charged student found valid by the University. A letter of findings and sanctions, if any, will subsequently be placed in the charged student's file, and forwarded to the charged student. The Vice President of Student Affairs and Enrollment Management will forward a copy of the final decision to the Behavioral Standards Committee. The other involved parties (students, faculty) cannot be informed about the final decision/sanction except under the following limited circumstances:

1. If the knowledge is necessary to protect the health and safety of the student or other persons;

2. If the other involved students are alleged victims of a crime of violence that student may receive the final results of any disciplinary proceeding against the alleged perpetrator of the offense. The “final result” is limited to the name of the student, the violation and the sanction;

3. If following the exhaustion of all appeals the final result of the BSC hearing is a conclusion that a crime of violence occurred in violation of the institution’s rules of policies.
3.3.3 Sanctions

Sanctions for misconduct will be imposed by the Vice President of Student Affairs and Enrollment Management. Sanctions may include any of the following, singly or in combination:

1. **Removal from class or clinic**

   A faculty member may remove a student from a class or clinic shift if the faculty member determines that a student's continued presence interferes with the orderly continuation of a class or a clinic setting. The faculty member will immediately refer the matter to the Vice President of Student Affairs and Enrollment Management.

2. **Warning**

   An official sanction, given verbally and/or in writing notifying the student of their misconduct and warning that subsequent infractions must not occur.

3. **Disciplinary Probation**

   An official sanction that places the student in a status such that any subsequent misconduct during the period of probation, will result in additional discipline, including, but not limited to Suspension or Dismissal. The Vice President of Student Affairs and Enrollment Management determines the period of probation.

4. **Disciplinary Class Suspension**

   An official sanction that prohibits the student from attending a particular class and receiving credit for a specific period of time up to and including the remainder of the trimester. Notification of suspensions will be sent to appropriate University offices including Financial Aid. Notation of suspension may appear on the student's transcript.

5. **Disciplinary Suspension**

   An official sanction that prohibits the student from attending the University for a specific period of time up to and including the remainder of the trimester. Upon expiration of the suspension, the student must present a written request to the Vice President of Student Affairs and Enrollment Management, for readmission at least two weeks before the first day of classes of the term the student wishes to reenter.

   The Behavioral Standards Committee and the Vice President of Student Affairs and Enrollment Management will review the suspension and determine if the student is to be allowed to reenter at that time. Students reentering following Disciplinary Suspension are automatically on Disciplinary Probation for the duration of their studies at the University. Notification of suspension will be sent to appropriate University offices including Financial Aid. Notation of suspension may appear on the student's transcript.
6. **Disciplinary Dismissal**

An official sanction permanently prohibiting the student from attendance at the University. This sanction applies to academic programs of the University, including continuing education. Notification will appear on the student's transcript and all offices of the University will be notified.

7. **Summary Suspension**

A student may be immediately suspended from any and all classes or clinics and barred from entering University property. This action may be taken if the Vice President of Student Affairs and Enrollment Management determines that misconduct has occurred or that the student's continued presence on the campus presents unreasonable risk of danger to the student, to others, or to the community. A student so sanctioned must leave the campus immediately and may not return without permission from the Vice President of Student Affairs and Enrollment Management.

8. **Alternative Sanctions**

The Vice President of Student Affairs and Enrollment Management may impose, or the Behavioral Standards Committee may recommend, other sanctions with conditions such as financial restitution, payment of a fine, or performance of a service project. Service projects may include, but are not limited to, University work projects, a designated number of hours working in various campus administrative offices, or performing community service off campus. Parking or other vehicle violations may result in restriction of parking privileges or towing of an automobile at the owner's expense.

### 3.3.4 Appeals

An appeal is limited to a review of the recording of the Behavioral Standards Committee and supporting documents for one or more of the following purposes:

1. To determine whether the Behavioral Standards Committee Hearing was conducted fairly and in conformity with prescribed procedures and giving the student facing discipline a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

2. To determine whether the determination made was based on substantial information, that is, whether there were facts presented that, if believed by the Behavioral Standards Committee, were sufficient to establish that a violation of the Student Code occurred.

3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

To appeal a decision by the Vice President of Student Affairs and Enrollment Management, a student must submit a written request for a review, which describes the basis for the appeal, to the President on or before the fifth class day following receipt of the Vice President of Student Affairs and Enrollment Management decision. The President’s decision is final. The student may attend class during the appeal process. A student receiving the sanction of a suspension or dismissal will not be allowed to attend clinic during the appeal process, but will be given the opportunity to make up the clinic hours if the student’s appeal is successful.
3.4 Student Complaints

NWHSU provides a complaint process to allow students to challenge certain actions related to their educational experience at NWHSU. Any student who believes that another student or an employee of the University has subjected him/her to treatment that violates written university policy may seek to have his/her complaint addressed.

Complaints involving the arbitrary or capricious assignment of grades must be handled through the Grade Appeal Policy (see sections 5.7.2, 6.6.2, and 7.7.1).

Certain actions are not covered by this complaint process such as allegations of harassment or discrimination (see 3.5 Harassment and 3.10 Non-Discrimination Policy).

3.4.1 Process

Most student complaints can be resolved by discussions with the person or group involved.

When this approach is unsuccessful, or seems undesirable or inappropriate, the student must summarize the complaint in writing, including a requested remedy, and submit it to the Vice President of Student Affairs and Enrollment Management. Receipt of complaints will be acknowledged in writing within seven calendar days. The Associate Dean of Student Affairs will consult with the student, and either assist the student with resolution of the complaint, or refer the written complaint to the appropriate supervisor or Dean.

The complaint will be investigated and an appropriate course of action determined. Information disclosed during a complaint will be handled with discretion and disclosed only on a need-to-know basis in order to investigate and resolve the complaint.

The facts of each incident will determine the response to each complaint. Previous or repeated behavior may be taken into consideration. Responses to complaints range from resolution by informal discussion to more serious action, up to and including termination of employment or dismissal from the academic program. Resolution of the complaint will be documented and placed in the student and/or employee’s file, copied to the Vice President of Student Affairs and Enrollment Management, and, if applicable the Human Resource Department. The Associate Dean of Student Affairs will notify the student in writing when the complaint has been resolved.

3.5 Harassment

The University is committed to providing an environment for all students and employees that is free from harassment based upon race, color, creed, religion, national origin, gender, sexual orientation, marital status, disability, age, or status with regard to public assistance.

Definitions:

A. Harassment is unwelcome conduct, based upon race, color, creed, religion, national origin, gender, sexual orientation, marital status, disability, age, or status with regard to public assistance that is either a condition of working or learning or creates a hostile environment.

B. Quid Pro Quo Harassment consists of unwelcome conduct when:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in any education or employment decision affecting the individual;

C. Hostile Environment Harassment consists of unwelcome conduct when:
   1. Such conduct has the purpose or effect of substantially interfering with an individual’s educational experience or work performance; or
   2. Such conduct has the effect of creating an intimidating, hostile or offensive educational or work environment.

3.5.1 Process

Any student or employee of the University who feels that he or she is being subjected to harassing behavior that is a violation of this Policy should feel free to communicate clearly to the offender that the behavior is not welcome. A student or employee can also report the behavior to the following:

Students: The Director of Human Resources or the Vice President of Student Affairs and Enrollment Management, or designee.
Employees: Their supervisor, division Vice President, or the Director of Human Resources.

Supervisory personnel or faculty members who receive a complaint of harassing behavior from an employee or a student must contact the Human Resources Director. The complaint should be made in writing. The Human Resources Director will initiate the investigation, and will form an investigative team, if necessary. The Director of Human Resources will issue a written determination whether this policy has been violated.

Allegations of harassment will be investigated promptly. Disciplinary action for violations of this policy will be the responsibility of the dean, director or supervisor, in consultation with the Director of Human Resources, as may be appropriate in accordance with applicable procedures.

Information disclosed during a complaint will be handled with discretion and disclosed only on a need-to-know basis in order to investigate and resolve the complaint.

Students and employees found to have engaged in harassing behavior that violates this Policy will be subject to appropriate discipline, up to and including dismissal. No retaliatory or intimidating action directed toward an individual making a complaint under this policy will be tolerated. Retaliatory actions may result in discipline, up to and including dismissal. Administrative staff and managers will not condone harassing behavior, and will enforce disciplinary action against those who violate this policy, as appropriate.

3.5.2 Initiation by the University

In the event the University learns that a member of the University community may have engaged in harassment, the University may initiate a complaint against that individual regardless of whether a victim has filed a complaint. This Policy shall apply to such a complaint, including investigation of the complaint by the Director of Human Resources.
3.5.3 Appeals

A party can appeal the determination of the Director of Human Resources as to whether a violation of this Policy occurred, and/or the disciplinary sanction, if any. This appeal is to be filed in writing within ten class days of the decision with the President, specifically describing the basis for the appeal. The President will review the decision and recommended sanction of the Director of Human Resources, and notify all parties of the President’s final decision.

3.6 Sexual Violence Policy

Northwestern Health Sciences University will take appropriate remedial action against any individual found responsible for acts in violation of this Policy. Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited by all students, staff and faculty of Northwestern Health Sciences University. Acts of sexual violence may also constitute violations of criminal or civil law, or other University policies that may require separate proceedings. To further its commitment against sexual violence, Northwestern Health Sciences University will provide in this Policy reporting options, an investigative and disciplinary process, and prevention training as appropriate.

This Policy applies to incidents of sexual violence where a University student, staff and faculty member is the alleged perpetrator, regardless of where the incident occurs.

Allegations of sexual violence will be taken seriously and investigated promptly. No individual shall be retaliated against for making a report under this Policy.

Definitions:

A. Advisor. Advisor means any individual who provides the Complainant or Respondent support, guidance or advice.

B. Campus Safety Officer. The person who is responsible for compliance with the requirements of the Clery Act.

C. Complainant. The Complainant is defined as the person alleging a violation of this Policy as the victim of sexual assault.

D. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the Complainant is mentally or physically incapacitated or impaired so that the Complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the Respondent has taken advantage of a position of influence of the Complainant may be a factor in determining consent.

E. Dating Violence. Dating violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

F. Domestic Violence. A felony or misdemeanor crime of violence committed:
   1. By a current or former spouse or intimate partner of the victim;
   2. By a person with whom the victim shares a child in common;
   3. By a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

G. **Investigators.** Those persons assigned to investigate violations of this Policy.

H. **Non-Forcible Sex Acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

I. **Respondent.** The Respondent is defined as the person who is accused of violating this Policy.

J. **Result.** Result means any initial, interim and final decision by any University official authorized to resolve disciplinary matters within the institution. The Result must include any sanctions imposed by the University.

K. **Sexual Assault.** “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Northwestern Health Sciences University student and employee disciplinary standards. Sexual assault includes, but is not limited to:
   a. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
   b. Involvement in any sexual act when the victim is unable to give consent.
   c. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
   d. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

L. **Sexual Violence.** Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

M. **Stalking.** Stalking is conduct directed at a specific person that is unwanted, unwelcome, or un reciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

N. **Title IX Coordinator.** The Title IX Coordinator is responsible for implementing and monitoring Title IX compliance on behalf of the University. This includes coordination of training, education, communications, and administration of complaint and grievance procedures for the handling of suspected or alleged violations of this Policy.

### 3.6.1 Making a Complaint of Sexual Violence through the University’s Disciplinary Process

**Filing a Complaint**

Victims of sexual assault are strongly encouraged to file a complaint under the University’s internal disciplinary process with any one of the officials identified below:

- Campus Safety Officer/Physical Plant Director, ext. 394
- Vice President of Student Affairs and Enrollment Management, ext. 381
- Vice President of Human Resources, at 952-885-5437, or ext. 437
At the University’s sole discretion, when it is in the best interest of the University, the University may initiate the disciplinary process without a formal complaint. The University Counselor and University clinicians providing health care have professional obligations of confidentiality to patients and clients. Discussions or reports to these individuals cannot initiate disciplinary proceedings. However, these staff members are considered an on-campus resource to victims of sexual assault.

In the event the Campus Safety Officer determines it is necessary or appropriate, information about the reported sexual assault may be released to the campus community. Taking care to protect the identity of the Complainant, the Campus Safety Officer will release information regarding the location, date and time of the assault, and any information that might help identify the assailant. Campus Safety will inform the campus community of the reported sexual assault and may use such resources as flyers, email notices, RAVE, social media and any other means deemed necessary to communicate this information. The Clery Act requires the University to report statistical information on reported crimes annually.

Interim Procedures

In order to reduce contact between the Complainant and the Respondent, Northwestern Health Sciences University will, at the request of the Complainant, attempt to provide a change in classes, academic schedules, transportation or working situations or protective measures as applicable if such changes are reasonably available. The University will provide written notice to Complainants of these options and how to request them. These options are available to Complainants regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

Investigation

After one of the individuals with whom an internal complaint is to be filed receives a complaint of sexual violence, the appropriate representative from Human Resources and/or Student Affairs will investigate the complaint. The Investigator shall take the steps listed below to insure a prompt, fair and impartial process:

1. Provide the Complainant with the written Explanation of Rights and Options, which can be found in Appendix A.
2. Provide Complainant with options for academic and other available accommodations.
3. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings.
4. Provide timely notice of meetings at which the Complainant, Respondent or both may be present.
5. Provide timely and equal access to the Complainant, Respondent and appropriate officials to any information to be used to be used during any disciplinary meeting or hearing.
6. Inform the Complainant, Respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal.
7. Inform the Complainant, Respondent, witnesses and other involved individuals of the opportunity to be accompanied by an advisor of their choice at any meeting or disciplinary proceeding. The role of an advisor is to observe only. An advisor is not able to speak or participate in any proceedings.
8. Create, gather and maintain investigative documentation as appropriate.
9. Disclose appropriate information to others only on a need to know basis consistent with state and federal law.
10. Inform the Complainant and Respondent of the status of the investigation at reasonable times until final disposition of the complaint.

11. Prepare an investigation report and decision.

12. Provide sufficient information to the Respondent consistent with federal data privacy laws to allow the Respondent to respond to the substance of the complaint.

13. Notify both the Complainant and the Respondent simultaneously, in writing, of the outcome of the proceeding, appeal process, any change to the result before it becomes final, and when the Result becomes final.

The University will ensure that the disciplinary process is conducted by individuals who do not have a conflict of interest or bias for or against the Complainant or the Respondent. The investigation will be prompt, fair and impartial.

The past sexual history of the Complainant and Respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

Confidentiality

Northwestern Health Sciences University administrators and staff will attempt to maintain the anonymity of the sexual assault victim. The University will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without personally identifying information about the victim. In addition, the University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures. Sexual assault Victims should be aware of the University’s responsibility to release information regarding the fact that an assault occurred for the protection of and safety of others.

Decision

The Investigator will conduct an investigation and issue a written Result within sixty (60) days after a complaint is made, unless reasonable cause for delay exists. The Investigator will notify the Complainant and Respondent if the written determination is not expected to be issued within the sixty (60) day period and provide the reason for the delay. The Result will include the rationale for the Result and the sanction, if any.

Northwestern Health Sciences University uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence policy

Sanctions

Students who are found to have violated the Sexual Violence Policy could face sanctions up to and including written apology to Complainant, required education, counseling, written warning, suspension or expulsion from the University. Employees found to violate the Policy may be disciplined up to and including written apology to Complainant, required education, counseling, written warning, suspension, or termination of employment.
Retaliation

Filing a complaint under this Policy in good faith will not adversely affect the Complainant’s employment or academic career with the University. The University will not retaliate against Complainant because he/she has filed a complaint under this Policy or participates in an investigation of a complaint. If anyone believes he or she is being retaliated against for making a complaint or participating in an investigation, he or she should immediately report such retaliation to the Title IX Coordinator or an Investigator.

Appeal of Decision

The Complainant and the Respondent may appeal the Investigator’s decision. A student will make their appeal to the Provost. An employee of the University will make their appeal to the Chief Operating Officer. An appeal must be filed in writing with the Provost or Chief Operating Officer within ten (10) business days after receipt of the Investigator’s decision.

3.6.2 Reporting Sexual Assault to Law Enforcement Authorities

Victims have the option of notifying proper law enforcement authorities if they choose. Victims can contact the Bloomington Police Department (952-563-4900 or 911) as soon as possible after the offense. Rape victims should seek medical attention immediately, regardless of whether the matter is reported to the police. Northwestern Health Sciences University will assist the victim in notifying the proper authorities, if the victim requests this assistance. Victims have the right to decline to notify law enforcement or campus authorities.

If the victim obtains an order of protection, “no-contact” order, restraining order or similar lawful order issued by a criminal or civil court, the University shall comply with such order as it applies to the University.

Victims should attempt to note everything about the location and remember that it is extremely important to preserve evidence. Victims should not bathe, douche, use the toilet, or change clothing. Victims should obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Victims should also attempt to obtain a description and license number of any vehicle involved, note the direction taken by offenders or vehicles and report this information to campus authorities or the police.

Victims should take care to preserve the evidence that may assist in proving that the alleged offense occurred or may be helpful in obtaining a protection order. It is helpful to refrain from touching any items involved in the incident, close off the area of the incident and to prevent people from entering the crime area until law enforcement officers arrive.

3.6.3 Sexual Assault Education and Resources

To prevent sexual assault, Northwestern Health Sciences University will undertake educational efforts to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual assault and harassment and what steps can be taken if instances of sexual assault and harassment are experienced.
Northwestern Health Sciences University will provide the campus community with primary prevention and awareness programs about sexual assault, dating violence, domestic violence and stalking through presentation during new student and new employee orientation and various University-wide presentations given through the course of the academic year. Investigators and others involved in the disciplinary process will receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking and the conduct of an investigation that protects the safety of victims and promotes accountability. Informational brochures regarding sexual violence will be available through the University offices of Student Affairs and Human Resources. Annual online training will be required of the campus community, including all incoming students and employees upon orientation. Training modules will include awareness, prevention, risk reduction, Minnesota definitions of dating violence, domestic violence, sexual assault, stalking and consent, and safe and positive options for bystander intervention training as well as specific training for campus security authorities and Investigators. Training will also include procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred, and includes the procedures, definitions and options described in this Policy.

3.6.4 Support Services

There are a number of services available from Northwestern Health Sciences University as well as the community to support victims of sexual assault.

- The University Counselor, Becky Lawyer, is available to assist students. She may be reached (952) 885-5458. The University Counselor is a confidential resource for students and all conversations with her are protected by privilege.
- Employees may contact the University’s Employee Assistance Program at 1-800-460-4374.
- Programs and services are also available through:
  a. Hennepin County and Sexual Assault Resources Service (SARS) at 612-873-5832 available 24 hours a day and at area hospital emergency rooms.
  b. Tubman Chrysalis Centers, Crisis Line at 612-825-0000
  c. United Way 2-1-1 (formerly First Call for Help), free and confidential community helpline available 24 hours a day, 7 days a week. 2-2-1 helps people access information they need to navigate the ever increasing and complex array of human services in Minnesota.
- You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit https://dps.mn.gov for additional information.
- If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to law enforcement or the University. Southdale Hospital, 6401 France Avenue South, Edina, MN 55435, 952-924-5000.
Appendix A

Explanation of Victims’ Rights and Options

1. Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. Do not bathe, douche, use the toilet, or change clothing.

2. Take care to preserve the evidence that may assist in proving that the alleged offense occurred or may be helpful in obtaining a protection order.

3. If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to law enforcement or the University. Southdale Hospital, 6401 France Avenue South, Edina, MN 55435, 952-924-5000.

4. Victims have the option of notifying proper law enforcement authorities if they choose. If the offense occurred in the city of Bloomington, victims can contact the Bloomington Police Department (952-563-4900) as soon as possible after the offense. Victims should attempt to note everything about the location and remember that it is extremely important to preserve evidence. Rape victims should seek medical attention immediately, regardless of whether the matter is reported to law enforcement. Northwestern Health Sciences University will assist the victim in notifying the proper authorities, if the victim requests this assistance. Victims have the right to decline to notify law enforcement or campus authorities.

5. You can file a complaint against the perpetrator under the University’s internal disciplinary process by filing a complaint with one of the following officials:
   • Campus Safety Officer/Physical plant Director, ext. 394
   • Vice President of Student Affairs and Enrollment Management, ext. 381
   • Vice President of Human Resources, at 952-885-5437, or ext. 437

6. Northwestern Health Sciences University will provide written notification to the victim of physical health, mental health, victim advocacy, legal assistance and other support services available on campus and in the community.

7. The University will provide written notification to victims about options for, available assistance in, and how to request changes to academic, transportation and working situations or protective measures. The University will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

8. Northwestern Health Sciences University shall maintain as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.

9. You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Information is available in the offices of Student Affairs and Human Resources on how to file for and request an OFP or HRO. The University may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

10. If the victim obtains an order of protection, “no-contact” order, restraining order or similar lawful order issued by a criminal or civil court, the University shall comply with such order as it applies to the University.

11. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit https://dps.mn.gov for additional information.

12. Employees may contact the University’s Employee Assistance Program at 1-800-460-4374.
13. Professionals, programs and services are also available through Hennepin County and Sexual Assault Resources Service (SARS) at 612-873-5832 available 24 hours a day and at area hospital emergency rooms.

14. Northwestern Health Sciences University must complete publicly available recordkeeping, including the Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 400002 (s)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). The Clery Act requires the University to report statistical information on reported crimes annually. The University publishes campus crime statistics annually without personally identifying information.

15. The University Counselor, Becky Lawyer, is available to assist. She may be reached (952) 885-5458. The University Counselor is a confidential resource for students and all conversations with her are protected by privilege.
3.7 Drug and Alcohol Use Policy

Northwestern’s alcohol and drug policy is designed to support its mission to graduate competent and caring health professionals. The university is committed to creating a safe and welcoming environment for students, staff and guests. To facilitate this, the campus alcohol and drug policy is clearly laid out and distributed to all students and staff.

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drug is prohibited on campus, while on university business or as part of any of the university’s activities. The unauthorized possession, use or distribution of alcohol on campus, while on University business or as part of any of the University’s activities is prohibited. The workplace and campus are presumed to include all university premises where the activities of the university are conducted. Storing any unauthorized controlled substances, drug paraphernalia or alcohol in a locker, desk, university owned vehicle or other place on university owned or occupied premises is prohibited. At certain sanctioned University functions, alcoholic beverages may be allowed.

Those who violate the drug and alcohol use policy will be subject to disciplinary action up to and including dismissal. Employees and students who violate this policy may be referred for criminal prosecution.

It is the responsibility of employees and students to know and comply with this policy. The use of controlled substances/illegal drugs or narcotics and the service of or selling of alcohol to those under 21 years of age are against the law. Many states will not grant license privileges to graduates convicted of a federal offense.

This alcohol and drug policy applies to all functions on the Northwestern Health Sciences University campus as well as all university-sponsored events off campus. This policy is subject to the jurisdiction of the University Cabinet. State and municipal laws require that no one under 21 years of age may be served alcoholic beverages.

Legal Sanctions

There are significant criminal penalties under state and federal law for the unlawful possession or distribution of alcohol and illicit drugs. Penalties include:

- Consumption of alcohol by a minor—up to a $700 fine and/or 90 days in jail.
- Illegal sale of alcohol—up to $3,000 fine and/or 1 year in jail.
- Possession of a small amount of marijuana—up to a $200 fine.
- Sale or possession of controlled substances—up to a $1,000,000 fine and/or 30 years in jail.

A host or organization accepting donations or charging for alcoholic beverages served may, in some circumstances, be guilty of selling liquor without a license and may also be liable if someone served becomes intoxicated and his or her behavior results in injury or loss to another person. Both criminal and civil liability can result. Please refer to state and federal statutes for further sanctions related to drug and alcohol use. These statutes can be found at:

Minnesota Crimes and Penalties – Alcohol: [http://www.revisor.leg.state.mn.us/stats/169A/](http://www.revisor.leg.state.mn.us/stats/169A/)
Minnesota Crimes and Penalties – Drugs: [http://www.revisor.leg.state.mn.us/stats/340A](http://www.revisor.leg.state.mn.us/stats/340A)
3.7.1 Alcohol Policy for Student Organization Sponsored Events

Use of alcohol at Northwestern Health Sciences University student organization sponsored sanctioned events is restricted, in accordance with state laws and regulations. It is the policy of the University to prohibit the use or abuse of alcoholic beverages on its premises with the exception of the approved use of alcoholic beverages at official University functions. Alcohol abuse will not be tolerated at any Northwestern Health Sciences University event.

The necessary approval must be obtained by the Student Organization through the Student Affairs office at least two weeks prior to the scheduled event. The final approval of all student organization sponsored events on campus where alcohol will be served rests with the President of the University.

Guidelines
Any student organization sponsored University sanctioned event in which alcohol will be served is required to have monitors to make sure the guidelines are being followed.

The policies below must be followed when planning an event to be conducted on campus:

- It is unlawful to consume alcohol if individuals are under the legal drinking age of 21.
- It is unlawful to serve alcohol to an individual who is under 21 years of age.
- No person who appears to be intoxicated will be served alcoholic beverages at a Northwestern Health Sciences University event.
- Proper proof of identification (a valid driver’s license or government-issued identification card with photograph) is required at all student-sponsored events at which alcohol is served.
- Non-alcoholic beverages shall be provided free of charge at all functions serving alcoholic beverages.
- Food must be provided free of charge at all functions where alcohol is served.
- Alcohol must be provided free of charge, at a maximum of two drinks per individual.
- Event monitors must be present in the ratio of 1:25 students and will be readily identifiable.
- Service of alcohol is to cease one-half hour prior to the announced time that the event is scheduled to end.
- Alcohol provided at the event is not to leave the premises of the grounds and/or facility at which the beverages are being served.
- The student organization advisor, or another institutional representative, must be present for the duration of the event.
- All sponsors and hosts of events at which alcohol is served are to make arrangements to provide “designated driver” services, or alternative supervised transportation, and must either announce or post readily-visible signs at the event to inform guests that such services are available.

Sponsor’s Responsibility
Student Organization appointed monitors must not serve any person who may not be legally served or who appears to be intoxicated. The monitor has the obligation to prevent consumption by such persons and to control those who appear to be intoxicated, since such persons place the participants and community at risk. Monitors must provide alternative supervised transportation for any person who appears to be intoxicated.

Any student of Northwestern Health Sciences University, or any club or organization sanctioned by the University must adhere to this policy. Any person(s) found to be in violation of the rules set forth in this policy risks suspension from the University, or loss of sanction for clubs and the privileges afforded such University-associated organizations.
3.7.2 Alcohol Policy for University Sponsored Student Events

Use of alcohol at Northwestern Health Sciences University sanctioned student events is restricted, in accordance with state laws and regulations. It is the policy of the University to prohibit the use or abuse of alcoholic beverages on its premises with the exception of the approved use of alcoholic beverages at official University functions. Alcohol abuse will not be tolerated at any Northwestern Health Sciences University event.

The necessary approval must be obtained at least two weeks prior to the scheduled event. The final approval of all events on campus where alcohol will be served rests with University President.

The policies below must be followed when planning an event to be conducted on campus:

- It is unlawful to consume alcohol if individuals are under the legal drinking age of 21.
- It is unlawful to serve alcohol to an individual who is under 21 years of age.
- No person who appears to be intoxicated will be served alcoholic beverages at a Northwestern Health Sciences University event.
- Proper proof of identification (a valid driver’s license or government-issued identification card with photograph) is required, and may be checked, at all events at which alcohol is served.
- Non-alcoholic beverages shall be provided free of charge at all functions serving alcoholic beverages.
- A maximum of two free drinks per individual may be allotted.
- Food must be provided free of charge at all functions where alcohol is served.
- Alcohol provided at the event is not to leave the premises of the grounds and/or facility at which the beverages are being served.

3.8 Tobacco and Smoking Policy

Because the University wants to provide employees, students and patients with a safe and healthy work environment, the University is committed to providing a tobacco-free campus environment. The use of tobacco products of any kind will not be allowed in any University building (including satellite clinics), on University grounds, (except as stated below), or in any vehicle owned or leased by the University.

Employees, students and visitors who wish to use tobacco may only do so in their private vehicles while parked on University property as long as that vehicle is at least 25 feet away from entrances, exits, windows and ventilation intakes.

Tobacco use includes smoking (inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, or pipe) and the use of smokeless/chewable tobacco.

All University students and employees are expected to share the responsibility for informing others of the policy. It is the responsibility of all members of the campus community to observe the provisions of this policy. Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the Associate Dean of Student Affairs.

3.9 Weapons Policy

The possession, use, storage, carrying or transporting of a weapon is forbidden on all university property. This policy applies to all faculty, staff and students of Northwestern Health Sciences University and all visitors on university property. Authorized law enforcement officials are exempt from this policy. The term weapon is defined as all firearms (shotguns, rifles, and pistols), pellet guns, paint ball guns, explosives, switchblade knives or fixed blade knives with a blade length of four inches or greater.
Violation of this policy will result in disciplinary action and sanctions up to and including expulsion in the case of students, or termination of employment in the case of faculty and staff.

3.10 Non-Discrimination Policy

It is the policy of the Board of Trustees that Northwestern Health Sciences University does not unlawfully discriminate on the basis of race, color, creed, religion, national or ethnic origin, age, gender, marital status, sexual orientation, gender identity, disability, veteran/military status, genetic information, status with regard to public assistance, familial status, status as a family caregiver, membership or activity in a local commission, or any other characteristic protected by law, in administration of and access to the University’s educational, research, and clinical programs, students organizations and events, employment, and other University-administered activities.

Further, it is the policy of the Board of Trustees of Northwestern Health Sciences University to maintain the University community as a place of work and study for staff, faculty, students, and patients free of illegal harassment.

Inquiries regarding compliance and grievance procedures can be directed to: Human Resources Director, Northwestern Health Sciences University.

3.11 Family Educational Rights and Privacy Act (FERPA) and Student Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the learner's education records within 45 days of the day that the University receives a request for access.

   Students should submit to the Registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Registrar, or other appropriate official, will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The rights to request an amendment of the student’s education records that the student believes are inaccurate or misleading.

   Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in any administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as
an attorney, auditor, collection agent, or community-based mentor); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or 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 in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. The University shall make reasonable efforts to notify a student of such a record request.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The following information is public information, unless the learner has requested non-disclosure:

- Name
- Address
- E-Mail Address
- Telephone Number
- Dates of Enrollment
- Enrollment Status (f/t, p/t, not enrolled)
- Major/Course of Study
- Name of Adviser/Program Director
- Class/Term
- Academic Awards and Honors
- Degree(s) Received
- Photograph
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight) of athletes

Students have the option to withhold disclosure of directory information:

- Withhold disclosure of all directory information: If this option is selected, no information pertaining to attendance will be released and the Student’s name and other information will not appear in University directories. Student’s who receive financial aid provide consent for release of certain directory and other information to lenders and/or guarantors as a consequence of their financial aid contract(s).

Students must express, in writing, their wish to withhold disclosure of directory information to the Office of the Registrar, or other appropriate official.

Under the Act, the University reserves the right to disclose educational records or components thereof, to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). All students will be assumed to be independent unless a parent presents a certified copy of their most recent Federal Income Tax Form establishing the student's dependent status.
No official transcript will be released if the student or graduate is delinquent or in default either to the University or to any student loan-servicing agency handling any student loans undertaken while enrolled. Requests must be submitted one week prior to the date that transcripts are needed. Official transcripts must be mailed directly to the designated recipient. They cannot be released to the student.

A Student File is also kept on each student from the time of application. These files are also confidential and are available for administration, faculty, and the individual student. Students may examine their individual file at any time, but it may not be removed from the Registrar's office.

4.0 OTHER UNIVERSITY REGULATIONS

4.1 Parking

All students should use parking areas on the University main campus property and refrain from parking on any residential streets in the surrounding neighborhood. Students will be issued a parking sticker from the Student Records and Financial Services office that must be displayed on their car. Vehicles in general parking areas without stickers are issued a ticket and the vehicle is subject to locking or towing at the owners expense. If a vehicle is going to be left on campus over a weekend, notify the maintenance department.

Students are expected to observe the parking signs and yellow curbs which reserve areas such as fire lanes, loading zones, visitor parking, handicapped parking, faculty parking, or clinic patient parking. Anyone parking in these areas without authorization will be issued a ticket and the vehicle is subject to be towed at the owner’s expense. Students requiring handicapped parking must obtain and display the appropriate permit from the State of Minnesota. Those students with short term special parking needs due to illness or injury may request special parking permits from the Student Affairs office using the Request for Auxiliary Aids or Services form.

4.2 Campus Security

Campus safety and security responsibilities are administered by the Physical Plant department under the Administrative Services division. The Vice President of Administrative Services is responsible for compliance with federal, state and local laws as well as university policies. The Physical Plant department is responsible for maintaining university buildings and grounds with a concern for safety and security. Primary safety and security functions of the department include:

- routine security surveillance and safety inspections;
- investigation of reported incidents and suspicious activities;
- escort services
- monitoring building access; secure and unlock buildings according to schedule;
- monitoring the closed circuit television system;
- enforcement of campus parking regulations;
- maintaining the campus card access system;
- monitoring security, fire and building-mechanical alarm systems;
- removal of unauthorized persons from buildings and grounds of campus;
- contacting law enforcement agencies when required.

Employees of the Physical Plant department perform routine security functions Monday through Friday from 7 a.m. to 4 p.m. and emergency assistance is available through local police, fire or medical agencies. The university provides contract security personnel Monday through Friday from 4:00 p.m. to 12:00
midnight and weekends from 7 a.m. to 11:00 p.m. Contract services for special events are made with off-duty police officers. Physical Plant and security personnel do not have police powers of arrest, but have the ability to detain individuals and make a citizen’s arrest. All applicants for security or Physical Plant positions undergo a background check in compliance with Minnesota regulations.

Escort service is available by calling extension 232.

The Physical Plant department or security personnel are responsible for first response to all emergency situations until assistance is available by local police, fire or medical agencies.

Campus Access

All areas of the main university campus are accessible during normal business hours Monday through Friday. Some areas of the campus such as the library, student lounge, and cafeteria are also accessible evenings and weekends. Outside doors to the campus are equipped with electronic card access control systems that keep a record of entrances and exits from the building. The campus building is accessible by card access only from 6:00 p.m. to 10:30 p.m. Monday through Friday and from 7 a.m. to 9:30 p.m. Saturday and Sunday. Surveillance camera systems operate 24 hours a day at key interior locations.

Off site clinics operated by the university are accessible during normal business hours Monday through Friday. Some of the clinics are on electronic alarm systems while closed.

4.3 Physical Plant Maintenance

Routine maintenance of the physical plant is done by employees of the university. While most of the routine maintenance is done by employees of the university, the students nonetheless are expected to do their part in leaving areas such as classrooms, lounges, laboratories and hallways in order. All University facilities are used by more than one group per day. Students and individuals within the group are encouraged to be responsible for disposing of trash such as cups, papers and wrappers in the garbage cans provided.

4.4 Identification Cards

The Office of Student Affairs, at New Student Orientation, provides each new student with an identification card. Students may be asked to present the card at any time, to verify their right to receive certain university services. The use of an invalid or altered ID card is in violation of the Student Standards of Conduct. If a student withdraws from the University, the identification card must be returned to the Registrar.

4.5 Institution Name Usage

The name Northwestern Health Sciences University may not be used in any connection by any student, class, or group of students purporting to represent the institution without the expressed written permission of the Provost or the Vice President of Student Affairs and Enrollment Management.

4.6 Soliciting on Campus

Students may request permission to sell products and services on campus; written approval must be obtained from the Vice President of Student Affairs and Enrollment Management. A signed Vendor Application Form and Permit must be posted at the point-of-sale. Application forms are available in the Student Affairs office. Selected bulletin boards may be used to advise students of products and services
available to them from other students; postings must be authorized by the Students Affairs office. Individuals who do not obtain approval to sell products and services or post notices will be required to leave the University and cease contact with members of the University community. The University reserves the right to determine which products and services will be allowed for display or posting.

4.7 Emergency Plan

The University building is a designated Civil Defense Shelter. The siren will be sounded in case of an emergency. All persons in the building are required to go to the Designated Shelter Area marked by Civil Defense signs. The Designated Sheltered Areas are the east/west hallways on the lower level. All University activities will cease until the emergency has ended. Student Records and Financial Services will keep in contact by use of a radio scanner.

4.8 Main Campus Closing Policy - Snow and Weather Emergencies

The University main campus is open and all classes shall meet unless official notification is made. In the event of snow or other inclement weather, the University will announce closings or delays on WCCO Radio 830 AM, WCCO-TV, and WCCO.COM. In addition, any closings will be posted on the NWHSU Web Site. The University will attempt to announce any closings or delays by 6:00 AM. If no announcement is heard, students should assume classes are scheduled as usual.

4.9 Dress Standards

Students are expected to observe standards of common decency in their manner of dress. Clinic interns are reminded to consult the Clinic Handbook about its dress code. The University expects all students to present themselves as professionals, and to maintain an acceptable appearance. Students must wear shoes in any University building for their own protection and the protection of others.

4.10 Food and Beverages

Food and beverages are prohibited in the Library and as noted in classrooms. For safety reasons, they are absolutely prohibited in all laboratories.

4.11 Pets

Animals are not allowed in university buildings including the main campus and clinics, however, service dogs are permitted. Pets should not be tied up or left in vehicles on university grounds.

4.12 Cellular Phones in Classrooms

The use of cellular phones in any manner is prohibited in all Northwestern Health Sciences University classrooms. Cellular phones should be turned off or the ringer silenced prior to the beginning of each class session. Cellular phones must be turned off during examinations.

Violations of this policy will be handled through the Northwestern Health Sciences University Disciplinary Process (see Section 3.3).
4.13 Cellular Phones in Locker Rooms

Any use of cellular telephones equipped with imaging capability as well as any device capable of recording or transmitting visual images is prohibited in all communal restrooms and locker room facilities at the University. All cellular telephones and other devices referred to in this policy must be turned off before entering restroom and locker room facilities.

Signs prohibiting the use of devices capable of recording or transmitting visual images will be placed at the entrances of all communal restrooms and locker room facilities. Employees or students found to have violated this policy will be subject to sanctions up to and including termination or dismissal.

4.14 Children in Instructional Settings

In order to maintain an atmosphere conducive to teaching and learning, children under the age of sixteen will not be permitted in the classrooms, laboratories or clinics during instructional periods. Violations of this policy may be referred to the Office of Student Affairs for appropriate action.

5.0 ACADEMIC STANDARDS AND POLICIES – COLLEGE OF CHIROPRACTIC

5.1 Non-Program Students

Students not currently admitted to a program may enroll in a course for credit, if they meet the course prerequisites, space is available, and approval for attendance in the course has been granted by the course instructor and the program administrator.

Students that are granted approval to enroll in a course should contact the Admissions Office for admissions and registration instructions.

5.2 Program Time Limits

Students must complete their program of study within 6 years of the date of matriculation.

5.3 Class Loads

Students enrolled in the Doctor of Chiropractic program will be classified each term into one of the following categories for registration purposes.

1. Full-time: A student taking all required courses at one trimester level, an adjusted schedule, or a split-schedule with at least 15 credit hours. Students who are classified as T10 are full-time per school standard with 10 or more credit hours.

2. Adjusted-schedule: A transfer student or a student repeating a course. The student's schedule must be approved by the Dean of the student’s academic program.

   A. Transfer Students. Schedules for transfer students may have to be adjusted and approved until the merger into a regular trimester schedule is completed.

   B. Repeating Courses. Students repeating a course must do so the next term on an Adjusted Schedule and complete the remainder of the term courses the following term on a Split Schedule.
3. **Split-schedule:** A student taking the courses required at one term level over two consecutive terms. All required courses for the term level that is split must be taken prior to continuing on into the subsequent term. Students who plan to split their class schedule are encouraged to consult with the offices of Student Affairs and Financial Aid to discuss the financial and academic consequences of Split Schedules.

   A. Students are strongly encouraged to register for the Split-Schedule plan at registration.

   B. T1-T2 Students may change from a full-time schedule to a Split-Schedule through the end of the seventh week of the term without being subject to the University Refund Policy. Authorization must be obtained through the Program Dean.

   C. T3-T10 Students may change from a full-time schedule to a Split Schedule through the end of the fourth week of the term without being subject to the University Refund Policy. Authorization must be obtained through the Program Dean.

4. **Term-off:** A student choosing to delay continuation of studies for one term. Students may not delay continuation of studies for more than one term without formally withdrawing and applying for readmission through the Registrar’s office. Students are required to complete T8, T9 and T10 consecutively without a term off. All students considering taking a term off must consult with the offices of Student Affairs and Financial Aid in advance. Exceptions within these categories may be granted, due to extenuating circumstances, by appealing to the Provost.

5.4 **Attendance Policy**

Students are required to fulfill all course or clinic responsibilities, including class or clinic attendance, as described in each course syllabus. Students serving in clinics are responsible for adhering to attendance policies as outlined in the Clinic Handbooks.

If a student misses class, clinic, or an examination due to serious illness or extenuating circumstances beyond the student’s control, the student must notify the instructor as soon as possible. Upon return to classes, the student should contact the instructor to address missed work.

In the event of an immediate and significant health or family emergency a student may request a Short-Term Leave of Absence (SLOA) from his or her Program Dean or designee (refer to the University Student Handbook Section 5.9.1, 6.8.3, 7.12) Short-Term Leave of Absence Policy).

5.4.1 **Religious Holidays**

Students may request an excused absence for the purpose of observing a major religious holiday other than those that are also observed as University holidays through their Program Dean. The student first must complete the “Religious Holiday Request Form” and submit it to the Program Dean for approval. Once approved, the student should notify their Program Dean at least two weeks in advance of the holiday. The Program Dean will notify the instructors and students will be responsible for making other arrangements for missed educational information and examinations scheduled on the holiday. Such arrangements must be made in advance and may include either completing the exam prior to the original test date or making up the examination.

5.5 **Make-Up Assessments or Examinations**

An instructor may grant the privilege of taking a make-up assessment or examination. The policy for make-up assessments or examinations will be stated in the course syllabus.
5.6 Grading System

Final grades in each subject are issued at the close of the term. Grades submitted to the Registrar on the class grade reports are final.

Courses have letter grades of either A, B, C, D, or F or S/U. The criteria for assignment of grades is contained in each course syllabus. The grades of S/U are not included in determining GPA. The final grade of U (unsatisfactory) is considered to be a grade of failure in the course. The course must be repeated in the next term of enrollment and the student may not take courses for which it is a prerequisite until the U is removed.

F - The grade of F indicates an overall deficiency sufficient to preclude the student's using the required material effectively in the clinic or subsequent courses. No academic or attendance credit is received. The course must be repeated the next time the course is offered and the student may not take courses for which it is a prerequisite until the F is removed. A grade of F may not be changed unless an error in calculation occurred. For example, the student may not do extra credit, re-take exams, or write a paper to change a grade of F.

I - The grade of I (incomplete) indicates that the work in the course was not completed. A grade of I is not given for poor or neglected work or unauthorized postponement of examinations. The student must fill out and sign an application for an incomplete grade prior to the final examination. The student must have the instructor(s) complete and process the application. Applications are available from Student Records and Financial Services.

The incomplete grade must be removed within four weeks of the next term in residence unless a waiver is requested and granted by the instructor and approved by the appropriate Dean. The Academic Standards Committee may also grant such a waiver when there are extenuating circumstances. The University reserves the right to require the student to provide proof of extenuating circumstances.

An incomplete grade not removed by the end of the fourth week of the subsequent term in residence becomes a grade of F.

If the course is a prerequisite, registration in subsequent courses of the sequence is contingent upon removal of this grade of incomplete. If an incomplete grade reverts to a grade of “F”, the student will be removed from those registered courses for which the course is a prerequisite.

An incomplete, which reverts to an F, may result in immediate dismissal from the college in accordance with academic dismissal standards.

AU - A student who registers as an auditor should request audit status at registration. An auditing student will enroll in, pay tuition and fee for, and attend classes but not complete assignments or take examination. The symbol “AU” will automatically appear in the grade column of the student’s transcript. The fee for such a course is the same as for credit. Audited courses may not be used for credit, will not transfer to other colleges and do not meet the requirements for a degree. Financial aid is not available for audited courses.

Prerequisite requirements for audited courses must be completed. Audits are allowed on a space-available basis with priority given to full credit registrants or students currently enrolled. The various Colleges may have additional requirements that an individual must meet prior to registering as an auditor. Prior to auditing, it is necessary to have approval from appropriate course/program administrator and course instructor as directed by the registrar.
5.6.1 Grade Scale and Grade Point Definitions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
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<tr>
<td>B</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Minimal Achievement</td>
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<td>F</td>
<td>Failure</td>
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<td>S</td>
<td>Satisfactory</td>
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<td>U</td>
<td>Unsatisfactory</td>
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<tr>
<td>W</td>
<td>Authorized withdrawal</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>X</td>
<td>Internship In-progress</td>
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<tr>
<td>M</td>
<td>Grade not received</td>
</tr>
<tr>
<td>T</td>
<td>Transfer credit</td>
</tr>
<tr>
<td>AU</td>
<td>Audited class</td>
</tr>
</tbody>
</table>

A = Excellent   4.0 grade points
B = Above average 3.0 grade points
C = Average 2.0 grade points
D = Minimal Achievement 1.0 grade points
F = Failure 0.0 grade points
S = Satisfactory Credit granted, not calculated in grade point average
U = Unsatisfactory No credit granted, not calculated in grade point average
W = Authorized withdrawal No credit granted, not calculated in grade point average
I = Incomplete No credit granted, not calculated in grade point average
X = Internship In-progress No credit granted, not calculated in grade point average
M = Grade not received No credit granted, not calculated in grade point average
T = Transfer credit Credit granted, not calculated in grade point average
AU = Audited class No credit granted, not calculated in grade point average

5.6.2 Grade Appeals Policy

Students are responsible for fulfilling the academic requirements for a course, as established by the instructor in the course syllabus. The instructor is responsible for evaluation of student performance and for determining a student’s course grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error.

Definitions:

Arbitrary and capricious grading means the assignment of a course grade that:
- was not based on that student’s performance in the course, or
- was based on standards different from those which were applied to other students in that course, or
- was made after a substantial, unreasonable and unannounced departure from the instructor’s previously articulated standards outlined in the course syllabus.

A clerical error is an error in the calculation of grades or an inaccurate recording of the final grade.

Grade Appeal Procedure

The burden of proof in challenging a grade rests on the student.

The initial step of the student grade appeal procedure is for the student to seek resolution or redress through discussions with the course instructor within two weeks after the start of the following trimester. If the faculty member determines that the grade was based on clerical error, a grade change report will be issued by the faculty member to the Department of Student Records. The changed grade can be verified on eNorthwestern as soon as it is made available.

If the student feels that a satisfactory solution or relief has not been obtained the student should discuss the grade appeal with the Program Dean. The Program Dean will investigate the allegation by speaking to the student and the involved faculty member. If the Program Dean finds in favor of the faculty member, the grade is upheld and the process ends.
If the Program Dean finds that the instructor may have graded in an arbitrary or capricious manner, the case will be referred to an Ad Hoc Grade Appeal Committee.

This Committee is comprised of three ranked faculty members jointly selected by the appropriate Program Dean and the Faculty Senate President. Whenever possible, at least one individual will be selected with teaching experience or professional expertise in the subject or discipline which is the source of the appeal; the other two committee members may be selected from other areas within the University.

Upon convening, the Committee selects a chair from the group and will review the facts of the case, interview the involved faculty, student and Dean, and gather pertinent data. The Committee will communicate their decision to the student, the faculty member and the Program Dean.

A student may appeal a decision of the Ad Hoc Grade Appeal Committee. This appeal must be filed in writing to the Provost within ten working days following notification of the Committee’s decision, and must present clear and convincing evidence supporting the student’s position that the instructor’s grade was arbitrary and capricious and/or that the Grade Appeal procedure had not been followed. The Provost will review the decision of the Committee, consult with the Committee Chair and Program Dean, if needed, and notify all parties of the final decision. The decision of the Provost is final.

5.6.3 Grade Point Average

The grade point average (GPA) is a means of summarizing a student's overall achievement for a term. The cumulative grade point summarizes achievement for all terms completed. The cumulative grade point average is calculated by dividing the total number of honor points earned by the total credits in those courses evaluated with A, B, C, D, or F. Honor points are calculated by multiplying the grade value times the credit value for each course and adding the individual honor points together. Grade value for A=4.0, B=3.0, C=2.0, D=1.0 and F=0.

5.6.4 Honors

Students who earn a term grade point average of 3.5 and above will be placed on the Dean’s List which will be published in the University’s newsletter. Students with a cumulative GPA of 3.5 - 3.69 will graduate cum laude, 3.7 - 3.89 magna cum laude, and 3.9 - 4.0 summa cum laude.

5.6.5 Academic Standing

Students are considered in good academic standing if they are on Regular Student Status or Probation Status.

Students must be in good academic standing to serve as Student Senate officers or as officers of Approved Student Organizations.

Students in good academic standing may progress toward degree completion.

5.6.6 Transcripts and Grade Reports

The Registrar maintains a transcript of the academic record of each student. This record summarizes the end-of-term grade reports sent to each student by the Registrar. The important elements of the transcript are: courses taken, contact hours earned, course grades, term
grade point averages, cumulative grade point averages, course withdrawals, course audits, incomplete grades, and transfer credits. Students should keep a file of end-of-term grade reports.

5.6.7 Requirements for Graduation

The Doctor of Chiropractic degree is granted to those candidates who have:
1. successfully completed the required course of study, of which the last five terms have been in residence at Northwestern Health Sciences University, College of Chiropractic
2. completed internship and externship requirements with demonstrated competency;
3. earned passing grades in each course in the curriculum;
4. earned a 2.0 cumulative GPA;
5. fulfilled all financial obligations to the University; and
6. demonstrated the personal and professional characteristics required of a Doctor of Chiropractic.

5.7 Consequences of Academic Deficiencies

5.7.1 Course Failure

Chiropractic students who fail one course are placed on Probation and must repeat the entire course to earn credit. Students may not re-take exams or complete supplementary papers to affect a change in a grade of F or a grade of U. Failure in more than one course will result in dismissal. Failing the same course twice will result in dismissal.

1. Students must register to retake the course failed the next time the course is offered.
2. Course failure(s) may preclude entrance into internship until the failures are removed.
3. Students who have failed a course may not register nor earn credit for advanced courses for which the failed course is a prerequisite, until the F is removed.
4. A student with an outstanding grade of F or a grade of U may not register for the tenth term Externship elective.

5.7.2 Probation

Probation is indicative of substandard achievement. A student is placed on probation when:

1. His/her cumulative GPA falls below 2.0
2. He/she fails one course

Notification of placement on probation is sent by the Registrar with the end-of-term grade report. At that time students will receive information regarding requires they need to follow.

The Registrar will determine whether or not a student has cleared probation and will notify the student at the time of the grade report. A student is removed from probation when a course grade of F has been replaced with a passing grade, the cumulative GPA is 2.0 or higher, or has met the stipulations recommended by the Academic Standards Committee.
5.7.3 Academic Dismissal

Academic Dismissal occurs whenever a chiropractic student incurs one of the following:

1. failure to obtain a GPA of 1.75 in the first term level,
2. failure to obtain a cumulative GPA of 1.85 by the end of the T2 or T3 trimester level,
3. failure of one course during a term while on probation,
4. failure of two courses in any one term,
5. failure of the same course for a second time,
6. failure to bring the cumulative grade point average to 2.0 after one term level,
7. a third term of either probation or dismissal results in permanent dismissal with no recourse for readmission.

Notification of Academic Dismissal and an advisory concerning the appeal procedure will be sent from the Registrar's office as soon after the end of the term as possible. Dismissal notices are sent to the student by certified mail.

5.8 Withdrawals and Leaves of Absence

The University recognizes that withdrawal from Northwestern Health Sciences University, for any reason, is a difficult decision. It is advisable for a student to discuss potential withdrawal with the Director of the Academic Success Center and University Counselor, or designee, and the Registrar as early as possible so that the University may offer counsel on alternatives and so the student may derive maximum benefit under the University's policies.

Students may officially withdraw from the University by informing the Registrar in writing, through the completion of the Official Notice of Withdrawal Form. The date of withdrawal will be noted as the date on which the student notifies the University. The student must return their ID card, parking sticker, and key card to the Student Affairs Office. The grace period for repayment of educational loans begins the day of withdrawal.

If at the time of withdrawal the student's payments on account for the trimester exceed the amount of the student's liability, the student will be entitled to a refund of the excess. If the student's payments are less than the student's liability, the balance will be due and payable as of that date. All refunds will be made in accordance with policies stated in the current Refund Policy.

A record of W for courses currently enrolled in will be reflected on the transcript.

If at the time of withdrawal, students have any intention of resuming study at the University, they must provide the Registrar with a statement of their reasons for withdrawal. The University, through consideration by the Academic Standards Committee, will gather other information relative to their academic status at the time of withdrawal. If withdrawal occurs after the midterm examinations, the grade to date will be used in determining the academic standing relevant to re-admission. The Academic Standards Committee will determine what special academic requirements, if any, must be met to remove deficiencies prior to readmission. Students who withdraw because of ill health will be expected to provide a written statement from their physician that they are ready to resume studies.
5.8.1 Short-Term Leave of Absence Policy

In the event of an immediate and significant health or family emergency* a student may request a Short-Term Leave of Absence (SLOA) from The Director of the Academic Success Center and University Counselor or designee. A SLOA is intended to provide relief until a long-term remedy can be determined or the student resumes his or her academic course of study. The student should first contact the Director of the Academic Success Center and University Counselor with the request, and may be asked to provide documentation. A SLOA may not exceed 7 calendar days.

*Examples of a significant health or family emergency include:
  • Death of a parent, grandparent, sibling, or significant other.
  • Major accident, injury, or major illness requiring hospitalization.
  • Health and/or safety concern (i.e., risk to self or others)
  • Childbirth

Upon approval of a SLOA, the Program Dean will notify the Registrar of the approval. The registrar will then notify all course instructors regarding the approved SLOA. The student will not be penalized for missed class time, and upon return to the academic program, the student is responsible for working with the instructors to complete missed assignments and complete the course requirements.

If a student needs to extend the SLOA, a request, along with supporting documentation, must be submitted to the Program Dean. The Program Dean will either grant an extension of the Leave of Absence or recommend withdrawal from the term. At the time the Extended Leave of Absence is granted, the Program Dean will outline the steps to follow to resume coursework.

During a SLOA the student will be considered a registered student.

5.8.2 Military Leave of Absence Policy

As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time the student is absent. The student must notify their Program Dean as well as the Vice President of Student Affairs and Enrollment Management. The student must also provide documentation including military orders or a letter of activation from the student’s military unit indicating the specific dates of service.

A student on Active Duty who encounters an extended mission of a sensitive nature is eligible for a military leave of absence (MLOA). In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission.

Finally, a military student who successfully completed a sufficient amount of course work before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date.

In order to select the most appropriate option in light of a student’s academic needs, the student must contact the Student Affairs office and their Program Dean. Lack of notification may result in ineligibility to receive these provisions.
5.8.3 Military Withdrawals

A student called to active military duty, and as a result unable to complete the current trimester, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school’s receipt of duty orders. A full tuition refund will be applied to the student’s account for all courses for which the student is actively enrolled at the time of military activation. The student will be eligible for any financial aid stipends received above the cost of tuition/fees/books for the current trimester of enrollment.

5.8.4 Withdrawal from courses

Students may withdraw from courses (required or elective) up to, but not beyond the equivalent of 60% of the course contact time (e.g., the end of the 9th week in a traditional, 15-week course). University refund policies will apply. Students who withdraw from courses (required or elective) beyond the equivalent of 27% of the course contact time (e.g., the end of the 4th week in a 15-week course) will be assigned a grade of “W”. A fee may be assessed for courses that are dropped after the first week of the term.

5.9 Readmission to the College of Chiropractic

5.9.1 Re-entry Following a Leave of Absence

When a chiropractic student is ready to return to studies following an extended leave of absence (more than one week), the student must follow the instructions outlined when the leave of absence was approved.

5.9.2 Re-entry Following Withdrawal

A chiropractic student must meet criteria of the College of Chiropractic for good standing prior to re-entry as a full time student. Students who have withdrawn from the University will be considered to be in good standing and eligible to continue full-time study when they have achieved acceptable academic standing, have paid their tuition and fees liability, and have effectively remedied conditions leading to their withdrawal. Students should contact the Registrar at least one month before their return. Students are reminded that they are required to obtain their degree no later than six calendar years from the date of their first term of studies. Failure to obtain the degree within this time period will require that the student to reapply for admission and start the curriculum over. The Registrar and the Vice President of Student Affairs and Enrollment Management will assist them in checking that all records are cleared and current, and identify their status in relation to the present curriculum.

5.9.3 Readmission Following Final Academic Dismissal

Individuals who have been dismissed from the College of Chiropractic due to academic reasons are permitted to apply for admission to begin the Doctor of Chiropractic program as a new student after one calendar year following the date of dismissal has elapsed. In the case of readmission, however, tuition will not be assessed for courses previously completed with a grade of S, C or better. Application for readmission should be directed to the Office of Admissions. In the application process, an essay will be required addressing how the applicant has succeeded in overcoming past obstacles for academic success, and transcripts will be required for additional coursework that indicate readiness to meet the challenges of academic rigor of the chiropractic program.
5.10 **Academic Standards Committee**

The function of the Academic Standards Committee is to implement the academic policies of the College of Chiropractic relating to individuals.

5.10.1 **Petitions**

Considered by Academic Standards Committee include, but are not limited to:

1. **Petition for extended Leave of Absence:**

   Requests for an extension of an emergency Leave of Absence will be considered by the Academic Standards Committee. The decision will be based on documented need and the discretion of the Board. The decision shall include the duration of leave and a plan for completing missed work.

2. **Petition for a hearing to request readmission to the College of Chiropractic following academic dismissal:**

   The Board will attempt to identify the problems which lead to Academic Dismissal on the basis of student testimony, academic records, medical or psychological evaluations, learning and language ability, or any other documentation deemed appropriate by the Board. The decision will be based on evidence, acceptable to the Board that the problems, which lead to the dismissal, have been corrected and the overall likelihood of successful completion of the curriculum exists.

   The plan developed to remove deficiencies may include, but is not limited to:

   a) Readmission as a student on academic probation.
   b) Courses to be taken outside of the College of Chiropractic.
   c) Medical or other professional treatment.
   d) Courses designed to promote academic success.
   e) Participation in mentor program.

3. **Petition for reversal of dismissal from a course due to documented violation of attendance policy:**

   Dismissal may be reversed if, and only if, the dismissal was due to an error in computing or recording.

4. **Petition for readmission following withdrawal:**

   These requests will be considered when graduation within the six-year time limit is possible. The decision will be based upon the academic record, the grades at the time of withdrawal, evidence that the problem which leads to the withdrawal has been corrected, and the assessment of the likelihood of success. The decision will include a plan for removing deficiencies.
5.10.2 Procedure for Requesting a Hearing

The student should write a letter addressed to the Chair of the Academic Standards Committee and give it to the Registrar, who assembles the Board's calendar. The letter should state the type of hearing needed, relevant information concerning the situation, and a request for resolution. The Associate Dean of Student Affairs can help the student compose the letter, if requested. Based on the information in the letter, the Board may grant the requested resolution without a formal Hearing. If there is any question of denial, or if it appears to be an advantage of the student, a Hearing will be scheduled.

5.10.3 Preparation for a Hearing

Prior to the Hearing, the student must meet with the Associate Dean of Student Affairs. The Associate Dean of Student Affairs, may fill the role of student advocate during the proceedings. The purpose of this meeting is to review the procedure, to inform the student of her/his rights, to learn the alternatives possible relevant to regulations and scheduled course offerings, and to investigate the possible consequences of choosing one or more particular alternatives.

5.10.4 The Hearing

The purpose of the Hearing is to establish the facts, to identify the underlying problem and its causes, and within the policies of the College of Chiropractic, to develop a plan of action suited to the individual student. The Board will seek to determine if there is sufficient evidence that the required information was provided and that the problem can be resolved. Legal counsel or other guests may not accompany the student applicant.

There should be a mutual effort on the part of the Board and the student to determine the best plan of action consistent with the published guidelines. At any point, the Associate Dean of Student Affairs, acting as an advocate, may ask questions or provide information.

5.10.5 Hearing Procedure

The student will be introduced to the members of the Board and a statement will be made as to the reason for the Hearing.

Any portions of the academic record relevant to the purpose of the Hearing will be read into the record. The student will be asked to verify that the record as read is valid to the best of their knowledge, and that they understand the actions that the Board may take.

The student will present a request for the action desired of the Board. The student will then present documentation or testimony to support this request. When appropriate, this documentation should identify extenuating circumstances, problems, or conditions, which are pertinent.

The Board members may question the student or witnesses for purposes of clarification or amplification.

The student may request to pursue a particular course of action prior to returning to regular status and make any additional comments in a final statement.
The student will leave the Hearing while the Board deliberates. If present, the Associate Dean of Student Affairs acting as an advocate will remain during the deliberation to ensure that all pertinent information is considered. Following the deliberations, the Chair of the Board will inform the student, in writing, of the Board's decision and any and all conditions imposed. Copies will be sent to the Registrar, the chief academic officer and the Associate Dean of Student Affairs.

A summary of the Board's findings will be recorded with copies sent to the student and placed in the student's file. Complete records of the Hearing shall be retained in the Board's files in the Registrar's office for a minimum of five years.

5.10.6 Appeals

Students may appeal to the Dean of the College of Chiropractic only if they believe the Hearing procedure outline has not been followed. Appeals must be made in writing to the Dean of the College of Chiropractic, on or before the tenth working day following notification of the decision by the Academic Standards Committee. The decision of the Dean of the College of Chiropractic is final.

6.0 ACADEMIC STANDARDS AND PROCEDURES – COLLEGE OF ACUPUNCTURE AND ORIENTAL MEDICINE (CAOM)

6.1 Non-Program Students

Students not currently admitted to a program may enroll in a course for credit, if they meet the course prerequisites, space is available, and approval for attendance in the course has been granted by the course instructor and the program administrator.

Students that are granted approval to enroll in a course should contact the Admissions Office for admissions and registration instructions.

6.2 Program Time Limits

Students must complete their program of study within the following time frames:

<table>
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<tr>
<th>Program</th>
<th>Time Limit</th>
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<tbody>
<tr>
<td>Oriental Medicine</td>
<td>8 years</td>
</tr>
<tr>
<td>Acupuncture</td>
<td>6 years</td>
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</tbody>
</table>

While maximum times are offered to accommodate student circumstances, the educational experience is best when completed in the designated time. In the day program, the designated time for completion of the Oriental Medicine program is 3 years, and the Acupuncture program is 2.67 years (2 years and 2 terms).

6.3 Academic Advising

Students with questions concerning class scheduling, graduation requirements, degree credits, and other related matters should consult with the Associate Dean of Academic Services.
6.4 Attendance Policy

Students are required to fulfill all course or clinic responsibilities, including class or clinic attendance, as described in each course syllabus. Students serving in clinics are responsible for adhering to attendance policies as outlined in the Clinic Handbooks.

If a student misses class, clinic, or an examination due to serious illness or extenuating circumstances beyond the student’s control, the student must notify the instructor as soon as possible. Upon return to classes, the student should contact the instructor to address missed work.

In the event of an immediate and significant health or family emergency a student may request a Short-Term Leave of Absence (SLOA) from his or her Program Dean or designee (refer to the University Student Handbook Section (5.9.1, 6.8.3, 7.12) Short-Term Leave of Absence Policy).

6.4.1 Religious Holidays

Students may request an excused absence for the purpose of observing a major religious holiday other than those that are also observed as University holidays through their Program Dean. The student first must complete the “Religious Holiday Request Form” and submit it to the Program Dean for approval. Once approved, the student should notify their Program Dean at least two weeks in advance of the holiday. The Program Dean will notify the instructors and students will be responsible for making other arrangements for missed educational information and examinations scheduled on the holiday. Such arrangements must be made in advance and may include either completing the exam prior to the original test date or making up the examination.

6.5 Make-Up Examinations and Assessments

An instructor may grant the privilege of taking a make-up assessment or examination. The policy for make-up assessments or examinations will be stated in the course syllabus.

6.6 Grading System

Final grades in each subject are issued at the close of the term. Grades submitted to the Registrar on the class grade reports are final.

Courses have letter grades of either A, B, C, D, or F (for students entering the program 1/6/03 or later) or S/U (for all CAOM Students who entered the program prior to 1/06/03). The criteria for assignment of grades are contained in each course syllabus. The grades of S/U are not included in determining GPA. The final grade of U (unsatisfactory) is considered to be a grade of failure in the course.

U or F - The grade of U or F indicates an overall deficiency sufficient to preclude the student's using the required material effectively in the clinic or subsequent courses. No academic or attendance credit is received. The course must be repeated the next time the course is offered. The student may not take courses for which it is a prerequisite until the U or F is removed or written consent of the instructor as well as the chair (or program coordinator) and Dean is received. A grade of U or F may not be changed unless an error in calculation occurred. For example, the student may not do extra credit, re-take exams, or write a paper to change a grade of U or F.

I - For lecture and lab classes the grade of I (incomplete) indicates that the work in the course was not completed. A grade of I is not given for poor or neglected work or unauthorized postponement of examinations. The student must fill out and sign an application for an incomplete grade prior to the final examination. The student must have the instructor(s) complete and process the application. Applications are available from Student Records and Financial Services.
The incomplete grade must be removed within four weeks of the next term in residence unless a waiver is requested and granted by the instructor and approved by the Dean. The Academic Affairs Committee may also grant such a waiver when there are extenuating circumstances. CAOM reserves the right to require the student to provide proof of extenuating circumstances. An incomplete grade not removed by the end of the fourth week of the subsequent term in residence becomes a grade of U or F unless a waiver has been granted.

AU - A student who registers as an auditor should request audit status at registration. As auditor you will enroll in, pay tuition and fee for, and attend classes but not complete assignments or take examination. The symbol “AU” will automatically appear in the grade column of the student’s transcript. The fee for such a course is the same as for credit. Audited courses may not be used for credit, will not transfer to other colleges and do not meet the requirements for a degree. Financial aid is not available for audited courses.

Prerequisite requirements for audited courses must be completed. Audits are allowed on a space-available basis with priority given to full credit registrants or students currently enrolled. The various Colleges may have additional requirements that an individual must meet prior to registering as an auditor. Prior to auditing, it is necessary to have approval from appropriate course/program administrator and course instructor as directed by the registrar.

### 6.6.1 Grade Scale and Grade Point Definitions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0 grade points</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>3.0 grade points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0 grade points</td>
</tr>
<tr>
<td>D</td>
<td>Minimal Achievement</td>
<td>1.0 grade points</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0 grade points</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>No credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>W</td>
<td>Authorized withdrawal</td>
<td>No credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>X</td>
<td>Internship In-progress</td>
<td>No credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>M</td>
<td>Grade not received</td>
<td>No credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>T</td>
<td>Transfer credit</td>
<td>Credit granted and not calculated in grade point average</td>
</tr>
<tr>
<td>AU</td>
<td>Audited class</td>
<td>No credit granted and not calculated in grade point average</td>
</tr>
</tbody>
</table>

Grades are based on written examinations, quizzes, attendance, and other required performance. In all didactic classes, the following percentages will be used to determine grades A-F:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 92</td>
</tr>
<tr>
<td>B</td>
<td>91 - 84</td>
</tr>
<tr>
<td>C</td>
<td>83 - 76</td>
</tr>
<tr>
<td>D</td>
<td>75 - 68</td>
</tr>
<tr>
<td>F</td>
<td>below 68</td>
</tr>
</tbody>
</table>

- Clinical performance is evaluated each term and is graded as “S” or “U”. To pass, the average staging evaluation score must be appropriate for the intern’s stage of progress in the clinic. Particular areas with scores below expectation will have to be remedied.
- 100% clinical attendance is required. All missed hours must be made up. See details in the Clinical Handbook.
• Students must pass clinical competency exams prior to beginning supervised clinical practice. Other competency exams may be administered at various stages throughout clinic.

6.6.2 Grade Appeals Policy

Students are responsible for fulfilling the academic requirements for a course, as established by the instructor in the course syllabus. The instructor is responsible for evaluation of student performance and for determining a student’s course grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error.

Definitions:

Arbitrary and capricious grading means the assignment of a course grade that:
• was not based on that student’s performance in the course, or
• was based on standards different from those which were applied to other students in that course, or
• was made after a substantial, unreasonable and unannounced departure from the instructor’s previously articulated standards outlined in the course syllabus.

A clerical error is an error in the calculation of grades or an inaccurate recording of the final grade.

Grade Appeal Procedure

The burden of proof in challenging a grade rests on the student.

The initial step of the student grade appeal procedure is for the student to seek resolution or redress through discussions with the course instructor within two weeks after the start of the following trimester. If the faculty member determines that the grade was based on clerical error, a grade change report will be issued by the faculty member to the Department of Student Records. The changed grade can be verified on eNorthwestern as soon as it is made available.

If the student feels that a satisfactory solution or relief has not been obtained the student should discuss the grade appeal with the Program Dean. The Program Dean will investigate the allegation by speaking to the student and the involved faculty member. If the Program Dean finds in favor of the faculty member, the grade is upheld and the process ends.

If the Program Dean finds that the instructor may have graded in an arbitrary or capricious manner, the case will be referred to an Ad Hoc Grade Appeal Committee.

This Committee is comprised of three ranked faculty members jointly selected by the appropriate Program Dean and the Faculty Senate President. Whenever possible, at least one individual will be selected with teaching experience or professional expertise in the subject or discipline which is the source of the appeal; the other two committee members may be selected from other areas within the University.

Upon convening, the Committee selects a chair from the group and will review the facts of the case, interview the involved faculty, student and Dean, and gather pertinent data. The Committee will communicate their decision to the student, the faculty member and the Program Dean.
A student may appeal a decision of the Ad Hoc Grade Appeal Committee. This appeal must be filed in writing to the Provost within ten working days following notification of the Committee’s decision, and must present clear and convincing evidence supporting the student’s position that the instructor’s grade was arbitrary and capricious and/or that the Grade Appeal procedure had not been followed. The Provost will review the decision of the Committee, consult with the Committee Chair and Program Dean, if needed, and notify all parties of the final decision. The decision of the Provost is final.

6.6.3 Grade Point Average

The grade point average (GPA) is a means of summarizing a student's overall achievement for a term. The cumulative grade point summarizes achievement for all terms completed. The cumulative grade point average is calculated by dividing the total number of credit points earned by the total credits in those courses evaluated with A, B, C, D, or F. Credit points are calculated by multiplying the grade value times the credit value for each course and adding the individual credit points together. Grade value for A=4.0, B=3.0, C=2.0, D=1.0 and F=0.

6.6.4 Honors

Students who earn a term grade point average of 3.5 and above will be placed on the Dean’s List. Students with a cumulative GPA of 3.5 - 3.69 will graduate cum laude, 3.7 - 3.89 magna cum laude, and 3.9 - 4.0 summa cum laude.

6.6.5 Academic Standing

Students are considered in good academic standing unless they are currently on academic probation, dismissed or enrolled as a Special Student.

Students must be in good academic standing to serve as Student Senate officers or as officers of Approved Student Organizations.

Students in good academic standing may progress toward degree completion.

6.6.6 Transcripts

The Registrar maintains a transcript of the academic record of each student. This record summarizes the end-of-term grade reports sent to each student. The important elements of the transcript are as follows: courses taken, contact hours earned, course grades, term grade point averages, cumulative grade point averages, course withdrawals, course audits, incomplete grades, and transfer credits. Students should keep a file of end-of-term grade reports.

6.6.7 Requirements for Graduation

The degrees Master of Acupuncture and Master of Oriental Medicine are granted to those candidates who have:

- successfully completed the required course of study, of which at least the last year has been in residence at Northwestern Health Sciences University, CAOM
- completed internship requirements with demonstrated competency;
- earned passing grades in each course in the curriculum;
- earned a 2.0 cumulative GPA;
• fulfilled all financial obligations to the University; and
• been approved for graduation by the faculty of CAOM

6.7 Consequences of Academic Deficiencies

6.7.1 Course Failure

CAOM students who fail one course are placed on Probation and must repeat the entire course to earn credit. Students may not re-take exams or complete supplementary papers to affect a change in a grade of F or a grade of U. Failure in more than one course in a single term will result in dismissal. Failing the same course twice will result in dismissal.

Students must register to retake the course failed the next time the course is offered. Course failure(s) may preclude entrance into clinical internship until the failures are removed. Students who have failed a course may not register nor earn credit for advanced course’s for which the failed course is a prerequisite, until the F is removed or a waiver is received from the Academic Affairs Committee.

6.7.2 Probation

Probation is indicative of substandard achievement. Students are placed on probation when:

• their cumulative GPA falls below 2.0
• they fail one course

Notification of placement on probation is sent by the Registrar (with notification to the Associate Dean of Academic Services) with the end-of-term grade report. At that time students will receive information regarding requirements they need to follow.

The CAOM administration will determine whether or not a student has cleared probation and will notify the Registrar’s office which will in turn notify the student at the time of the grade report. A student is removed from probation when a course grade of F (or U) has been replaced (course retaken) with a passing grade and/or the cumulative GPA is 2.0 or higher.

6.7.3 Academic Dismissal

Academic Dismissal occurs whenever a CAOM student incurs one of the following:

1. failure of one course during a term while on probation.
2. failure of two courses in any one term.
3. failure of the same course for a second time.
4. failure to restore the cumulative grade point average to 2.0 in the term subsequent to the term in which the GPA was below 2.0.
5. a third term of either probation or dismissal results in permanent dismissal with no recourse for readmission.

Notification of Academic Dismissal and an advisory concerning the appeal procedure will be sent from the Registrar's office as soon after the end of the term as possible. Dismissal notices are sent to the student by certified mail.
6.8 Withdrawals and Leaves of Absence

The University recognizes that withdrawal from Northwestern Health Sciences University, for any reason, is a difficult decision. It is advisable for a student to discuss potential withdrawal with the Director of the Academic Success Center and University Counselor, or designee, and the Registrar as early as possible so that the University may offer counsel on alternatives and so the student may derive maximum benefit under the University's policies.

Students may officially withdraw from the University by informing the Registrar in writing, through the completion of the Official Notice of Withdrawal Form. The date of withdrawal will be noted as the date on which the student notifies the University. The student must return their ID card, parking sticker, and key card to the Student Affairs Office. The grace period for repayment of educational loans begins the day of withdrawal.

If at the time of withdrawal the student's payments on account for the trimester exceed the amount of the student's liability, the student will be entitled to a refund of the excess. If the student's payments are less than the student's liability, the balance will be due and payable as of that date. All refunds will be made in accordance with policies stated in the current Refund Policy.

A record of W for courses currently enrolled in will be reflected on the transcript.

If at the time of withdrawal, students have any intention of resuming study at the University, they must provide the Registrar with a statement of their reasons for withdrawal. The University, through consideration by the Academic Standards Committee, will gather other information relative to their academic status at the time of withdrawal. If withdrawal occurs after the midterm examinations, the grade to date will be used in determining the academic standing relevant to re-admission. The Academic Standards Committee will determine what special academic requirements, if any, must be met to remove deficiencies prior to readmission. Students who withdraw because of ill health will be expected to provide a written statement from their physician that they are ready to resume studies.

6.8.1 Short-Term Leave of Absence Policy

In the event of an immediate and significant health or family emergency* a student may request a Short-Term Leave of Absence (SLOA) from The Director of the Academic Success Center and University Counselor or designee. A SLOA is intended to provide relief until a long-term remedy can be determined or the student resumes his or her academic course of study. The student should first contact the Director of the Academic Success Center and University Counselor with the request, and may be asked to provide documentation. A SLOA may not exceed 7 calendar days.

*Examples of a significant health or family emergency include:
- Death of a parent, grandparent, sibling, or significant other.
- Major accident, injury, or major illness requiring hospitalization.
- Health and/or safety concern (i.e., risk to self or others)
- Childbirth

Upon approval of a SLOA, the Program Dean will notify the Registrar of the approval. The registrar will then notify all course instructors regarding the approved SLOA. The student will not be penalized for missed class time, and upon return to the academic program, the student is responsible for working with the instructors to complete missed assignments and complete the course requirements.
If a student needs to extend the SLOA, a request, along with supporting documentation, must be submitted to the Program Dean. The Program Dean will either grant an extension of the Leave of Absence or recommend withdrawal from the term. At the time the Extended Leave of Absence is granted, the Program Dean will outline the steps to follow to resume coursework.

During a SLOA the student will be considered a registered student.

6.8.2 Military Leave of Absence Policy

As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time the student is absent. The student must notify their Program Dean as well as the Vice President of Student Affairs and Enrollment Management. The student must also provide documentation including military orders or a letter of activation from the student’s military unit indicating the specific dates of service.

A student on Active Duty who encounters an extended mission of a sensitive nature is eligible for a military leave of absence (MLOA). In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission.

Finally, a military student who successfully completed a sufficient amount of coursework before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date.

In order to select the most appropriate option in light of a student’s academic needs, the student must contact the Student Affairs office and their Program Dean. Lack of notification may result in ineligibility to receive these provisions.

6.8.3 Military Withdrawals

A student called to active military duty, and as a result unable to complete the current trimester, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school’s receipt of duty orders. A full tuition refund will be applied to the student’s account for all courses for which the student is actively enrolled at the time of military activation. The student will be eligible for any financial aid stipends received above the cost of tuition/fees/books for the current trimester of enrollment.

6.8.4 Withdrawal from courses

Students may withdraw from courses (required or elective) up to, but not beyond the equivalent of 60% of the course contact time (e.g., the end of the 9th week in a traditional, 15-week course). University refund policies will apply. Students who withdraw from courses (required or elective) beyond the equivalent of 27% of the course contact time (e.g., the end of the 4th week in a 15-week course) will be assigned a grade of “W”. A fee may be assessed for courses that are dropped after the first week of the term.

6.9 Readmission to the College of Acupuncture and Oriental Medicine

6.9.1 Re-entry Following a Leave of Absence

When a student is ready to return to studies following an extended leave of absence (more than one week), the student must follow the instructions outlined when the leave of absence was approved.
6.9.2 Re-entry Following Withdrawal

A student must meet the criteria of CAOM for good standing prior to re-entry as a full time student. Students who have withdrawn from the University will be considered to be in good standing and eligible to continue full-time study when they have achieved acceptable academic standing, have paid their tuition and fees liability, and have effectively remedied conditions leading to their withdrawal.

Students must submit to the Associate Dean of Academic Services (who will notify the Registrar) in writing their request for readmission following withdrawal. The Associate Dean of Academic Services will assist the student in checking that all records are cleared and current, and will identify their status in relation to the present curriculum. These requests will be considered when graduation within the six- or eight-year time limit is possible. The decision will be based upon the academic record, the grades at the time of withdrawal, evidence that the problem which leads to the withdrawal has been corrected, and the assessment of the likelihood of success. Failure to obtain the degree within the program time limits will require that the student reapply for admission and start the curriculum over.

6.9.3 Readmission Following Academic Dismissal

Admission following dismissal is uncommon. Individuals who have been dismissed from the CAOM program due to academic reasons are not eligible to reapply for admission for one calendar year following the date of dismissal. No assurance of readmission can be given. Application is made through the Admissions Department. Any such application must include a request for a hearing (see 6.4.4 “Hearing” below) before the CAOM Academic Affairs Committee.

The Committee will attempt to identify the problems which lead to Academic Dismissal on the basis of student testimony, academic records, medical or psychological evaluations, learning and language ability, or any other documentation deemed appropriate by the Committee.

Records of the applicant will be reviewed to determine what courses must be taken to meet current standards for graduation. Strong assurance that the factors which led to suspension or dismissal have been corrected, together with the convincing prospect that satisfactory work will follow, must be advanced by the applicant in order to obtain approval for readmission. The plan developed to remove deficiencies may include, but is not limited to:

a) Readmission as a Special Student.
b) Courses to be taken outside of CAOM.
c) Medical or other professional treatment.
d) Courses designed to promote academic success.
e) Participation in a mentor program.

This plan must be agreed upon, prior to readmission, by the Student and the CAOM Academic Affairs Committee or Dean.

6.9.4 Hearing

1. Procedure for Requesting a Hearing

The student should write a letter addressed to the Dean, who will present it to the Academic Affairs Committee with copies to the Registrar’s office and the University’s Associate Dean of Student Affairs. The letter must state the reason for the hearing request, relevant
information concerning the situation, and a request for resolution. The Associate Dean of Student Affairs can help the student compose the letter, if requested. Based on the information in the letter, the Committee may grant the requested resolution without a formal Hearing. If there is any question of denial, or if it appears to be an advantage of the student, a Hearing will be scheduled.

2. Preparation for a Hearing

Prior to the Hearing, the student must meet with the University’s Associate Dean of Student Affairs. The purpose of this meeting is to review the procedure, to inform the student of her/his rights, to learn the alternatives possible relevant to regulations and scheduled course offerings, and to investigate the possible consequences of choosing one or more particular alternatives. The Associate Dean of Student Affairs may fill the role of student advocate during the proceedings.

3. The Hearing

The purpose of the Hearing is to establish the facts, to identify the underlying problem and its causes, and within the policies of CAOM, to develop a plan of action suited to the individual student. The Committee will seek to determine if there is sufficient evidence that the required information was provided and that the problem can be resolved. Legal counsel or other guests may not accompany the student applicant. There should be a mutual effort on the part of the Committee and the student to determine the best plan of action consistent with the published guidelines. At any point, the University’s Associate Dean of Student Affairs, acting as an advocate, may intervene to draw out information that could contribute to a just resolution.

4. Hearing Procedure

a. The student will be introduced to the members of the Committee and a statement will be made as to the reason for the Hearing.

b. Any portions of the academic record relevant to the purpose of the Hearing will be read into the record. The student will be asked to verify that the record as read is valid to the best of their knowledge, and that they understand the actions that the Committee may take.

c. The student will present a request for the action desired of the Committee. The student will then present documentation or testimony to support this request. When appropriate, this documentation should identify any extenuating circumstances, problems, or conditions, which are pertinent.

d. The Committee members may question the student or witnesses for purposes of clarification or amplification.

e. The student may request to pursue a particular course of action prior to returning to regular status and make any additional comments in a final statement.

f. The student will leave the Hearing while the Committee deliberates. If present, the Associate Dean of Student Affairs acting as an advocate will remain during the deliberation to ensure that all pertinent information is considered. Following the deliberations, the Chair of the Committee will inform the student, in writing, of the Committee's decision and any and all conditions imposed. Copies will be sent to the Registrar, the Dean and the University’s Associate Dean of Student Affairs.
g. A summary of the Committee's findings will be recorded with copies sent to the student and placed in the student's file. Complete records of the Hearing shall be retained in the Committee's files in the CAOM office for a minimum of five years.

5. Appeals

Students may appeal to the Dean of CAOM only if they believe the Hearing procedure outline has not been followed. Appeals must be made in writing to the Dean of CAOM, on or before the tenth working day following notification of the decision by the Academic Affairs Committee. The decision of the Dean of CAOM is final.

7.0 ACADEMIC STANDARDS AND PROCEDURES — SCHOOL OF MASSAGE THERAPY

7.1 Non-Program Students

Students not currently admitted to a program may enroll in a course for credit, if they meet the course prerequisites, space is available, and approval for attendance in the course has been granted by the course instructor and the program administrator.

Students that are granted approval to enroll in a course should contact the Admissions Office for admissions and registration instructions.

7.2 Attendance Policy

Students are required to fulfill all course or clinic responsibilities, including class or clinic attendance, as described in each course syllabus. Students serving in clinics are responsible for adhering to attendance policies as outlined in the Clinic Handbooks.

If a student misses class, clinic, or an examination due to serious illness or extenuating circumstances beyond the student’s control, the student must notify the instructor as soon as possible. Upon return to classes, the student should contact the instructor to address missed work.

In the event of an immediate and significant health or family emergency a student may request a Short-Term Leave of Absence (SLOA) from his or her Program Dean or designee (refer to the University Student Handbook Section (5.9.1, 6.8.3, 7.12) Short-Term Leave of Absence Policy).

7.2.1 Religious Holidays

Students may request an excused absence for the purpose of observing a major religious holiday other than those that are also observed as University holidays through their Program Dean. The student first must complete the “Religious Holiday Request Form” and submit it to the Program Dean for approval. Once approved, the student should notify their Program Dean at least two weeks in advance of the holiday. The Program Dean will notify the instructors and students will be responsible for making other arrangements for missed educational information and examinations scheduled on the holiday. Such arrangements must be made in advance and may include either completing the exam prior to the original test date or making up the examination.

7.3 Make-Up Examinations and Assessments

An instructor may grant the privilege of taking a make-up assessment or examination. The policy for make-up assessments or examinations will be stated in the course syllabus.
7.4 Enrollment

The program offered by the School of Massage Therapy is designed as a continuous enrollment curriculum, to be completed by the student in three academic terms, or approximately one year.

Students may enroll in fewer courses per academic term than the recommended schedule. Students must consult with the Dean if considering this option. Students considering a reduced credit enrollment should consider the following:

1. Continuous enrollment students receive first priority in course registration. Therefore, students opting for a reduced credit enrollment may find that certain courses are full or unavailable.
2. Several courses in the curriculum have specific prerequisites (courses which must be successfully completed prior to registration for subsequent courses) and corequisites (courses which must be taken in the same academic term). Prerequisite and corequisite requirements limit the course taking options available for students choosing a reduced credit enrollment.
3. Students must demonstrate continuous progress toward completion of the program in Massage Therapy. Students are required to complete at least three (3) semester credits of study during each academic term of enrollment.
4. Students must complete Massage Therapy Clinical Rotation 1 and 2 in a maximum of three consecutive academic terms.

7.5 Satisfactory Progress

Students are required to maintain a minimum cumulative GPA of 2.0. If at the end of a term, a student’s cumulative GPA is below 2.0, the student will be placed on academic probation for the following term of enrollment. At the end of the probationary term, if:

1. The term and cumulative GPA is above 2.0, the student will be making satisfactory progress.
2. The term GPA is 2.0 or above, but the cumulative GPA is below 2.0, the student will be on probation for another term.
3. The term GPA is below 2.0, the student will be dismissed from school for lack of progress.

At the end of the second probationary term, if:

1. The term and cumulative GPA is 2.0 or above, the student will be making satisfactory progress.
2. The term or cumulative GPA is below 2.0, the student will be dismissed from school for lack of progress.

Satisfactory progress is determined at the conclusion of each academic term. Students placed on academic probation will be notified in writing with a copy of the notification placed in the students file.

Qualitative component - GPA - Students must maintain a cumulative grade point average of 2.0 or higher in order to maintain Satisfactory Academic Progress.

Quantitative component- Completion Rate (PACE) – students must complete 67% of all attempted coursework. The PACE rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measure in credit hours attempted).

Impact of Non-Earned Grades

- Course incompletes, withdrawals, and repeated courses all count as attempted hours for the calculation of pace of completion.
• Transfer credits that count toward the student’s current program must count as both attempted and completed hours for both the pace of completion and GPA calculations
• All grades received in repeated courses count to the GPA used to evaluate Satisfactory Academic Progress.

Remedial courses count as attempted hours and completed hours, but do not impact the GPA.

7.6 Administrative Withdrawal

Students who have not registered for any credits in a term will be administratively withdrawn on the 30th day of the semester. Students who have been administratively withdrawn must reapply and be accepted before resuming their studies.

7.7 Grading Policy

The School of Massage Therapy uses grade point systems to evaluate the overall quality of course work. Courses are graded A, B, C, D, or F. The number of grade points earned in a given course is the number of credits for that course multiplied by the grade point corresponding to the grade recorded in that course, as indicated below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Suggested Achievement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>90 - 100% of points; outstanding</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>80 - 89% of points; superior</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>70 - 79% of points; satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>60 – 69% of points; minimally satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>59% of points or fewer; unsatisfactory</td>
</tr>
<tr>
<td>S</td>
<td>N/A</td>
<td>Satisfactory (competency successfully demonstrated, credit granted but not included in GPA calculation)</td>
</tr>
<tr>
<td>U</td>
<td>N/A</td>
<td>Unsatisfactory (competency not successfully demonstrated, credit not granted and not included in GPA calculation)</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer; used to indicate courses for which the student received transfer credit</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audit (credit not granted and not included in GPA calculation)</td>
</tr>
</tbody>
</table>

I - The grade of I (incomplete) indicates that the work in the course was not completed. A grade of I is not given for poor or neglected work or unauthorized postponement of examinations. The student must fill out and sign an application for an incomplete grade prior to the final examination. The student must have the instructor(s) complete and process the application. Applications are available from Student Records and Financial Services.

The incomplete grade must be removed within four weeks of the next term in residence unless a waiver is requested and granted by the instructor and approved by the Dean. The Academic Standards Committee may also grant such a waiver when there are extenuating circumstances. The University reserves the right to require the student to provide proof of extenuating circumstances.

An incomplete grade not removed by the end of the fourth week of the subsequent term in residence becomes a grade of F.
If the course is a prerequisite, registration in subsequent courses of the sequence is contingent upon removal of this grade of incomplete. If an incomplete grade reverts to a grade of “F”, the student will be removed from those registered courses for which the course is a prerequisite.

An incomplete, which reverts to an F, may result in immediate dismissal from the college in accordance with academic dismissal standards.

**AU** - A student who registers as an auditor should request audit status at registration. An auditor you will enroll in, pay tuition and fee for, and attend classes but not complete assignments or take examination. The symbol “AU” will automatically appear in the grade column of the student’s transcript. The fee for such a course is the same as for credit. Audited courses may not be used for credit, will not transfer to other colleges and do not meet the requirements for a degree. Financial aid is not available for audited courses.

Prerequisite requirements for audited courses must be completed. Audits are allowed on a space-available basis with priority given to full credit registrants or students currently enrolled. The various Colleges may have additional requirements that an individual must meet prior to registering as an auditor. Prior to auditing, it is necessary to have approval from appropriate course/program administrator and course instructor as directed by the registrar.

**Notes on Grading:**

1. Students enrolled in the School of Massage Therapy must maintain a 2.0 ("C") grade point average (see Satisfactory Progress). Students may receive grades lower than C and remain in good standing if they maintain a 2.0 grade point overall. However, students must satisfactorily complete all courses in order to graduate from the School of Massage Therapy.
2. The Satisfactory/Unsatisfactory grade option is intended for work where a letter grade cannot be appropriately assigned. Credits under this option are counted toward the total number of credits required for graduation, but are not used in determining a student's grade point average.
3. A student must earn a grade of A, B, C, D or S in order to fulfill a course prerequisite.

**7.7.1 Grade Appeal Policy**

Students are responsible for fulfilling the academic requirements for a course, as established by the instructor in the course syllabus. The instructor is responsible for evaluation of student performance and for determining a student’s course grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error.

**Definitions:**

Arbitrary and capricious grading means the assignment of a course grade that:
- was not based on that student’s performance in the course, or
- was based on standards different from those which were applied to other students in that course, or
- was made after a substantial, unreasonable and unannounced departure from the instructor’s previously articulated standards outlined in the course syllabus.

A clerical error is an error in the calculation of grades or an inaccurate recording of the final grade.
Grade Appeal Procedure

The burden of proof in challenging a grade rests on the student.

The initial step of the student grade appeal procedure is for the student to seek resolution or redress through discussions with the course instructor within two weeks after the start of the following trimester. If the faculty member determines that the grade was based on clerical error, a grade change report will be issued by the faculty member to the Department of Student Records. The changed grade can be verified on eNorthwestern as soon as it is made available.

If the student feels that a satisfactory solution or relief has not been obtained the student should discuss the grade appeal with the Program Dean. The Program Dean will investigate the allegation by speaking to the student and the involved faculty member. If the Program Dean finds in favor of the faculty member, the grade is upheld and the process ends.

If the Program Dean finds that the instructor may have graded in an arbitrary or capricious manner, the case will be referred to an Ad Hoc Grade Appeal Committee.

This Committee is comprised of three ranked faculty members jointly selected by the appropriate Program Dean and the Faculty Senate President. Whenever possible, at least one individual will be selected with teaching experience or professional expertise in the subject or discipline which is the source of the appeal; the other two committee members may be selected from other areas within the University.

Upon convening, the Committee selects a chair from the group and will review the facts of the case, interview the involved faculty, student and Dean, and gather pertinent data. The Committee will communicate their decision to the student, the faculty member and the Program Dean.

A student may appeal a decision of the Ad Hoc Grade Appeal Committee. This appeal must be filed in writing to the Provost within ten working days following notification of the Committee’s decision, and must present clear and convincing evidence supporting the student’s position that the instructor’s grade was arbitrary and capricious and/or that the Grade Appeal procedure had not been followed. The Provost will review the decision of the Committee, consult with the Committee Chair and Program Dean, if needed, and notify all parties of the final decision. The decision of the Provost is final.

7.7.2 Graduation Requirements

The professional certificate in massage therapy is granted to those candidates who have:

1. completed the required course of study;
2. demonstrated competency in clinic and completed internship and field experience requirements;
3. earned at least a 2.0 cumulative GPA;
4. fulfilled all financial obligations to the University; and been recommended for graduation by the faculty.
7.8 Withdrawals and Leaves of Absence

The University recognizes that withdrawal from Northwestern Health Sciences University, for any reason, is a difficult decision. It is advisable for a student to discuss potential withdrawal with the Director of the Academic Success Center and University Counselor, or designee, and the Registrar as early as possible so that the University may offer counsel on alternatives and so the student may derive maximum benefit under the University's policies.

Students may officially withdraw from the University by informing the Registrar in writing, through the completion of the Official Notice of Withdrawal Form. The date of withdrawal will be noted as the date on which the student notifies the University. The student must return their ID card, parking sticker, and key card to the Student Affairs Office. The grace period for repayment of educational loans begins the day of withdrawal.

If at the time of withdrawal the student's payments on account for the trimester exceed the amount of the student's liability, the student will be entitled to a refund of the excess. If the student's payments are less than the student's liability, the balance will be due and payable as of that date. All refunds will be made in accordance with policies stated in the current Refund Policy.

A record of W for courses currently enrolled in will be reflected on the transcript.

If at the time of withdrawal, students have any intention of resuming study at the University, they must provide the Registrar with a statement of their reasons for withdrawal. The University, through consideration by the Academic Standards Committee, will gather other information relative to their academic status at the time of withdrawal. If withdrawal occurs after the midterm examinations, the grade to date will be used in determining the academic standing relevant to re-admission. The Academic Standards Committee will determine what special academic requirements, if any, must be met to remove deficiencies prior to readmission. Students who withdraw because of ill health will be expected to provide a written statement from their physician that they are ready to resume studies.

7.8.1 Short-Term Leave of Absence Policy

In the event of an immediate and significant health or family emergency* a student may request a Short-Term Leave of Absence (SLOA) from The Director of the Academic Success Center and University Counselor or designee. A SLOA is intended to provide relief until a long-term remedy can be determined or the student resumes his or her academic course of study. The student should first contact the Director of the Academic Success Center and University Counselor with the request, and may be asked to provide documentation. A SLOA may not exceed 7 calendar days.

*Examples of a significant health or family emergency include:
- Death of a parent, grandparent, sibling, or significant other.
- Major accident, injury, or major illness requiring hospitalization.
- Health and/or safety concern (i.e., risk to self or others)
- Childbirth

Upon approval of a SLOA, the Program Dean will notify the Registrar of the approval. The registrar will then notify all course instructors regarding the approved SLOA. The student will not be penalized for missed class time, and upon return to the academic program, the student is responsible for working with the instructors to complete missed assignments and complete the course requirements.
If a student needs to extend the SLOA, a request, along with supporting documentation, must be submitted to the Program Dean. The Program Dean will either grant an extension of the Leave of Absence or recommend withdrawal from the term. At the time the Extended Leave of Absence is granted, the Program Dean will outline the steps to follow to resume coursework.

During a SLOA the student will be considered a registered student.

**7.8.2 Military Leave of Absence Policy**

As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time the student is absent. The student must notify their Program Dean as well as the Vice President of Student Affairs and Enrollment Management. The student must also provide documentation including military orders or a letter of activation from the student’s military unit indicating the specific dates of service.

A student on Active Duty who encounters an extended mission of a sensitive nature is eligible for a military leave of absence (MLOA). In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission.

Finally, a military student who successfully completed a sufficient amount of coursework before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date.

In order to select the most appropriate option in light of a student’s academic needs, the student must contact the Student Affairs office and their Program Dean. Lack of notification may result in ineligibility to receive these provisions.

**7.8.3 Military Withdrawals**

A student called to active military duty, and as a result unable to complete the current trimester, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school’s receipt of duty orders. A full tuition refund will be applied to the student’s account for all courses for which the student is actively enrolled at the time of military activation. The student will be eligible for any financial aid stipends received above the cost of tuition/fees/books for the current trimester of enrollment.

**7.8.4 Withdrawal from courses**

Students may withdraw from courses (required or elective) up to, but not beyond the equivalent of 60% of the course contact time (e.g., the end of the 9th week in a traditional, 15-week course). University refund policies will apply. Students who withdraw from courses (required or elective) beyond the equivalent of 27% of the course contact time (e.g., the end of the 4th week in a 15-week course) will be assigned a grade of “W”. A fee may be assessed for courses that are dropped after the first week of the term.

**7.9 Readmission to the School of Massage Therapy**

A student who withdraws or is dismissed may petition in writing for readmission to the School of Massage Therapy. Petitions for readmission must be submitted to the Dean. The following procedure applies:

1. A committee composed of faculty convenes to review the student's written request.
2. The committee, chaired by the Dean, either:
   • requests additional information; or
• writes a report recommending or not recommending readmission based on review of the request.

3. A recommendation for reinstatement shall include:
   • specific provisions for readmission (e.g., retaking a course or courses)
   • a date for readmission (e.g., immediately or the following academic term)

4. The Dean makes the final decision regarding readmission and communicates the decision in writing to the student. The decision of the Dean may be appealed to the Provost only if they believe the above procedures have not been followed. The decision of the Provost is final.

7.10 Notification of COMTA Complaint Procedures

In the event a complaint is not resolvable within the administrative channels of NWHSU and the School of Massage Therapy, students have the right to contact the Commission on Massage Therapy Accreditation (COMTA). The COMTA complaint form may be obtained from the office of the Dean of the School of Massage Therapy. The written procedure by which students should contact COMTA is available to students from the Dean upon request.

The address is:
Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue NW, Suite 440
Washington, DC 20015
Office: (202) 895-1518
Fax: (202) 895-1519

8.0 ACADEMIC STANDARDS AND POLICIES – COLLEGE OF UNDERGRADUATE HEALTH SCIENCES

8.1 Definition

Students enrolled in the College of Undergraduate Health Sciences.

8.2 Non-Program Students

Students not currently admitted to a specific program may enroll in a course for credit, if they meet the course prerequisites and space is available.

8.3 Class Loads

Students enrolled in the undergraduate studies program will be classified each term into one of the following categories for registration purposes.

1. Full-time: A student taking courses totaling at least 12 credit hours.
2. Part-time: A student taking courses totaling less than 12 credit hours.
3. Term-off: A student choosing to delay continuation of studies for one term. Students may not delay continuation of studies for more than one term without formally withdrawing and applying for readmission through the Registrar’s office. All students considering taking a term off must consult with the offices of Student Affairs and Financial Aid in advance.
8.4 Attendance Policy

Students are required to fulfill all course and/or lab responsibilities, including class or lab attendance, as described in each course syllabus.

If a student misses class, lab, or an examination due to serious illness or extenuating circumstances beyond the student's control, the student must notify his/her instructors directly as soon as possible. Upon return to classes, the student should contact the instructor to make-up the assignments.

When a prolonged illness or circumstance beyond a student's control seriously disrupts normal academic progress, the student must notify the College Dean and request a Leave of Absence.

8.5 Make-Up Assessments or Examinations

An instructor may grant the privilege of taking a make-up assessment or examination. The policy for make-up assessments or examinations will be stated in the course syllabus.

8.6 Grading System

Final grades in each subject are issued at the close of the term. Grades submitted to the Registrar on the class grade reports are final.

Courses have letter grades of either A, B, C, D, or F or S/U. The criteria for assignment of grades is contained in each course syllabus. The grades of S/U are not included in determining GPA. The final grade of U (unsatisfactory) is considered to be a grade of failure in the course. The student may not take courses for which it is a prerequisite until the U is removed.

F - The grade of F indicates an overall deficiency sufficient to preclude the student's using the required material effectively in subsequent courses. No credit is received. The student may not take courses for which it is a prerequisite until the F is removed. A grade of F may not be changed unless an error in calculation occurred. For example, the student may not do extra credit, re-take exams, or write a paper to change a grade of F.

I - The grade of I (incomplete) indicates that the work in the course was not completed. A grade of I is not given for poor or neglected work or unauthorized postponement of examinations. The student must fill out and sign an application for an incomplete grade prior to the final examination. The student must have the instructor(s) complete and process the application. Applications are available from Student Records and Financial Services.

The incomplete grade must be removed within four weeks of the next term unless a waiver is requested and granted by the instructor and approved by the Dean.

An incomplete grade not removed by the end of the fourth week of the subsequent term becomes a grade of F.

If the course is a prerequisite, registration in subsequent courses of the sequence is contingent upon removal of this grade of incomplete. If an incomplete grade reverts to a grade of “F”, the student will be removed from those registered courses for which the course is a prerequisite.

An incomplete, which reverts to an F, may result in immediate dismissal from the college in accordance with academic dismissal standards.
AU - A student who registers as an auditor should request audit status at registration. An auditing student will enroll in, pay tuition and fee for, and attend classes but not complete assignments or take examinations. The symbol “AU” will automatically appear in the grade column of the student’s transcript. The fee for such a course is the same as for credit. Audited courses may not be used for credit, will not transfer to other colleges and do not meet the requirements for a degree. Financial aid is not available for audited courses.

Prerequisite requirements for audited courses must be completed. Audits are allowed on a space-available basis with priority given to full credit registrants or students currently enrolled. Prior to auditing, it is necessary to have approval from appropriate course/program administrator and course instructor as directed by the registrar.

8.6.1 Grade Scale and Grade Point Definitions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Minimal Achievement</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 points</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Authorized withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Transfer credit</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audited class</td>
<td></td>
</tr>
</tbody>
</table>

* A ‘C’ grade or better is required to receive credit for foundational science courses and major requirements.

8.6.2 Grade Appeals Policy

Students are responsible for fulfilling the academic requirements for a course, as established by the instructor in the course syllabus. The instructor is responsible for evaluation of student performance and for determining a student’s course grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error.

Definitions:

Arbitrary and capricious grading means the assignment of a course grade that:
• was not based on that student’s performance in the course, or
• was based on standards different from those which were applied to other students in that course, or
• was made after a substantial, unreasonable and unannounced departure from the instructor’s previously articulated standards outlined in the course syllabus.

A clerical error is an error in the calculation of grades or an inaccurate recording of the final grade.
Grade Appeal Procedure

The burden of proof in challenging a grade rests on the student.

The initial step of the student grade appeal procedure is for the student to seek resolution or redress through discussions with the course instructor within two weeks after the start of the following trimester. If the faculty member determines that the grade was based on clerical error, a grade change report will be issued by the faculty member to the Department of Student Records. The changed grade can be verified on eNorthwestern as soon as it is made available.

If the student feels that a satisfactory solution or relief has not been obtained the student should discuss the grade appeal with the Dean. The Dean will investigate the allegation by speaking to the student and the involved faculty member. If the Dean finds in favor of the faculty member, the grade is upheld and the process ends.

If the Dean finds that the instructor may have graded in an arbitrary or capricious manner, the case will be referred to an Ad Hoc Grade Appeal Committee.

This Committee is comprised of three ranked faculty members jointly selected by the appropriate Program Dean and the Faculty Senate President. Whenever possible, at least one individual will be selected with teaching experience or professional expertise in the subject or discipline which is the source of the appeal; the other two committee members may be selected from other areas within the University.

Upon convening, the Committee selects a chair from the group and will review the facts of the case, interview the involved faculty, student and Dean, and gather pertinent data. The Committee will communicate their decision to the student, the faculty member and the Program Dean.

A student may appeal a decision of the Ad Hoc Grade Appeal Committee. This appeal must be filed in writing to the Provost within ten working days following notification of the Committee’s decision, and must present clear and convincing evidence supporting the student’s position that the instructor’s grade was arbitrary and capricious and/or that the Grade Appeal procedure had not been followed. The Provost will review the decision of the Committee, consult with the Committee Chair and Program Dean, if needed, and notify all parties of the final decision. The decision of the Provost is final.

8.6.3 Grade Point Average

The grade point average (GPA) is a means of summarizing a student's overall achievement for a term. The cumulative grade point summarizes achievement for all terms completed. The cumulative grade point average is calculated by dividing the total number of honor points earned by the total credits in those courses evaluated with A, B, C, D, or F. Honor points are calculated by multiplying the grade value times the credit value for each course and adding the individual honor points together. Grade value for A=4.0, B=3.0, C=2.0, D=1.0 and F=0.
8.6.4 Academic Standing

Satisfactory academic standing for undergraduate students is defined as achieving a cumulative grade point average (GPA) of 2.0 or higher. Transfer credits are not included in calculating satisfactory GPA. Students must be in good academic standing to serve as Student Senate officers or as officers of approved Student Organizations.

8.6.5 Transcripts and Grade Reports

The Registrar maintains a transcript of the academic record of each student.

This record summarizes the end-of-term grade reports sent to each student by the Registrar. The important elements of the transcript are: courses taken, contact hours earned, course grades, term grade point averages, cumulative grade point averages, course withdrawals, course audits, incomplete grades, and transfer credits.

8.6.6 Requirements for Graduation

The undergraduate degree is granted to those candidates who have:
7. successfully completed the required course of study;
8. earned passing grades in each course in the curriculum;
9. earned a 2.0 cumulative GPA; and
10. fulfilled all financial obligations to the University.

8.7 Consequences of Academic Deficiencies

8.7.1 Academic Probation

A part time or full time student will be placed on Academic Probation if the student’s CGPA falls below 2.0.

Students placed on Academic Probation may repeat a course and thereby have a course removed from their GPA, according to university policy.

Students are required to successfully complete at least 67% of the courses they attempt (completion ratio) and maintain a CGPA of 2.0 in order to remain eligible to receive financial aid.

8.7.2 Academic Dismissal

After two consecutive trimester of failing to meet the satisfactory academic standing requirement of a 2.0 CGPA, the student will be dismissed from the college.

8.7.3 Academic Reinstatement

The following procedure applies to all undergraduate students admitted to part time or full time status returning from academic dismissal.

A. Students who wish to return from Academic Dismissal may request reinstatement by submitting a letter to the Dean. The letter must explain their reasons for return and the actions
they have taken to address the factors that led to their previous academic difficulty. Requests for reinstatement may be approved only if, in the judgment of the Dean:

1. They can reasonably be expected to improve their cumulative GPA and completion ratio to meet the standards for good academic standing within a reasonable period of time, and
2. if they adequately address how they have corrected the factors leading to past difficulty and illustrate how they may reasonably be able to complete the requirements of their academic program (extenuating circumstances may be cited)

Students approved to return from Academic Dismissal will be placed on Academic Probation and must complete any conditions linked to their reinstatement.

B. Students who wish to return from dismissal who have not taken courses at NWHSU for more than three years must reapply to the University through the Admissions office. They may be readmitted with the approval of the Dean, only if they meet the criteria stated in the previous paragraph. If readmitted, they will return on Academic Probation and must complete the degree and program requirements in place at the time of their return.

Reinstated students are responsible for scheduling a meeting with the Dean within 10 business days after receiving reinstatement notification. The Dean will develop an academic success plan for the reinstated student guiding academic expectations until the student is no longer in academic probation status. Students’ academic progress will be monitored by the Registrar.

Appeals

Appeals of decisions made concerning academic dismissal and/or academic reinstatement should be filed with the Provost. Written appeals must be filed within 14 calendar days of email notification sent by the University. The decision of the Provost is final.

8.8 Withdrawals and Leaves of Absence

The University recognizes that withdrawal from Northwestern Health Sciences University, for any reason, is a difficult decision. It is advisable for a student to discuss potential withdrawal with the Director of the Academic Success Center and University Counselor, or designee, and the Registrar as early as possible so that the University may offer counsel on alternatives and so the student may derive maximum benefit under the University's policies.

Students may officially withdraw from the University by informing the Registrar in writing, through the completion of the Official Notice of Withdrawal Form. The date of withdrawal will be noted as the date on which the student notifies the University. The student must return their ID card, parking sticker, and key card to the Student Affairs Office. The grace period for repayment of educational loans begins the day of withdrawal.

If at the time of withdrawal the student's payments on account for the trimester exceed the amount of the student's liability, the student will be entitled to a refund of the excess. If the student's payments are less than the student's liability, the balance will be due and payable as of that date. All refunds will be made in accordance with policies stated in the current Refund Policy.

A record of W for courses currently enrolled in will be reflected on the transcript.
If at the time of withdrawal, students have any intention of resuming study at the University, they must provide the Registrar with a statement of their reasons for withdrawal. The University, through consideration by the Academic Standards Committee, will gather other information relative to their academic status at the time of withdrawal. If withdrawal occurs after the midterm examinations, the grade to date will be used in determining the academic standing relevant to re-admission. The Academic Standards Committee will determine what special academic requirements, if any, must be met to remove deficiencies prior to readmission. Students who withdraw because of ill health will be expected to provide a written statement from their physician that they are ready to resume studies.

8.8.1 Short-Term Leave of Absence Policy

In the event of an immediate and significant health or family emergency* a student may request a Short-Term Leave of Absence (SLOA) from The Director of the Academic Success Center and University Counselor or designee. A SLOA is intended to provide relief until a long-term remedy can be determined or the student resumes his or her academic course of study. The student should first contact the Director of the Academic Success Center and University Counselor with the request, and may be asked to provide documentation. A SLOA may not exceed 7 calendar days.

*Examples of a significant health or family emergency include:
- Death of a parent, grandparent, sibling, or significant other.
- Major accident, injury, or major illness requiring hospitalization.
- Health and/or safety concern (i.e., risk to self or others)
- Childbirth

Upon approval of a SLOA, the Program Dean will notify the Registrar of the approval. The registrar will then notify all course instructors regarding the approved SLOA. The student will not be penalized for missed class time, and upon return to the academic program, the student is responsible for working with the instructors to complete missed assignments and complete the course requirements.

If a student needs to extend the SLOA, a request, along with supporting documentation, must be submitted to the Program Dean. The Program Dean will either grant an extension of the Leave of Absence or recommend withdrawal from the term. At the time the Extended Leave of Absence is granted, the Program Dean will outline the steps to follow to resume coursework.

During a SLOA the student will be considered a registered student.

8.8.2 Military Leave of Absence Policy

As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time the student is absent. The student must notify their Program Dean as well as the Vice President of Student Affairs and Enrollment Management. The student must also provide documentation including military orders or a letter of activation from the student’s military unit indicating the specific dates of service.

A student on Active Duty who encounters an extended mission of a sensitive nature is eligible for a military leave of absence (MLOA). In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission.
Finally, a military student who successfully completed a sufficient amount of course work before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date. In order to select the most appropriate option in light of a student’s academic needs, the student must contact the Student Affairs office and their Program Dean. Lack of notification may result in ineligibility to receive these provisions.

8.8.3 Military Withdrawals

A student called to active military duty, and as a result unable to complete the current trimester, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school’s receipt of duty orders. A full tuition refund will be applied to the student’s account for all courses for which the student is actively enrolled at the time of military activation. The student will be eligible for any financial aid stipends received above the cost of tuition/fees/books for the current trimester of enrollment.

8.8.4 Withdrawal from courses

Students may withdraw from courses (required or elective) up to, but not beyond the equivalent of 60% of the course contact time (e.g., the end of the 9th week in a traditional, 15-week course). University refund policies will apply. Students who withdraw from courses (required or elective) beyond the equivalent of 27% of the course contact time (e.g., the end of the 4th week in a 15-week course) will be assigned a grade of “W”. A fee may be assessed for courses that are dropped after the first week of the term.

8.9 Readmission to College of Undergraduate Health Sciences

8.9.1 Re-entry Following a Leave of Absence

When a student is ready to return to studies following an extended leave of absence (more than one week), the student must follow the instructions outlined when the leave of absence was approved.

8.9.2 Re-entry Following Withdrawal

A student must meet criteria for good standing prior to re-entry as a full time student. Students who have withdrawn from the University will be considered to be in good standing and eligible to continue full-time study when they have achieved acceptable academic standing, have paid their tuition and fees liability, and have effectively remedied conditions leading to their withdrawal.

Students should contact the Registrar at least one month before their return. The Registrar and the Vice President of Student Affairs and Enrollment Management will assist them in checking that all records are cleared and current, and identify their status in relation to the present curriculum.

9.0 LICENSURE REQUIREMENTS AND EXAMS

Receipt of a degree from Northwestern Health Sciences University does not guarantee a license or certification to practice. States vary in the specific courses of study required and/or state-based testing for certification or licensing. Students are responsible for confirming with the appropriate board(s) to determine the specific requirements for the state(s) in which they intend to practice and/or seek employment.
9.1 College of Chiropractic

Chiropractic Examining Boards

Each state, and many countries and provinces, have examining boards which determine who shall be licensed to practice chiropractic in that jurisdiction. Because some licensing boards have unique requirements which may change from time to time, students are expected to learn the requirements of the jurisdiction where they may be considering practice. Information on requirements is available in the Chiropractic Career Services Center, the Library, and the Manager of Enrollment Support Services.

National Board of Chiropractic Examiners

Successful completion of NBCE exams qualifies the student for Diplomate status with the National Board. It is the policy of the College of Chiropractic to recommend that all students take the National Board of Chiropractic Examinations.

Part I of the National Board Exam contains six subjects: general anatomy, spinal anatomy, physiology, chemistry, pathology and microbiology and public health. Part I is given at the University in September and March. Students in the fifth trimester are eligible to apply for, or take Part I, depending on the time of the year. A student who fails one or two subjects must retake those failed subjects. A student who fails more than two subjects must retake the entire Part I exam.

Part II of the exam is made up of six subjects in clinical science areas including; general diagnosis, neuromusculoskeletal diagnosis, diagnostic imaging, principles of chiropractic, chiropractic practice, associated clinical sciences and physiotherapy (optional). This exam is given at the University in September and March. Students in the seventh trimester of study are eligible to apply for, or take Part II, depending on the time of year. A student who fails one or two subjects must retake those failed subjects. A student who fails more than two subjects must retake the entire Part II exam.

Part III, the Written Clinical Competency Examinations, includes approximately 210 standard and data-based multiple-choice questions covering case history, physical, neuromusculoskeletal, radiological, clinical laboratory and special studies examinations, diagnosis or clinical impression, chiropractic and supportive techniques, and case management. The student must successfully pass Part I before taking Part III and be within 9 months of Graduation at the time of the examination. Most states require success on Part III to be licensed in that state.

Part IV of the National Board testing is a practical exam. Students are eligible to take Part IV if they have successfully completed Parts I and II and are within 6 months of graduation at the time of the examinations. In order to apply for Part IV, the student must have successfully passed Parts I and II by the Part IV application deadline date. Successful completion of Part IV of the NBCE qualifies the student to be licensed in most states after completing a jurisprudence exam for that state. The Manager of Enrollment Support Services serves as administrative liaison with the National Board of Chiropractic Examiners. The administrative liaison is in charge of advising students of examination and application dates and deadlines, distributing and collecting completed applications and certifying eligibility.

The University makes no guarantees that an individual student will satisfy the licensure, registration or certification requirements of any particular state or other jurisdiction. It is the responsibility of an individual student to confirm the regulatory requirements that may apply in any jurisdiction in which that student intends to practice.
9.2 College of Acupuncture and Oriental Medicine

Certification by the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) is required for Minnesota licensure. Check www.nccaom.org for details.

The University makes no guarantees that an individual student will satisfy the licensure, registration or certification requirements of any particular state or other jurisdiction. It is the responsibility of an individual student to confirm the regulatory requirements that may apply in any jurisdiction in which that student intends to practice.

9.3 School of Massage Therapy

Statewide standards have been established in 34 states and the District of Columbia as of summer, 2004. Each state has established slightly differing standards for professional eligibility. At this time, no statewide standard for professional licensure, registration or certification exists for massage therapists in Minnesota. Many cities in Minnesota have established ordinances that regulate the practice of massage therapy, and some cities require practitioner registration.

The University makes no guarantees that an individual student will satisfy the licensure, registration or certification requirements of any particular state or other jurisdiction. It is the responsibility of an individual student to confirm the regulatory requirements that may apply in any jurisdiction in which that student intends to practice.

Students who complete the program of study offered by School of Massage Therapy will be eligible to sit for the National Certification Examination in Therapeutic Massage and Bodywork. In many states with statewide standards, successful completion of this examination is a qualifying requirement for licensure, registration or certification. The University requires that its entire faculty in massage therapy successfully complete this certifying examination and continuously maintain certification.
APPENDIX

I. BYLAWS OF THE UNIVERSITY STUDENT SENATE

The name of this organization shall be the Student Senate of Northwestern Health Sciences University. At all times, the Student Senate is subject to the supervision and discretion of the University.

Article I - Organization Mission and Purpose

The mission of the Student Senate is to function as a liaison between the student body and the NWHSU community, while enhancing the student experience.

The purpose of this organization shall be to:
1. Serve as an advocate and role model for the student body;
2. Facilitate communication between students and the NWHSU community;
3. Provide opportunities for service to the community;
4. Assist in the academic enrichment of students and provide extra-curricular opportunities for integration of students; and
5. Provide opportunities to enrich the student experience.

Article II - Organization Structure

SECTION A – CONDUCT OF BUSINESS

The Student Senate of Northwestern Health Sciences University shall hold regular business meetings at least twice per month excluding those with an inter-trimester break. Any student of Northwestern Health Sciences University, whether a Senate member or not, shall be allowed to attend a Senate meeting. Any University student has the right to make a request, in advance, for an item to be placed on the agenda, but does not have voting rights. A non-senate member does not have the right to request the floor. In order to speak, prior arrangements must be made with the President of the Senate. The Senate may solicit reports from other organizations or individuals regarding concerns of current interest such as government affairs or professional affairs. Guests presenting such reports may be requested to do so on a regular basis.

SECTION B – QUORUMS

Student Senate Meetings. A majority of the elected Senators shall constitute a quorum at the business meeting of the Senate.

Student Body Meetings. A majority of each program of the student body shall constitute a quorum for a general student body meeting.

SECTION C – PROCEDURAL RULES

Subdivision 1

Robert's Rules of Order shall govern the meetings of the general student body and the Student Senate.
Subdivision 2

Suggested Agenda
1. Call to Order
2. Committee time
3. Roll Call
4. Approval of the Minutes
5. Officer Reports
6. Committee Reports
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

Subdivision 3

Votes of the Student Senate shall be decided by a majority. The presiding officer shall vote only in the case of a tie.

SECTION D – OFFICERS: ELIGIBILITY AND TERMS

The student body shall duly nominate and elect from its members the following officers of the Student Senate: President, Vice Presidents for each program, Secretary, Treasurer, and Parliamentarian. Student Senate officers shall not concurrently hold a position of President or Vice President in any other student organization. Student Senate Officers must be in good academic standing at the time of election and throughout their term or they will be relieved of the office by the Parliamentarian with notice from the Vice President of Student Affairs and Enrollment Management. If an officer drops below part time enrollment, they will be relieved of the office by the Parliamentarian with notice from Vice President of Student Affairs and Enrollment Management.

President
• Eligibility: Students wishing to run for President of the Student Senate must have been enrolled in classes for at least three trimesters, but no more than six trimesters in their current program at the time of election. Those seeking the position of President must attend at least five Senate meetings during the trimester preceding the election.
• Term: The Presidential term lasts one year, or until the time of March elections.

Vice Presidents
• Eligibility: Students wishing to run for Vice-President of their program must have been enrolled in classes for at least one trimester but no more than six trimesters in their current program at the time of election.
• Term: Terms will last for one year, until the date of graduation, or until the time of March elections, whichever is earlier. Those seeking the position of Vice-President must attend at least three Senate meetings during the trimester preceding the election.

Secretary, Treasurer, Parliamentarian
• Eligibility: Students wishing to run for the offices of Secretary, Treasurer or Parliamentarian must have been enrolled in classes for at least one trimester but no more than six trimesters in their current program at the time of election. They must be able to fulfill a one-year term of office. Those seeking these positions must attend at least three Senate meetings during the trimester prior to the election.
• Term: Terms will last for one year from the time of election. In the case of a midterm election, the term will last until the time of March elections.

SECTION E – SENATORS: ELIGIBILITY AND TERMS

Senator
• Eligibility: Any student is eligible to be a Senator. Senators from each class may be elected by the ratio of 1 representative for every 15 full-time students. There must be a minimum of 2 Senators and a maximum of no more than 6 Senators for every class.
• Term: Terms will last one year with elections in the summer trimester. There is no limit to the number of terms a student may be elected Senator. The Student Senate Parliamentarian will announce Senator vacancies to the class and ask for nominations to fill the position. In the case of replacing a Senator, the class represented by that Senator will nominate and elect a new Senator. The senator election will be coordinated by the Vice-President of that program and the Student Senate Parliamentarian. A nomination form must be signed and an in-class election will then take place.

Alternate Senator
• Eligibility: Any student is eligible to be an Alternate Senator. Any student participating in a Senator election but unable to represent his/her class due to the limit imposed by the ratio of 1 representative for every 15 students, with a limit of no more than 6 senators per class, may voluntarily elect to become a Senate Alternate. There may be no more than 2 Alternate Senators per class. In the situation where there would be more than 2 Alternate Senators, the Student Senate Parliamentarian will coordinate an Alternate Senator election. Split trimester students may fill a vacant spot representing the class of the term after the one they have successfully completed and are currently enrolled in.
• Term: Terms will last one year, or until then end of the Winter Term.

SECTION F – OFFICERS

Subdivision 1

Rules of Succession If the position of President needs to be replaced, there will be an in Senate election between the Vice Presidents, overseen by the Vice President of Student Affairs and Enrollment Management. If a Vice President cannot hold the office, then the succession of replacement will be: Parliamentarian, Secretary, Treasurer, and Senators. The position of President must then be nominated, elected, and approved by a majority Student Senate vote.

Subdivision 2

Duties of the Officers

President
1. Conduct meetings of the Senate, and provide leadership in the development of general objectives.
2. Serve as a role model to students in terms of professional conduct.
3. Appoint ad hoc committees, and appoint student positions on University committees.
4. Promote Senate objectives and activities to students and serve to inform and educate students, faculty, administration, alumni, and professional associations as appropriate.
5. Convey a clear understanding of procedures to encourage greater participation in Senate activities and actively recruit Senators.
6. Coordinate the Teacher of the Year elections.
7. Meet with the Student Senate Cabinet monthly.
8. Assist other officers in their duties.
9. Prepare an agenda for each meeting.
10. Respond to official correspondence.
11. Must sit on university administrative committees when requested or delegate a qualified representative from the cabinet or senate.

Vice Presidents
1. Assume responsibilities of the President in their absence.
2. Fulfill other responsibilities as assigned by the President to include, but not limited to: new Senator Orientation, attendance at ad hoc committee meetings, attendance at other meetings, and assistance in planning the annual Student Leadership Award Dinner.
3. Serve as a liaison between the programs and the Senate President.
4. Appoint standing committee chairs in the absence of nominations.
5. Act as a liaison to Student Organizations by communication with respective club leaders and by inviting them to make tri-annual announcements at Senate meetings.
6. Participate in the Senate Committees they oversee.

Parliamentarian
1. Maintain order and ensure proper parliamentary procedure in Senate meetings.
2. Maintain Senate information boards and calendar.
3. Conduct all votes in Student Senate meetings and all general student elections for officers and Senators.
4. Announce Senate officer requirements to the student body at the beginning of each trimester during which such elections are to be held.
5. Announce to individual classes and programs unoccupied senate seats.
6. Enforce the Senate meeting attendance policy.
7. Maintain and continually update Bylaws.
8. Maintain the photo board and arrange for pictures of Senate members to be taken by the end of the third meeting of the trimester.
9. Update and produce the Student Senate Directory.

Secretary
1. Record minutes of Senate meetings in detail including votes tabulated and attendance.
2. Distribute the minutes of the Senate Meetings via e-mail to the Senate as well as post a copy on the Senate Bulletin Board.
3. Advertise for Student Senate, as required.
4. Assist committees with proposals and correspondence.
5. Collect minutes from committee meetings.
6. File agendas, minutes, and records of senate events for reference in the Senate Office.
7. Work directly with the Parliamentarian on coordinating lists of attendance.
8. Create an e-mail list and members list including all Senate members by the end of the second meeting of the trimester.

Treasurer
1. Maintain financial records for the Senate.
2. Accept deposits and issue disbursements as authorized.
3. Prepare budget outlines each trimester, and aid committees in the process of budget forecasting.
4. Provide Senate budget status reports as requested by the President.
5. Prepare a financial report at the end of each trimester, and submit for publication with Senate minutes.
6. Assist in the budget proposal process by preparing budget packets and track budget decisions for student organizations.
7. Prepare past budget history for the Budget Committee.

Senator
1. Serve to represent their class.
2. Attend all scheduled Senate meetings.
3. Actively participate in Senate and serve on at least one Student Senate committee.
4. Encourage student body awareness and participation in student functions by regular announcements to student class constituents.
5. Sit on a University Administrative Committee to represent the student body as requested by the Senate.

Senate Alternate
1. Serve to represent their class.
2. Attend all scheduled Senate meetings.
3. Actively participate in Senate and serve on at least one Student Senate committee.
4. Encourage student body awareness and participation in student functions by regular announcements to student class constituents.
5. May be asked to sit on a University Administrative Committee to represent the student body as requested by Senate.
6. May participate in all pre-motion discussions.
7. Make not make or second any motion to the Senate.
8. May not participate in further discussion once a motion has been made to the Senate.
9. May not vote on any motion made to the Senate, unless acting as a senator pursuant to #10.
10. May participate as a senator in the event of a representative from their class missing a meeting.

Post-Term Duties of an Officer

1. The former President shall be required to sit as an Ex-Officio member of the Student Senate for at least one trimester and can elect to sit for up to three trimesters following the completion of their elected term and be available for consultation until they graduate.
2. The Vice Presidents, Secretary, Treasurer, and the Parliamentarian shall sit on the Student Senate for at least three meetings following completion of their terms of office and be available for consultations until they graduate.

These positions shall be non-voting positions if they are not elected representatives of the class. Failure to fulfill the duties of an officer will be handled in accordance with Article III.

Article III. – Elections, Recall, Replacement

SECTION A – OFFICERS

Individual nomination petitions shall be the nominating forum for Senate officers, which will be distributed by the Student Senate Parliamentarian. Election of the nominees shall be within two (2) weeks following nominations, not later than one week prior to the beginning of final exams. Elections shall be held in March with the newly elected officers to take office at the beginning of the summer trimester. The election should be announced two weeks in advance, with the location and voting hours posted. A student running for an executive office must obtain twenty-five (25) student signatures in order to be nominated for that office.
The election shall be held in the University Auditorium Foyer. All students voting shall be checked off a master registration list for each class and program. The elections shall be on a minimum of two consecutive days with at least one day that accommodates upper level trimester students of all programs with their schedules in the public clinics.

Campaigning, activities directed at being elected by or on behalf of the candidates, may not commence until after the due date for the nomination forms. The candidate must remove campaign posters and cease campaigning by 6 pm the day before the elections commence. Violations of these rules will result in disqualification. Enforcement of these rules is the responsibility of the parliamentarian and election committee.

SECTION B – SENATORS

A reasonable attempt to notify all class members must be made at least two (2) weeks before the election or replacement of Senate representatives. A student running for senator must obtain ten (10) student signatures from members of his or her class.

All Senators are elected within the first two weeks of the summer trimester. Trimester 1 students who begin in either the Fall or the Winter trimester will be elected within the first two weeks of the trimester they enter, and must be re-elected the following March.

SECTION C – ELECTION COMMITTEE

An Election committee shall be composed of three non-candidates chosen by the Student Senate two weeks prior to election date. The election committee must be represented by at least two (2) different class levels and at least two different programs. The duties of the election committee shall include preparation of ballots, ballot distribution, poll watching, final vote tabulation and reporting, and incidentals germane to the performance of these tasks. The committee shall not open the ballot box for tabulation until all eligible students have voted. The committee shall store all the ballots in a secure administrative area before, between, and after the polls are open and keep the marked ballots in a secure administrative area when the committee is not in the process of counting votes. The committee shall determine the absentee voting procedure with the stipulation that all absentee ballots shall be paper ballots.

SECTION D – VOTE TABULATION

The election process will be supervised by the Parliamentarian. The counting of the ballots must be within three (3) class days of the election. Such a count shall be performed by the election committee.

SECTION E – REPLACEMENT OF OFFICERS

1. Resignations: All resignations must be presented to the Senate in writing. Upon resignation of an office, regardless of when in the course of a term it may occur, and in the absence of a previously delineated succession, replacement shall occur by solicitation of qualified student constituent for the position. A quorum Student Senate vote will be utilized to replace the office.

2. Dismissal: Officers may be dismissed by the Vice President of Student Affairs and Enrollment Management or by a majority Senate vote for violations of University policies, Student Senate bylaws, or for failure to fulfill his/her officer responsibilities.
An officer will be dismissed by the Parliamentarian of the Student Senate if three unexcused absences from Senate meetings are incurred in a single trimester. An excused absence may be granted at the discretion of the Parliamentarian. Notification of the reason for absence must be made to the Parliamentarian the day of the meeting or earlier if possible.

SECTION F – REPLACEMENT OF SENATORS

1. Resignations: All resignations must be presented to the Senate in writing. Upon resignation of a senator, the class represented can elect a replacement to finish the term of office.

2. Dismissal: A dismissal petition must be signed by a majority of the students of the class represented. Such petition must be presented to the Senate. Once the Senate is informed, the class shall hold an election coordinated by the respective programs Vice-President and the Student Senate Parliamentarian.

A senator will be dismissed if three unexcused absences of Senate meetings are incurred in a single trimester. Once a senator has been dismissed, he/she is no longer eligible to represent their class. An excused absence may be granted at the discretion of the Parliamentarian. Notification of the reason for absence must be made to the Parliamentarian the day of the meeting or earlier if possible.

Article IV - Committees

SECTION A – SENATE COMMITTEES

The Student Senate will maintain standing committees that will meet independently of Student Senate meetings and focus upon certain areas of student activities. At the beginning of each trimester, each committee will set goals for that trimester. In order to achieve these goals, the function of each committee is to solicit input from the student body, prepare a budget, review proposals for recommendation, and conduct activities within the committee's assigned area. Additional functions of each committee can be assigned by Senate motion and majority vote.

Committees shall be chaired by any Senate member. Chairpersons shall be nominated and voted in by members of the Senate. In the absence of stated interest, the president will appoint a chairperson and confirmation will be subject to Senate approval. Any committee chairperson can be replaced at any time without cause by 2/3 majority vote of the Student Senate.

Reports and minutes of committee proceedings shall be filed with the Student Senate secretary, and announced at meetings as required.

SECTION B – UNIVERSITY COMMITTEES

The Student Senate President shall appoint Senate members to be representatives on University Committees. When the proceedings of such meetings are not of a confidential nature, the student representative shall be responsible for making reports to the Senate as required.

Article V – Student Senate Oath

"I, a duly elected member of the Student Senate of Northwestern Health Sciences University, do hereby swear that I will advance the aims and objectives of the Student Senate as stated in its Constitution. I swear that I will uphold the honored name which Northwestern Health Sciences University bears."
"I do further swear that I will be faithful in the attendance of the meetings of the Student Senate, in the performance of any specific duty which may be entrusted to me, and in aiding and supporting every undertaking of the Student Senate.

"I do further swear that I will be conscious of my responsibilities towards my fellow students, and that I will help to legislate in their best interests."

Article VI - Additional Considerations

SECTION A – CONSTITUTION/BY-LAW AMENDMENT

This document may be amended only by a majority vote of the Student Senate.

SECTION B – GENERAL MEETINGS OF THE UNIVERSITY STUDENT BODY

An official student body meeting can be called by the Student Senate President, the Student Senate Cabinet, or by petition if such petition clearly contains authorization by at least 20% of each program of all enrolled students in the student body and clearly states the proposed time, place, and purpose of such meeting three days prior. The petition must be presented to the Senate and the Vice President of Student Affairs and Enrollment Management. The President or other designated official shall preside over the meeting.

SECTION C – FINANCIAL RECORDS

The financial records of the Senate may be audited by an auditing committee chosen by the Senate. This committee will not include the Treasurer. The audit may be performed annually one month prior to the general election or during the week following the April spring break. The University retains the right to audit the financial records at any time.

Article VII - Senate Sponsored Activities and Facilities

SECTION A – STUDENT BODY PRESS

The Yearbook is the official annual publication of the university student body.

1. Editorial responsibility: The Student Senate shall maintain editorial responsibility for official student publications.

2. Editor Staff: The Editor and Associate Editor of The Yearbook shall be appointed by the Senate, in conjunction with the office of Student Affairs. The Editor shall be in office for one year and be succeeded by the Associate Editor. Where upon the Student Senate shall select a new Associate Editor. The editorial staff shall render a written financial report and make budgetary requests as required. In case of vacancy of the office of Editor, the Associate Editor shall succeed to the office and/or a new Associate Editor shall be appointed by the Senate to fulfill the office.

3. Recall: The procedure for removal of editorial staff shall be by petition as for officers pursuant to Article III section F2, or by a two-thirds vote of the Senate.
4. The Student Senate shall contribute $2000 to the Yearbook every trimester. In addition, the Yearbook’s budget shall be funded by a portion of each student's Activity Fee to equal an amount of $3.50 per student per trimester. The number of students to be used for this budget shall be the number of students paying an Activity Fee for that trimester as of the second week of school for that trimester.

5. The yearbook must report progress to the Student Senate once per trimester, or risk loss of funds for the following trimester.

SECTION B – UNIVERSITY FITNESS CENTER

The Northwestern Health Sciences University Fitness Center is a facility that is fully funded by a set portion of each student's Activity Fee each trimester. The Fitness Center incorporates aerobic exercise, weight machines, and various free weight equipment. The Fitness Center allows the users to utilize the equipment in an effort to promote physical and mental well-being.

1. The Fitness Center's budget shall be funded by a portion of each student's Activity Fee to equal an amount of $6.00 per student per trimester. The number of students to be used for this budget shall be the number of students paying an Activity Fee for that trimester as of the second week of school for that trimester.

2. The Fitness Center Supervisor shall be nominated by the outgoing Fitness Center Supervisor and / or Chair of the Student Senate House Committee, with approval of the Vice President of Student Affairs and Enrollment Management, and approval shall be decided upon by the Senate by a majority vote. The term shall be for one year.

3. The Fitness Center reports to the Northwestern Health Sciences University Student Senate House Committee, and the office of Student Affairs, and will submit weekly reports.

4. If any one piece of equipment costs more than $750.00, the Fitness Center must get full Senate approval to purchase that piece of equipment.

5. Northwestern Health Sciences University's student's families, Alumni, Faculty, Staff and Employees are allowed the use the Fitness Center free of charge.

SECTION C – STUDENT LOUNGE

The Student Lounge is for the exclusive use of the student body for entertainment and relaxation purposes.

1. Use of the Student Lounge by Organizations: Any recognized student organization may use the Student Lounge provided they obtain Administrative authorization by completing a Facility Request form through the Student Affairs office. Organizations must also receive approval for Student Lounge use by the Student Senate at least one week prior to the event. Any Student Organization causing damage to the Student Lounge during an event may forfeit future Student Senate funding until damages are covered.

2. Any person causing damage to the Student Lounge shall lose all privileges to use the Student Lounge for one trimester and will be required to pay for all damages. Allegations will be forwarded to the Vice President of Student Affairs and Enrollment Management for review. Other sanctions may follow.
II. FACULTY CODE OF ETHICAL BEHAVIOR AND PROFESSIONAL BOUNDARIES

Code of Ethical Behavior

The “Statement of Professional Ethics” promulgated by the American Association of University Professors is a reminder of the variety of obligations assumed by all members of the academic profession. This Statement, which is adopted as the code of ethics for Northwestern Health Sciences University, is as follows:

The faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes responsibilities placed upon them. Their primary responsibility to their subject is to seek and state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgement in using, extending and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty encourages the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for students individually and collectively and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. The faculty protects their academic freedom.

As a colleague, faculty has obligations that derive from common membership in the community of scholars. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in professional judgment of colleagues. Accept share of faculty responsibilities for the governance of institution.

As a member of their institution, faculty seeks above all to become an effective teacher and scholar. Although they observe the regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of decision upon the program of the institution and gives due notice of their intentions.

As a member of the community, faculty has the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their students, their profession and to their institution. When they speak or act as a private person, they avoid creating the impression that they speak or act for their college or university. As a citizen engaged in the profession that depends on freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

During all clinical encounters the faculty must adhere to the professional code of ethics related to their disciplines and other relevant institutional policies.
**Faculty Responsibilities**

a) Faculty should hold classes and clinics when scheduled; faculty should be available at reasonable times for appointments and should keep such appointments; faculty should make appropriate preparations for classes, clinics and their meetings; and faculty should submit their grades in a timely manner.

b) The general content of a course or other academic program should be described with reasonable accuracy in catalogs, syllabi or other written documents and made available to and discussed with students. The content, objectives and standards of evaluation (including the importance to be assigned various factors in academic evaluation) in a course should be described by the faculty member at the first or second meeting.

c) All faculty must adhere to the regulations of the University.

d) The faculty member must be fully aware of the contents of the Student Handbook.

**Professional Boundaries**

Consensual Relationships

Interactions between the faculty and students at Northwestern Health Sciences University are guided by mutual trust, confidence and professional ethics. Professional faculty-student relationships have a power differential between faculty members and students; personal faculty-student relationships carry risks of conflict of interest, breach of trust, abuse of trust, abuse of power, and breach of professional ethics.

Definitions

a) Faculty, for purposes of this policy only, consists of all full or part time faculty, residents, teaching assistants, graders, staff clinicians, clinic mentors and all other personnel who teach, evaluate, supervise patient care of, allocate financial aid to, employ or guide research by students.

b) Students are all full- or part-time students.

c) A consensual relationship is any dating, romantic, sexual, or marriage relationship.

d) Position of authority includes but may not be limited to situations in which the faculty member makes or is responsible for an evaluation of a student for admission, coursework, patient care, promotions, and letters of recommendation, financial aid (including student employment), research funding, or disciplinary action.

Faculty members shall not engage in consensual relationships with students whenever a faculty member has a professional “position of authority: with respect to the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. Should a consensual relationship develop, or appear likely to develop, while the faculty member is in a position of authority, the faculty member shall terminate the position of authority. Even when the faculty member has no professional responsibility for a student, the faculty member should be sensitive to the perceptions of other students that a student who has a consensual relationship with a faculty member may receive preferential treatment from the faculty member or the faculty member’s colleagues.

When a faculty-student consensual relationship exists or develops a faculty position of authority with respect to the student must be avoided or terminated. The faculty member shall immediately disclose the relationship to the relevant chief academic officer and arrange for termination of the position of authority. The chief academic officer, working with the faculty member, shall make suitable arrangements for the objective evaluation of the student's academic, clinic, or job performance and for the protection of individual and University interests.
Any credible allegation of a faculty member’s failure to avoid or terminate a position of authority while in a consensual faculty-student relationship obligates the chief academic officer or other responsible person to conduct a prompt and thorough inquiry to determine whether the allegation is true. Where it is concluded that a position of authority in a faculty-student relationship exists and the faculty member involved failed to disclose the relationship and terminate the position of authority, the chief academic officer shall terminate the position of authority and can impose sanctions against the faculty member involved.

Persons in violation of this policy shall be subject to sanctions ranging from verbal warnings to dismissal or termination. Persons who knowingly make false allegations that a faculty-student consensual relationship overlaps with a position of authority between the two shall be subject to the same sanctions. It is also possible that the faculty members involved in faculty-student consensual relationships may be more vulnerable to allegations of sexual harassment, including their-party sexual harassment charges. In such cases, representation by University attorney may not apply for persons in violation of this policy.

III. BEHAVIORAL STANDARDS COMMITTEE

Behavioral Standards Committee

Chair: University faculty member appointed by the Vice President of Student Affairs and Enrollment Management; initial appointment term of two years. The Chairperson may cast a deciding vote to break a tie among committee members.

Advisory to: Vice President of Student Affairs and Enrollment Management

Membership: One faculty representative of each academic program appointed by the Faculty Senate President in consultation with the Chair; one additional ad hoc faculty representative from the program which the allegation originates, appointed by the Chair; and two students representing the program from which the allegation originates appointed by the University Student Senate President, in consultation with the Vice President of Student Affairs and Enrollment Management, or designee; and in the circumstance where a member of the committee removes his/herself from the hearing due to a conflict of interest, a replacement will be appointed by the Vice President of Student Affairs and Enrollment Management, or designee.

The Associate Dean of Student Affairs shall be an ex-officio member who is responsible for assisting and advising the chairperson with procedural matters.

Terms: Membership appointed as needed.

Charge:

1. Review policies related to student conduct, sanctions for misconduct, appeals, and procedures for accepting, investigating, and hearing allegations of student misconduct.

2. Conduct hearings on allegations of student misconduct, as requested by the Vice President of Student Affairs and Enrollment Management, or designee, and report findings and recommendations to the Vice President of Student Affairs and Enrollment Management.